1.0 POLICY STATEMENT
Visitation privileges are provided in an effort to help inmates maintain ties with family, friends and others in the community, to reduce recidivism, and promote positive inmate behavior. The Office provides visitation on-site and in person in both public and private settings. 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.
Onsite

The location (MADF or NCDF) where the inmate is housed

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 Detention Specialist to the MADF/NCDF lobby.

3.0 MANDATES

Title 15 Standards: 1062, 1068, 1070
Penal Code Sections: 825(b), 4571 4032

4.0 GENERAL INFORMATION

A. The Office understands that Title 15 Standard 1062 allows for video visitation to be used to supplement existing visitation programs, but shall not be used to fulfill the requirements of this section if in-person visitation is requested by an inmate.

B. The Office shall not charge or apply any fees for when visitors are onsite and participating in either in-person or video visitation.

C. In-person visits include interactions in which an inmate has physical contact with a visitor, the inmate is able to see a visitor through a barrier, or the inmate is otherwise in a room with a visitor without physical contact. In-person visits do not include an interaction between an inmate and a visitor through the use of an onsite two-way audio/video terminal.

D. After removing all metal objects from their person, if the visitor is unable to clear a metal detector alarm, they will not be allowed to visit.

E. 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.

F. All adult visitors shall present government issued identification containing picture identification before being permitted to visit.

G. Minors may be allowed to visit an inmate. If the accompanying adult is not the parent or legal guardian of the minor, a notarized written consent shall be required from a person with legal custody of the minor, authorizing the minor to visit while accompanied by a designated adult.
a. For each minor, a certified record of birth (official birth certificate, or county embossed abstract of birth) shall be presented during each visit. Photocopies of these documents are not acceptable.

b. Emancipated minors are allowed to visit with original court documentation as proof of emancipation.

4.1 VISITING DAYS AND 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. Visitation will be conducted on the following holidays:

- New Year’s Day
- Independence Day
- Thanksgiving Day
- Christmas Day

4.2 DISABLED VISITORS

A. The 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 the Disability – Accommodations policy, Section 4.7.

4.3 PROFESSIONAL VISITING

1. Any individual entering either facility must wear an access pass. For access types and requirements refer to: Access-Passes.

2. 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.
3. 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. Office employees may wear their Office I.D. in place of a visitor's pass.

4. 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.

5. 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.

6. Bail agents need to be licensed and show proper identification.

7. The Supervising Detention Specialist or designee may authorize individuals to visit using other valid identification once validity has been verified.

8. 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.

9. At the NCDF, professionals may have contact interviews in the lobby, 401 holding, designated interview rooms, in the Units or in the Unit yards.

10. The Administrative Lieutenant is responsible for approving professional visitor status. Refer to the Access-Passes policy.

11. The Contact Visiting Deputy may approve professional visitor status for Contact Visiting. Refer to the Access-Passes policy.

12. Inmates may not receive professional visits in the contact visiting area during meal service, inmate counts, mandatory or emergency lockdowns without prior approval.

13. Professional visits conducted in the contact visiting area must be scheduled for when the area is staffed.

14. 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).

15. Contact interviews will be scheduled on a first come, first served basis.

16. 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 the vehicular sally port at the MADF.
17. 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’s 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.

18. 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.

19. 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.

20. Professional visitors who are only going into the Administration area are not required to place their belongings in a locker.

21. Pocket knives shall not be allowed into the facility.

22. Law Enforcement Representatives may keep their keys.

23. 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.

24. No physical contact will be permitted between the Professional Visitor and Inmate.

25. 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.

26. 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.

27. 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.
28. The Contact Visiting Deputy will coordinate non-contact family reunification visits, as needed.

29. Administrative Segregation inmates may not have family reunification visits. Exceptions may be made at the discretion of the Administrative Lieutenant.

30. Professional visits do not count against the number of personal visits an inmate is allowed each day.

31. Contact visits will not be allowed between inmate-to-inmate or with family members, with the exception of family reunification visits with minor children.

32. Attorneys, Public Defenders, District Attorneys, and Law Enforcement are authorized to have contact visits.

33. 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.

34. Only clergy members who have been cleared for access and are on the Access List kept with the receptionist may have contact visits.

35. After the arrest, any attorney at law entitled to practice in the courts of record of California, may visit any inmate at the request of the inmate or any relative of the inmate. All requests shall be accommodated, barring exigent circumstances.

4.5 BANNING VISITORS

A. The 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 Detention Specialists have the authority to place an individual on the Facility Ban List.

C. Visitors engaging in any activity that violates the facility rules is 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.

4.6 CONVICTED FELONS

A. If a visitor is found to be a convicted felon, the Visitor must have prior approval to visit. The Receptionist will give the visitor a Request for Visiting Approval form to complete and will forward the request to the Classification Sergeant for review.

B. If the visitor does not have the appropriate approval documentation, they will not be allowed to visit.

5.0 PROCEDURES
6.0 REFERENCES

Policies

Forms

7.0 REVISION HISTORY
Version 19.02.02 – Revised 2/2002
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
Version 5/2016- Revised 4/18/2018
Version 4/2018-Revised 4/1/19