

## 3-12-000 Security Pass Visitor Control



### PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the accountability of personnel entering the secured areas of Men's Central Jail (MCJ).

### SCOPE OF ORDER:

This order shall apply to all persons entering and requesting entrance into the secured areas of MCJ.

### ORDER:

Only persons conducting official business are allowed access to MCJ. Main control personnel shall inspect and issue passes in accordance with MCJ Unit Order 05-50-010, "Main Control" and shall maintain a log of all personnel entering or exiting the facility who are not issued and/or displaying a Custody Identification Card.

All sworn personnel and custody assistants must be dressed in complete Sheriff's Department uniform attire.

All other nonsworn personnel who are issued and wear their full county uniform shall possess their Custody Identification Card on their person at all times while inside any custody facility. Nonsworn uniformed personnel are not required to display their Custody Identification Card on the outside of their uniform while inside or working in a facility; however, nonsworn uniformed personnel shall display their Custody Identification Card when entering and exiting any custody facility.

For those not in full uniform, or wearing civilian attire, the Custody Identification Card shall be displayed on the outer most article of clothing, on the front of the chest, center chest level or above, and in plain view with an identifiable picture and full name clearly displayed.

Individuals who do not have a valid Custody Identification Card in their possession, shall present a valid, government issued identification and exchange it for a guest badge. All individuals issued a guest badge shall be logged into and out of the facility on the Entry and Exit Log.

Outside law enforcement agency personnel shall present a valid, government issued law enforcement identification, exchange it for a green non-escort guest badge and be logged in and out of the facility on the Entry and Exit Log.

All volunteers and contracted employees authorized to enter the facility shall be listed on the visitor approval list provided by Religious and Volunteer Services. The list consists of a red escort section and green non-escort section. All individuals listed in the red escort section shall be issued a red escort badge and shall be escorted at all times throughout the facility. All individuals listed in the green non-escort section shall be issued a green non-escort badge.

Personnel not properly displaying their required Custody Identification Card or green/red badge shall submit to any detention and/or search while inside, or attempting to leave or gain entry, into any custody facility.

Any person attempting to leave the facility without a Custody Identification Card or a red/green badge shall be detained and the situation brought to the attention of the main control supervising line deputy. All guest badges shall be exchanged prior to the person exiting the facility. The decision to allow any person to exit the facility without a pass shall be determined by the watch commander.



**Revision Date 03/31/2020**

**Revision Date 06/21/2017**

**Revision Date 01/16/2013**

**Revision Date 12/18/2008**

---