2-03/020.00 - Inmate Worker Visits

PURPOSE

To insure the proper supervision of inmate worker visits the following procedures shall be followed:

SCHEDULE AND LIMITS

Visiting days and hours are Saturdays, Sundays, and Holidays from 1100 hours to 1700 hours.

Visits are limited to an one hour duration unless terminated or extended by a supervisor. Visits that are not at least fifteen minutes in duration will not count as a visit. (An exception to this would be if the inmate worker himself chose to terminate the visit prior to fifteen minutes or, the visit was terminated for disciplinary reasons.)

Any deviation from the above schedule will be restricted to emergencies only and must be approved by the Watch Commander.

NUMBER OF VISITORS OR VISITS

An inmate worker is permitted two visits in any one day with no more than three persons per visit.

Each person requesting an inmate worker visit will report to the lobby counter and sign the inmate worker visiting log before being allowed to visit an inmate worker. Identification should be requested by the jailer (visiting supervisor) to verify that the identity of the visitor is properly recorded.

When inmate workers are granted a visit, they will be advised by the jailer or deputy supervising visiting, of the ending time of their visit. Inmate workers will be responsible for terminating their visit on time. Upon conclusion of the visit, inmate workers will report immediately to the jailer's office.

CONDUCT AND LOCATION OF VISITS

Visits will be conducted in the station assembly room and/or, outside on the lawn and patio area just west of the heliport. All visits will be directly supervised by Sheriff's Department personnel, i.e.: sworn deputy, reserve deputy, or Sheriff's explorer, at the direction of the jailer.

In the event the jailer is the only person available to supervise visiting, visits may still be held on the outside lawn however, inside visits will be conducted in the station lobby. Chairs from the assembly room may be brought into the lobby to accommodate the visitors.

RESTROOM FACILITIES

Visitors will be instructed by the visiting supervisor to utilize the following restrooms:

Lobby visits-the public restroom in the lobby will be utilized for lobby visits.

Outside visits-Visitors will utilize the common (male/female) restroom in the hallway outside the jailers office.

Assembly room visits-Visitors will utilize the common (male/female) restroom located in the hallway just outside the east entry door of the assembly room.

INMATE WORKER VISITORS SHALL NOT BE ALLOWED ANYWHERE ELSE INSIDE OR OU THE STATION.

All inmate worker visits shall be in compliance with section 6-14/050.00 of the Custody Division Manual.