



**Ashland County Sheriff's Office, Corrections Division**  
**Standard Operating Procedures**

Subject: <b>Inmate Visitation</b>	Policy Number: <b>209</b>	
Related Directives: <b>OAC 5120:1:8-07</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amendment	<input checked="" type="checkbox"/> Permanent: Issued <b>2011</b>
Admin Captain: <b>Captain David Blake</b>	<i>Capt D. Blake</i>	Review Date: <i>3-25-10</i>
Sheriff: <b>E. Wayne Risner</b>	<i>E. Wayne Risner</i>	Review Date: <i>3-25-19</i>

**I. 209.01 Visitation Area**

- A. The Ashland County Jail will provide two secure visiting areas that physically separate the inmate and the visitor with capability for two-way conversation by video visitation. Our onsite visitation areas are located in the corrections night lobby and the main lobby. Visits between inmates and members of the public shall be monitored and video recorded for safety and security reasons.
- B. Visits shall be restricted only if the jail administrator or designee determines that a visit is a threat to safety, security or in the best interest of the jail. The jail administrator or designee shall document restrictions in writing.
- C. The visitation area is equipped with proper seating and lighting. Lighting shall be kept at twenty foot-candles, measured from thirty inches above the floor.
- D. Contact visitation will not be permitted for general visitation in the Ashland County Jail unless by jail administrator or judicial order. Attorneys, clergy or previously approved officials are the only persons permitted to enter the security perimeter of the jail for visits.
  - 1. Attorney visits may be held in the Interview room and must be supervised by the booking officer; or the visit may be held in the Programs room and supervised by master control.
  - 2. Special visits may be approved by a shift supervisor on a case by case basis.
- E. The jail staff shall not listen to visitor conversations but may observe the visitation.
  - 1. Contact visits must be approved by the Jail Administrator or Assistant Jail Administrator.
  - 2. Visitors will be ID and patted down prior to entering the jail.
  - 3. Contact visits will take place in the programs room and be viewed by Master Control.
  - 4. At the end of the visit the inmate will be strip searched and the visitor will be escorted out of the jail.

**II. 209.02 General Visitation**

- A. The Ashland County Jail shall provide visitation hours that provides inmates with the opportunity to visit family and friends. Visitors must schedule online to visit an inmate. A schedule of visiting hours is posted in the Sheriff's Office Main Lobby, the Corrections Night Lobby, each housing area, and the Inmate Handbook.
  - 1. Visitors may schedule visits up to 2 weeks in advance but must schedule at least 24 hours prior. Scheduling can be done at home on [www.icsolutions.com](http://www.icsolutions.com) or in the corrections night lobby on the registration computer.
  - 2. Visitors have the option to do two on-site visits a week with no fee or an unlimited amount of off-site visits with a fee. Off-site visits can take place from a computer with a camera or a mobile device with a camera.
  - 3. Visitors can be logged into their visit 10 minutes prior to their visit. (This doesn't not start the visit early.)

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<b>Off-site visits</b>		
<i>Sunday – Saturday</i>	<i>Begin</i>	<i>End</i>
	0800 (8:00 am)	1125 (11:25 am)
	1300 (1:00 pm)	1405 (2:05 pm)
	1530 (3:30 pm)	1635 (4:35 pm)
	1800 (6:00 pm)	2200 (10:00 pm)

<b>On-site visits</b>		
<i>Sunday – Saturday</i>	<i>Begin</i>	<i>End</i>
	0800 (8:00 am)	1125 (11:25 am)
	1300 (1:00 pm)	1405 (2:05 pm)
	1530 (3:30 pm)	1635 (4:35 pm)
	1800 (6:00 pm)	2050 (8:50 pm)

- B. If a visitor is more than 15 minutes late to their visit, their visit will be automatically cancelled. If a visitor is less than 15 minutes late, they will only get the remaining time left of their visit to visit. The visit does not start when the visitor and/or inmate log in.
- C. The Ashland County Jail will maintain a record of visitors including date, visitor name, inmate visited and length of visit in JMS.
- D. Visitors shall be subjected to security controls (search) established by the jail administrator to prevent contraband and weapons from being brought into the jail. Any property given to the inmates will be searched for contraband.
- E. Visitors will be required to have their visitor pin number to be able to log into their visit.
- F. If a visit is cancelled by the inmate, the visitor will receive a cancellation email. If a visit is cancelled by the facility, the visitor will receive a cancellation email explaining why the visit was cancelled.
- F. When circumstances prevent visits from occurring during normal visiting hours, special visits shall be allowed at times and under conditions as approved by the jail administrator or designee.
- G. Any visitor violations will be reported on an incident report and submitted to the jail administrator or designee.

**III. 209.03 Attorney Visitation**

- A. Inmates shall have access to legal counsel of record including telephone contact, written communication and confidential visits.
- B. Any attorney of record shall be allowed to visit his/her client at all reasonable times, both daytime and evenings.
- B. Attorneys will be required to register at the night lobby when the main lobby is closed. If an attorney or any visitor comes in through the main or night lobby during non-business hours to visit an inmate, they must be logged into the JMS as a visitor. During business hours any inmate visitors (clergy, attorney) are logged into the JMS as a visitor.

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- C. Attorneys shall be subjected to security controls (search) established by the jail administrator to prevent contraband and weapons from being brought into the jail. Any property given to the inmates will be searched for contraband.
- D. If you are not familiar with a clergy or attorney, have them provide identification. Attorney should also have a State of Ohio Bar Association card as identification. Any visitor that enters the jail and has a bag, it is subject to search as the posted sign states at each entrance.
- E. The visiting areas for attorneys are located next to the general visitation area.
- F. If an attorney or public defender chooses to use video visitation, all visits are recorded.
- G. Lighting in attorney visiting areas will be a minimum of twenty foot-candles.

**IV. 209.04 Clergy Visitation**

- A. Clergy shall be allowed to visit inmates at all reasonable times, both daytime and evenings.
- B. Clergy may be required to register at the Night Lobby when the main lobby is closed.
- C. Clergy shall be subjected to security controls (search) established by the jail administrator to prevent contraband and weapons from being brought into the jail. Any property given to the inmates will be searched for contraband.

**V. 209.05 Restrictions**

- A. Visits shall be restricted only if the jail administrator or designee determines that a visit is a threat to safety, security or the best interests of the jail. The jail administrator or designee shall document restrictions in writing. Inmates will not be restricted in regard to whom they visit unless the jail administrator determines that a visitor should be excluded due to the existence of one or more of the following conditions:
  - 1. The visitor represents a clear and present danger to security.
  - 2. The visitor has a past history of disruptive conduct at the jail.
  - 3. The visitor is under the influence of alcohol and/or drugs.
  - 4. The visitor refuses to submit to a search or show proper identification.
  - 5. The inmate refuses the visit.
  - 6. Visiting restrictions as a result of disciplinary action.
  - 7. Court orders not allowing the inmate and visitor to have contact.





## Video Visitation Hours/Rules

All visits are 30 minutes. Visitors may log in 10 minutes early to their visit. *(This does not start the visit early)* If the visitor is more than 15 minutes late the visit will be cancelled. *(The visits start at the scheduled time, not at the arrival of the visitor)*

Off-site visits		
Sunday – Saturday	Begin	End
	0800 (8:00 am)	1125 (11:25 am)
	1300 (1:00 pm)	1405 (2:05 pm)
	1530 (3:30 pm)	1635 (4:35 pm)
	1800 (6:00 pm)	2200 (10:00 pm)

On-site visits		
Sunday – Saturday	Begin	End
	0800 (8:00 am)	1125 (11:25 am)
	1300 (1:00 pm)	1405 (2:05 pm)
	1530 (3:30 pm)	1635 (4:35 pm)
	1800 (6:00 pm)	2050 (8:50 pm)

- All Visitations are subject to audio/video monitoring and/or recording.
- Any minor children will be kept with the adult visitor at all times. Any disruption of visitation will not be tolerated.
- Minors 16 years of age and over may register and visit by themselves
- All visitors must be registered on [www.icsolutions.com](http://www.icsolutions.com) and added to the visit.
- Visitor names must be their own information for records.
- Two onsite visits can be scheduled per inmate per week for free
- Unlimited offsite visits can be scheduled per inmate per week with a fee
- Only 4 visitors are allowed per visit. (Any child under the age of 2 does not count in the number of visitors but they still need to be registered.)
- Visitors must schedule for visits a minimum of 24 hours in advance and up to two weeks out
- Visitors shall not enter any areas of the facility except the lobby and visitation area.

\*For questions, call 419-289-6552 or 419-281-9009.