

Visiting

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Title: **VISITING** Detention Division Version: 3/22/2017

1.0 POLICY STATEMENT

In order to maintain ties in the community, inmates with acceptable behavior have the privilege to non-contact visits with family members and friends. Inmates shall be given the opportunity to meet with professional visitors privately.

2.0 DEFINITIONS

Alpha List	A computer generated alphabetized list for all the inmates in the facility (Either MADF or NCDF).
Contact Visiting Area	Designated area in either facility staffed by a designated deputy.
Inmate Worker List	A list of all inmate workers in the facility (Either MADF or NCDF).
Non-Contact Visit	A visit in which physical contact between the inmate and visitor is not permitted.

Professional Visits	Visits between inmates and professional visitors, intended to provide a service to the inmate.
Professional Visitor	Attorneys, government or law enforcement representatives, and physicians ordered by the court to evaluate an inmate's medical or mental health, who are acting as representatives of an attorney. Representatives from clergy, psychiatrists, counselors, licensed bail agents and other service providers may also be authorized to conduct professional visits.
Receptionist	A legal processor assigned to the MADF/NCDF lobby.

3.0 MANDATES

[Title 15 Standards: 1062, 1068, 1070](#)

[Penal Code Sections: 825\(b\), 4571](#)

4.0 GENERAL INFORMATION

4.1 VISITING HOURS

- A. Visiting days and hours for all modules/units shall be posted in the housing areas. The visiting schedule is also available in the Lobby of the MADF and the NCDF.
- B. The non-contact visiting booth in the Contact Visiting Area is available for hearing impaired visitors and subject to availability Monday through Friday.
- C. Refer to: [Visitor Information and Guidelines \(MADF\) \(NCDF\)](#) for facility specific visiting times and days.
- D. Refer to: [Visitor Information/Rules](#) for a complete list of visiting rules.

4.2 DISABLED VISITORS

- A. The Sonoma County Sheriff's Office will ensure reasonable accommodations are made available to Disabled Visitors.
- B. The Americans with Disabilities Act (ADA) Public Notice for Disabled visitors will be posted in each facility's public areas.

- C. A non-contact visiting booth in the Contact Visiting Area is available for inmates or visitors who are hearing impaired. There is also an accessible visiting booth (not for hearing impaired) located in R Module.
- D. The ADA defines a service animal as any dog individually trained to work or perform for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Refer to: [Disability – Accommodations](#), Section 4.7)

4.3 PROFESSIONAL VISITING ACCESS REQUIREMENTS

- A. Any individual entering either facility must wear an access pass. For access types and requirements refer to: Access-Passes.
- B. Attorneys must give their valid state Driver's License or ID card and show their current Bar Card to the Receptionist when requesting a professional visit with an inmate, except District Attorney's and Public Defenders who only need to show their county ID card.
- C. Government and Law Enforcement Representatives must give their valid state Driver's License or ID cards, and show their agency's ID card to the Receptionist when requesting a professional visit with an inmate.
 - 1. Sheriff's Department employees may wear their Sheriff's Department I.D. in place of a visitor's pass.
- D. Physicians, psychologists, psychiatrists, and private investigators who are representing an attorney must give their valid State Driver's license or ID card to the Receptionist, and provide a letter from the attorney, which identifies and authorizes them to visit. The letter is valid only for six (6) months and must then be reissued by the Attorney. Physicians, psychologists and psychiatrists who conduct frequent court ordered evaluations or who evaluate inmates for State Parole may be approved for placement on the facility access list. Court orders requiring an inmate evaluation must be in the inmate's D-file and given to the Contact Visiting Deputy, prior to the Contact Visiting Deputy authorizing the visit.
- E. Bail agents need to be licensed and show proper identification.
- F. The Supervising Legal Processor or designee may authorize individuals to visit using other valid identification once validity has been verified.
- G. Generally, professional visitors, with the exception of attorneys and law enforcement officials, may only visit during professional contact or non-contact visiting hours. Professional visitors wishing to visit outside of normal visiting hours must have the approval of the Administrative Lieutenant or Watch Commander.
- H. At the NCDF, professionals may have contact interviews in the lobby, 401 holding, designated interview rooms or units and unit yards

4.4 MISCELLANEOUS PROFESSIONAL VISITOR INFORMATION

- A. The Administrative Lieutenant is responsible for approving professional visitor status. (Refer to: Access - Passes)
- B. The Contact Visiting Deputy may approve professional visitor status for Contact Visiting. (Refer to: Access - Passes)
- C. Inmates may not receive professional visits in the contact visiting area during meal service, inmate counts, mandatory or emergency lockdowns without prior approval.
- D. Professional visits conducted in the contact visiting area must be scheduled for when the area is staffed.
- E. Inmates whose behavior requires they be escorted by more than one Deputy are not eligible for contact professional interviews unless the visit is approved by the Administrative Lieutenant and arranged a minimum of 48 hours in advance (special circumstances may arise and emergency contact visits may be arranged contingent on available staff).
- F. Contact interviews will be scheduled on a first come, first served basis.
- G. Law enforcement officers who are either in uniform or plain clothes are not required to clear the metal detector prior to entering the facility. Law enforcement officers shall secure all weapons prior to entering the facility. Gun lockers are available in the lobby at both the MADF and NCDF and vehicular sally port at the MADF.
- H. The Public Defender's Office, District Attorney's Office, District Attorney Investigators and Sonoma County Probation are allowed to bring a laptop computer or tablets into any detention facility while on duty and related to their job function. Any other requests will be considered on a case by case basis.
 - 1. When scheduling a visit, the person requesting to bring a laptop computer or tablet must notify the receptionist of their intent to bring a laptop computer or tablet into the facility into a visiting area.
 - 2. The use of cameras are strictly prohibited.
 - 3. Any prohibited use of the laptop computer or tablet will result in losing the privilege of bringing a laptop or tablet into the facility for future visits.
 - 4. All approved persons bringing a laptop or tablet will be required to sign a [Memorandum of Understanding](#) agreeing to these terms.
- I. All of the professional visitor's property, including keys, with the exception of pertinent paperwork and appropriate items normally carried in pockets (e.g. change) shall be left either in the visitor's car or in a coin-operated locker in the lobby.

- J. Court appointed psychiatrists and physicians may bring necessary testing equipment to their interviews. Any case containing testing equipment must be searched before the psychiatrist/physician is allowed contact with the inmate. The Contact Visiting Deputy will search all necessary items.
- K. Professional visitors who are only going into the Administration area are not required to place their belongings in a locker.
- L. Pocket knives shall not be allowed into the facility.
- M. Law enforcement representatives may keep their keys.
- N. Attorneys wishing to give their clients legal documents while in contact visiting must first give the documents to the Contact Visiting Deputy for inspection and approval.
- O. No physical contact will be permitted between the Professional Visitor and Inmate.
- P. Family reunification visits arranged by Child Protective Services staff (Social Service workers and case aids) may be held in the Contact Visiting Area during normal contact visiting hours. During these visits, the parent and child may have physical contact.
 - 1. At the NCDF, family reunification visits may be held in the lobby or designated area of the 400 building during normal professional visiting hours.
- Q. Children over the age of twelve (12) are not allowed contact family reunification visits for safety and security reasons. They may have non-contact visits.
- R. If the Contact Visiting Deputy determines that there is a safety concern the family reunification visit will be held in a non-contact visiting booth.
- S. The Contact Visiting Deputy will coordinate non-contact family reunification visits, as needed.
- T. Administrative Segregation inmates may not have family reunification visits. Exceptions may be made at the discretion of the Administrative Lieutenant.
- U. Professional visits do not count against the number of personal visits an inmate is allowed each day.
- V. Contact visits will not be allowed between inmate-to-inmate or with family members, with the exception of family reunification visits with minor children.
- W. Attorneys, Public Defenders, District Attorneys, and Law Enforcement are authorized to have contact visits.
- X. Attorneys requesting to visit after normal professional visiting hours must obtain approval from the Watch Commander, who will make the determination to authorize or deny the visit.

- Y. Only clergy members who have been cleared for access and are on the Access List kept with the receptionist may have contact visits.
- Z. After the arrest, any attorney at law entitled to practice in the courts of record of California, may visit at the request of the inmate or any relative of the inmate, shall be accommodated, barring exigent circumstances.

4.5 BANNING VISITORS

- A. The Sonoma County Sheriff's Office reserves the right to deny entrance to its detention facilities to any person(s) believed to be a threat to the safety, security, and good order of the facilities.
- B. The Administrative Lieutenant, Watch Commander, Classification Sergeant, Sergeants on duty and the Supervising Legal Processor have the authority to place an individual on the Facility Ban List.
- C. Visitors engaging in activity that violates the facility rules are subject to a ban of visiting privileges.
- D. Visitors may be banned from visiting inmates at the MADF or the NCDF for unspecified periods of time or on a permanent basis based on offense.
- E. Visitors may appeal a ban on visiting privileges in writing to the designated authority. All decisions on visiting appeals are final.

5.0 PROCEDURES

5.1 CHECKING VISITORS IN FOR VISITING

- A. The Receptionist will:
 - 1. Check the alpha list to ensure the inmate is still in custody and has not had a personal visit that day.
 - 2. Write the inmate's last name on the [Visiting Sign-In Sheet](#) and their Module/Unit and Cell/Bed location.
 - a. If it is an Inmate Worker (allowed two visits per assigned visiting day), the Receptionist will annotate such on the Visiting Sign-In Sheet, under the Inmate Worker section.
- B. If the inmate is an Inmate Worker in 202, 203 or 401 and they have already had their regular one-hour visit for the week, the Receptionist will check the Inmate Worker list to see if the inmate is eligible for their additional visit.

1. If the inmate has not had their additional non-contact visit for the week, the Receptionist will place an asterisk next to the inmate's name on the Inmate Worker list and allow the visitor to check in.
- C. If the inmate is available the Receptionist will highlight the inmate's name on the Alpha List and take a piece of valid identification from the visitor and give the visitor a Visitor's Pass after they have signed in on the [Visitors' Log](#).
1. The Supervising Legal Processor or Watch Commander may authorize individuals to visit in Non-Contact Visiting using other identification; once they have verified its validity.
 2. The Receptionist will check the denied visitor list to confirm visiting eligibility.
- D. After removing all metal objects from their person, if the visitor is unable to clear the metal detector alarm, they will not be allowed to visit.
1. If the visitor states they are unable to clear the metal detector due to a surgically implanted piece of metal, they must be scanned with a hand held metal detector or pat searched. Visitors who must be scanned with a hand-held metal detector will wait in the lobby until a Deputy is available, and will then be scanned in the visitor's corridor near the Cashier's Office window at the MADF or waiting area at the NCDF.

5.2 CONVICTED FELONS - APPROVAL FOR VISITING

- A. When a visitor is found to be a convicted felon or advises the Receptionist that they are, the Receptionist will give the visitor a [Request for Visiting Approval](#) form to complete and deny visits until the visitor has written approval by the Classification Sergeant.
- B. The Request for Visiting Approval form shall be forwarded to the Classification Sergeant for investigation.
- C. When the investigation is complete, the Classification Sergeant will mail the letter to the visitor, if that was their preference, or forward it to the Supervising Legal Processor, with an indication of whether or not the visitor is approved to visit.
- D. The Visitor can pick up the letter or bring it with them if it was returned by mail. If approved, they can present the letter to show they are allowed to visit.
- E. The Visitor must show the letter each time they wish to visit.

6.0 REVISION HISTORY

Version 19.02.02 – Revised 2/2002

Version 20.09.13 – Revised 9/2013

Merges and replaces:

Inmate Personal Visiting Information MADF v. 4.11.04,

Visiting – Contact NCDF v. 8.02.01,

Visiting – Contact Visiting for Unit Workers NCDF v. 3.06.97,

Visiting – Non-Contact MADF v. 19.02.02 & NCDF v. 10.02.01,

Visiting – Professional MADF v. 15.06.07 & NCDF v. 5.12.00

Version 21.5.16 – Revised 5/2016

Revised 3/2017