004-BEAR Families Program for Contact Visiting

PURPOSE OF ORDER

The purpose of this order is to establish procedures for inmates participating in the Bonding, Empowering, and Reuniting (BEAR) Families Program for Contact Visiting at Century Regional Detention Facility (CRDF).

SCOPE OF ORDER

This order shall apply to all personnel assigned to and/or working at Gender Responsive Services (GRS) Unit at CRDF.

ORDER

Background

The BEAR Families Program for Contact Visiting, herein referred to as contact visiting, allows qualified CRDF inmates to build and maintain a parent relationship during their incarceration through contact visits with their minor children. Student inmates housed in a GRS educational module or housed in an inmate worker module at CRDF are eligible to apply for contact visiting. GRS Unit personnel shall be responsible for the operational and administrative functions of the program.

APPLICATION AND SCREENING PROCEDURES

Application

An inmate student or worker requesting contact visiting shall submit their request on an Inmate Request Form. GRS personnel shall then process the form on the Custody Inmate Grievance Application (CIGA) and screen all applicants in accordance with the procedures outlined herewith.

Screening

GRS personnel shall utilize all available resources to determine the suitability of an inmate's participation in the program. Such resources may include, but not be limited to the following:

- Conducting a background check on the inmate by utilizing Department computer systems to include the Automated Justice Information System (AJIS), Justice Data Interface Controller (JDIC), and Consolidated Criminal History Reporting System (CCHRS).
- Reviewing the inmate's educational and disciplinary records by utilizing the Attendance Tracking and Reporting (ATAR) system and Inmate Report Tracking System (IRTS).
- Interviewing Department employees supervising the inmate.
- Collecting information from key stakeholders to include, but not limited to, the inmate's case worker and service providers.
- All results from the screening process shall be documented on the Contact Visiting Screening form and retained in the inmate's BEAR Families Program file.

DISQUALIFICATION AND APPEAL PROCEDURES

Disqualifying Factors

To provide a safe and secure environment, if one or more of following factors are met, it will preclude an inmate student or inmate worker from participating in contact visiting:

- Current or past charges involving sex crimes against children.
- Current or past charges in which the victim is a minor: Penal Code sections 187, 261, 264.1, 264.4, 266(c), 269, 273(a), 273(a)(b), 273(d), 285, 286, 288, 288(a), 288.5, or 289.
- Current or past charges involving the following Penal Code sections: 4500-4504; 4530-4537; 4550; 4570-4575; and 4600.
- Court order or an open Department of Children and Family Services (DCFS) case, restricting an inmate from visiting or communicating with their child whom they intend to visit.
- SP 4 status.
- Inmate is classified as an escape risk.
- One (1) major violation in the past twelve (12) months from the time of background check.
- The inmate is designated as security level nine (9).

Any exceptions to the foregoing disqualifying factors shall be determined by a GRS supervisor at the minimum rank of a sergeant.

Disqualification Process

If an inmate student or worker is not qualified for contact visiting, GRS unit personnel shall adhere to the following procedures:

- An entry shall be made on the Contact Visiting Tracker.
- All records documenting the disqualifying factor(s) shall be retained in the inmate's BEAR Families Program file.
- A response shall be provided to the inmate student or worker within fifteen (15) calendar days from the date of when the GRS unit received the request, and a disposition shall be entered into CIGA.
- A GRS supervisor at the minimum rank of sergeant shall make the final determination in disqualifying an inmate student or worker's participation for contact visiting.

Appeal Process

If an inmate student or worker is dissatisfied with the result of their disqualification status, GRS personnel shall adhere to the following procedures:

- The inmate student or worker shall be advised to submit their complaint on an Inmate Grievance Form to seek a resolution.
- Once the Inmate Grievance Form is received by GRS personnel, the form shall be processed in CIGA.
- A GRS supervisor at the minimum rank of sergeant shall review all records pertaining to the reasons why the inmate was previously disqualified and make a final determination.

- The GRS sergeant shall then provide a response to the inmate student or worker within fifteen (15) calendar days from the date of when the GRS unit received the grievance and provide a disposition in CIGA.

QUALIFICATION PROCEDURES

Qualifying Factors

All the following factors must be met for an inmate student or worker to participate in contact visiting:

- An inmate student or worker is a parent or legal guardian of a minor who is seventeen (17) years of age or younger whom they intend to visit.
- An inmate student or worker is housed in a GRS educational program module or an inmate worker module as specified in the CRDF housing chart.
- Current enrollment in a GRS approved parenting class.
- Current enrollment or completion of a GRS approved educational program.

Qualification Process

If an inmate student or worker is qualified for contact visiting, GRS unit personnel shall adhere to the following procedures:

- An entry shall be made in the Contact Visiting Tracker.
- A response indicating their qualification status shall be provided to the inmate student or worker within fifteen (15) calendar days from the date of when the GRS unit received the request, and a disposition shall be entered into CIGA.
- Once the inmate student or worker is made aware of their qualification status, GRS personnel shall provide the inmate with a Contact Visiting Onboarding Application form. The form shall be retained in the inmate's BEAR Families Program file.
- During the onboarding process with the inmate, GRS personnel shall discuss all rules, regulations, and expectations with the inmate concerning contact visiting.
- The Contact Visiting Onboarding Application form shall be signed by the inmate student or worker.

COORDINATION OF VISIT

To coordinate contact visitations between the incarcerated parent and their children, GRS personnel shall adhere to the following procedures:

- GRS personnel shall review the Contact Visiting Onboarding Application form and verify if the inmate has an open DCFS case.
- If an open case exists, GRS personnel shall contact the DCFS case worker and make a visiting appointment. If a case does not exist, GRS personnel shall contact the caregiver and make a visiting appointment.
- The caregiver shall be informed they must bring a valid governmentally issued photo identification for themselves along with their children.

- The caregiver shall also be informed they must remain in the BEAR Families Waiting Room throughout the duration of the contact visiting session.
- GRS personnel shall document the visiting appointment in the Contact Visiting Appointment Tracker.
- All appointments will be scheduled in the order the application was received by GRS personnel.
- All appointments shall be confirmed with the caregiver one (1) day prior to their contact visiting date.
- When making an appointment, GRS personnel shall verify the inmate student or worker's keep-away status to prevent any inmate incidents in the BEAR Families Program Room.

VISITING PROCEDURES

Hours of Operation

Contact visiting shall be administered during the following day and hours, or as designated by GRS:

- Saturday: 0830 hours to 1130 hours Visiting Group #1
  1230 hours to 1530 hours Visiting Group #2

Registration and Check-Out

GRS personnel shall ensure the following registration procedures are adhered to:

- On the day of contact visiting, all caregivers must check-in with GRS personnel outside the exterior doors of the BEAR Families Program Room, with the incarcerated parent's child at least thirty (30) minutes prior to their appointment.
- During check-in, GRS personnel shall review the Contact Visiting Appointment Tracker and verify if an appointment exists. If an appointment does not exist, it shall be at the discretion of GRS personnel to provide the visit based on availability.
- GRS personnel shall verify the identity of the caregiver and child with the information in the Contact Visiting Appointment Tracker.
- After positive identification is made and the visiting appointment is verified, GRS personnel shall register the caregiver and child on the Inmate Video Visitation System (IVVS). After registration, GRS personnel shall create an ad hoc visit on IVVS.
- The caregiver will then sign-in on the Visitor Log indicating the date and time of when the child was dropped off for their visitation.
- GRS personnel shall then escort the child into the BEAR Families Program Room for their contact visitation.
- After the registration process, all caregivers shall be directed to the BEAR Families Waiting Room adjacent to the BEAR Families Program Room and will be asked to remain in the room until the end of the visitation.
- After the contact visitation is completed, GRS personnel will notify and direct the caregiver to take custody of their children.
- The caregiver will then sign-out on the Visitor Log indicating the time of when the child was picked-up from their visitation.

Inmate Movement

After the registration process is completed, GRS personnel shall adhere to the following inmate movement procedures:

- Prior to escorting an inmate student or worker to the BEAR Families Program Room, GRS personnel shall notify the CRDF Main Control Room personnel of the pending contact visiting session and provide a copy of each inmate's CCHRS report.
- It shall be at the discretion of the CRDF Main Control Room personnel to determine the need to place the facility on modified lockdown and to activate the Emergency Response Team during inmate movement.
- Upon arrival at the inmate's housing location, the inmate student or worker's identity shall be verified by checking the information on their wristband, the CCHRS report, and the visiting pass.
- The inmate student or worker shall then be escorted to the CRDF reception area [REDACTED TEXT] and a pat-down search shall be conducted.
- The inmate student or worker shall not bring any personal property or items to the BEAR Families Program Room.
- From the CRDF reception area, GRS personnel shall then utilize either the elevator or stairwell to go to the property Room [REDACTED TEXT].
- Upon arrival in the property Room, GRS personnel shall escort the inmate to the elevator and access the BEAR Families Program Room.
- Inmate students or workers shall be screened through the B-SCAN safety screening prior to returning to their housing location.
- If an inmate worker or student refuses to cooperate and participate in the B-SCAN safety screening process, the inmate shall be subjected to a visual body cavity search, in accordance with CRDF's protocol for conducting strip searches.

SECURITY PROCEDURES

To ensure the safety of all visitors and to maintain operational security of the BEAR Families Program Room and the BEAR Families Program Waiting Room, GRS personnel shall adhere to the following procedures.

Searches

GRS personnel shall conduct a pat-down search of all visitors entering the BEAR Families Program Room and the BEAR Families Waiting Room. All property in the possession of a visitor shall also be inspected. Visitors who refuse to be searched including their property shall be denied a contact visit.

BEAR Families Program Room

Prior to Contact Visiting:

- Inspect the BEAR Families Program Room and correct any safety deficiencies that may pose a safety risk to the inmate and their children.
- Inspect the BEAR Families Program Room for any contraband and lost property.
- Ensure all security locks and doors leading outside of the BEAR Families Program Room are functioning properly, including the elevators.

During Contact Visiting:

- Ensure all doors leading outside of the BEAR Families Program Room are secured and locked.
- GRS personnel shall remain inside the BEAR Families Program Room to provide security and to ensure the safety of all inmates and their children.
- At no time shall an inmate student or worker and their child be left alone in the BEAR Families Program Room without direct supervision from GRS personnel.
- In the event a child needs to be removed from the BEAR Families Program Room for any reason, GRS personnel shall notify the caretaker who will then take custody of the child.
- An inmate student or worker who poses a safety or security risk to others, or to the jail facility, shall be immediately escorted back to their housing location.

Inmate Student or Worker Incidents:

- In the event of any minor or major incident which may be cause for disciplinary action, GRS personnel shall document the incident in IRTS and in the Contact Visiting Tracker.
- A GRS sergeant shall review the IRTS report and decide to remove or allow the inmate to continue in the BEAR Families Program.

Caregiver Incidents:

- Any incidents involving a caregiver shall be documented in the Contact Visiting Tracker and in IVVS.

After the contact visiting session is completed, GRS personnel shall follow the same security procedures in the “Prior to Contact Visiting” section.

BEAR Families Waiting Room

Prior to Contact Visiting:

- Prior to opening the BEAR Families Waiting Room, GRS personnel shall inspect and correct any safety deficiencies that may pose a public safety risk.
- Inspect the waiting room for any contraband and lost property, including the restroom.
- Ensure all doors from the waiting room with access to the jail facility are locked.

During Contact Visiting:

- GRS personnel shall conduct security checks inside and outside of the BEAR Families Waiting Room to ensure the safety and security of the caregivers and jail facility.

After the contact visiting session is completed, GRS personnel shall follow the same procedures in the “Pre-Inspection” section of this unit order.

EMERGENCY PROCEDURES

Medical Response

GRS personnel shall adhere to CRDF unit order 5-08-090, "Medical Response to Areas Outside of

CRDF" when responding to medical emergencies occurring in the BEAR Families Waiting Room or in the BEAR Families Program Room. In addition, the following procedures shall be followed:

- After contacting CRDF Main Control personnel, GRS personnel shall also notify a GRS supervisor of the medical incident.
- GRS personnel shall be responsible for writing any reports related to the injury of an inmate or caregiver, unless otherwise directed by a CRDF supervisor.

Inmate Escape

In the event of an inmate escape from the BEAR Families Program Room, GRS personnel shall adhere to CRDF unit order 3-11-010, “Escape Procedures.” In addition, the following procedures shall be followed:

- After CRDF Main Control is notified of an inmate escape from the BEAR Families Program Room by GRS personnel, all children shall be escorted to the BEAR Families Waiting Room.
- All caregivers and children shall then remain in the BEAR Families Waiting Room under direct supervision of GRS personnel.
- At no time shall the caregiver and their children leave the BEAR Families Waiting Room during an inmate escape unless proper authorization is obtained from the CRDF watch commander.
- Inmate students and workers in the BEAR Families Program Room shall be handcuffed and remain in place until proper authorization is obtained from the CRDF watch commander for the inmates to return to their housing location.
- The GRS unit commander shall be notified of the inmate escape.

Modified and Full Lockdown

In the event of a modified or full lockdown at CRDF, GRS personnel shall follow CRDF unit order 3-13-040, “Lockdown Procedures.” In addition, GRS personnel shall adhere to the following procedures:

- In the event CRDF is on modified lockdown, normal contact visiting operations shall resume unless otherwise directed by the CRDF watch commander.
- In the event CRDF is on full lockdown, contact visiting shall be terminated. All caregivers shall pick up their children from the BEAR Families Program Room and be directed outside towards the public parking lot. All inmate students and workers shall remain in the BEAR Families Program Room under the direct supervision of GRS personnel.

Evacuation

In the event of an evacuation from the BEAR Families Program Room or the BEAR Families Waiting Room, GRS personnel shall adhere to CRDF unit order 3-13-010, “Evacuation Plan.” In addition, GRS personnel shall follow the following procedures:

- Caregivers in the BEAR Families Waiting Room shall be escorted outside and remain under direct supervision by GRS personnel.
- Children in the BEAR Families Program Room shall be escorted outside and be directed towards their caregivers. GRS personnel shall ensure the caregiver completes the Visitor Log prior to taking custody of their child.

- Inmate students and workers will be evacuated towards the BEAR Families Program Room elevator by GRS personnel. Upon arrival on the first floor, GRS personnel shall escort the inmates towards the CRDF Booking Center and follow the Booking Center evacuation route noted in CRDF unit order 3-13-010, “Evacuation Plan.”

NOTIFICATIONS

If an inmate or visitor incident occurs which requires a supervisor notification, GRS personnel shall adhere to the following procedures:

- A GRS supervisor shall be immediately notified.
- In the event a GRS supervisor is unavailable, a CRDF supervisor assigned to the nearest location of the incident shall be immediately notified.

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RETENTION OF RECORDS

All records related to the application, screening, and qualification process of an inmate’s participation for contact visiting, shall be printed and retained in the inmate’s BEAR Families Program file. Such records may include, but not be limited to the following:

- Inmate Request Form.
- AJIS printout.
- IRTS report.
- ATAR report.
- CCHRS printout including booking photograph.
- JDIC printout.
- Contact Visiting Screening Form.
- Contact Visiting Onboarding Application Form.

The inmate’s BEAR Families Program file shall be maintained at the GRS office at CRDF and retained for two (2) years. All records contained in the inmate’s BEAR Families Program file shall also be electronically stored in the BEAR Families Program shared folder in the Sheriff’s Data Network for two (2) years.