5-10-020 Professional Visits and Facility Security Cards

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for professional visits, as well as the issuance of facility security cards.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

Professional Visiting Information

- Professional visiting hours are from 0800 to 2000 hours, Monday through Friday, or per the watch commander.
- Weapons, ammunition, cell phones, and cameras are not allowed inside the facility. Only with a valid court order, or watch commander approval, shall laptops, tape recorders, or cameras be allowed into the facility. [REDACTED TEXT] All other prohibited items need to remain in the visitors locked vehicle.
- Attorneys in possession of a laptop must sign the Custody Division Laptop Request and Acknowledgement Form.
- All visitors are subject to a contraband inspection of all purses, briefcases, case files, and bags prior to entry into the facility. Visitors are encouraged to bring a minimum amount of material with them into the facility.
- All visitors are required to check in at main control and present a valid form of identification.
- No food or beverages will be allowed.
- There shall be no physical inmate contact.
- No items other than legal paperwork shall be passed to the inmate during the professional visit.
- There is no time limit for professional visits.

Professional Visiting Procedures

A. Check-In

- All visitors shall enter the facility through the pedestrian sally port in front of main control and check in with desk personnel. The visitor shall exchange their valid form of identification for the appropriate Custody Services Division security card and the visitor shall be logged into the Facility Visitor Log.
- There are three different types of security cards that are issued to professional visitors.
    - The green non-escort card is for individuals who have been pre-approved by Religious and

Volunteer Services (RVS). Their name has been placed on the non-escort list at main control.
    - The red escort card is for individuals who have been pre-approved by RVS. Their name has been placed on the escort list at main control and shall be escorted at all times while they are inside the secured areas of the facility.
    - The black chaplain card is for individuals who have been screened and identified by RVS as being a chaplain. These chaplains who enter custody facilities on a regular basis shall exchange their government issued identification for a black chaplain card when entering the facility.
- In the event that a professional visitor has not been placed on either of the pre-approved lists, it shall be at the discretion of the facility watch commander (or their designee) to permit access and issue an appropriate security card.
- Custody personnel who have been issued a photo custody identification card by the Department do not have to exchange their cards when entering the facility.
- All security cards shall be properly displayed by the visitor at all times while they are inside the secured areas of the facility. The card shall be displayed on the outer most article of clothing, on the front of the chest, center level or above, and in plain view.
- Professional visitors shall complete the correct visiting slip according to the reason for their visit: SH-J-9, “Custody Division Attorney Interview Slip” or PHR-101, “Official Visitor Register Card.”
- Desk personnel shall verify the inmate’s location using the Automated Justice Information System (AJIS), write the location on the appropriate slip, and notify the module control officer of the visit.
- Once the visitor has been cleared, they shall be directed to the appropriate module to conduct their visit.

B. Conducting the Visit

- Visitors shall enter the module and check in at the module control office window. The completed slip shall be given to module personnel. The visitor shall be instructed to have a seat at a visiting window.
- The dorm control officer shall be notified of the visit and allow the inmate to exit their dorm. The inmate shall check in at the module control window so their wristband can be verified with the visiting slip. The inmate shall then be instructed to enter the visiting area.
- The module control officer shall maintain visual observation of the visiting area during visits, as duties permit, to enforce all visiting regulations.
- Any legal paperwork to be passed to the inmate shall be done through the module control window. Only legal paperwork may be passed. Module personnel are authorized to rifle, fold, or bend the paperwork to ensure there is no contraband contained within the paperwork.
- At the completion of the visit, the inmate shall return to their dorm and the visitor shall return to the module control window. Module personnel shall return the visiting slip to the visitor and instruct them to return to main control.

C. Check-Out

- The visitor shall enter into the pedestrian sally port and return their Custody Services Division security card to the desk personnel. Desk personnel shall log the time of check-out into the Facility Visiting Log

and return the visitors valid form of identification to them.

- The visitor shall also return all visiting slips to the desk personnel for retention.

D. Face-to-Face Visits

- North Facility shall attempt to accommodate all **court ordered** face-to-face attorney visits in the module one professional visiting room.
- If an attorney requests to conduct a face-to-face visit, they shall present desk personnel with a valid court order at the time of check-in.
- Desk personnel shall issue the appropriate facility security card and log the visitor in the Facility Visitor Log.
- All attorneys requesting a face-to-face visit shall be subject to an article search prior to entry into secured areas of the facility. An article search consists of all purses, briefcases, case files, and bags.
- The attorney shall be directed to module one and check-in at the module control window. Module one personnel shall escort the attorney into the professional visiting room.
- Desk personnel shall notify the appropriate module of the face-to-face visit. Personnel assigned to the module where the inmate is housed shall be responsible for escorting them to module one.
- Module personnel shall notify field sergeant 1 of the face-to-face visit. Field sergeant 1 shall identify and assign someone to maintain visual observation of the inmate and their attorney at all times during the visit in order to enforce all visiting regulations and prevent contraband from being passed.
- Only one inmate shall be permitted in the professional visiting room at a time.
- If the professional visiting room is being utilized and North Facility is unable to accommodate the face-to-face visit, field sergeant 1 shall contact North County Correctional Facility to try and facilitate the visit in their attorney room.
- In the event there is high volume of requests for face-to-face visits, desk personnel shall be responsible for initiating an appointment system. All attorneys shall be notified to contact the desk to schedule a face-to-face visit. While there is no time limit on face-to-face interviews, visitors will be asked to estimate the time needed in order to accommodate other appointments.
- Any visitor requesting a face to face visit who does not have the appropriate paperwork shall be referred to the watch sergeant or watch commander.
- Court-ordered psychiatrists shall be permitted access, including face-to-face visits, to inmates for professional consultation in accordance with CDM [REDACTED TEXT]
- Law enforcement investigators shall be permitted reasonable access to interview inmates per CDM [REDACTED TEXT]

If there is a professional visitor that is not on this list, it shall be at the discretion of the watch commander whether or not they are permitted to receive their visit and what identification is required of them.