

5-15-010 Inmate visits by Community Workers



PURPOSE OF ORDER:

The purpose of this order is to establish procedures for inmate visits made by community workers, social workers, material witnesses, legal runners, "Friends Outside" volunteers, and "Impact" members.

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at Men's Central Jail (MCJ).

ORDER:

Inmate visits made by community workers, social workers, and material witnesses shall be conducted in the visiting area. "Friends Outside" visits shall be conducted on "A" row.

Visiting personnel shall adhere to all verified court orders; court orders shall be verified by the Legal Unit or watch commander.

The inmate or the visitor may request the visit be conducted in an area other than the visiting area due to a unique or emergent circumstance. This request shall be forwarded to the legal staff or in their absence, the watch commander.

Material witnesses may visit in the attorney room with a verified court order and when accompanied by an attorney. Legal runners may not enter the secured portion of the facility at any time.

I. Time and Length of Visits

- Visits shall be conducted during normal visiting hours.
- Visiting applications will be accepted from 0700 to 1500 hours during normal visiting days.
- These visits will be assigned to "A" row in the visiting area, seats one (1) through sixteen (16). There shall be no time limit on these visits, with the exception of legal runners who will be limited to thirty minutes.
- Members of organizations such as "Friends Outside" are allowed only one visit per individual inmate per day.

II. Visiting Pass Procedures

- A sign will clearly indicate which line the above-enumerated visitors shall respond to with their passes.
- These visits shall be expedited.
- Visitors shall submit the completed pass(es) at the window and have valid picture identification. Passes containing the inmate's complete name, booking number, and module location will expedite the visit.

- When one of the above persons requests multiple visits:
 - The visiting front deputy shall accept all passes, time stamp them, and send them to the module via computer; however, the visitor may visit only one inmate at a time. Passes shall be sent to the housing units in a manner that does not create a security hazard.
- All high-power material witness visits shall be conducted in the inmate visiting area.
- An attorney must be present during all material witness visits other than with Pro-Per inmates. Pro-Per inmates shall conduct their own material witness visits. These visits shall occur in the visiting area.

III. Passing of Documents

A. Passing legal materials, signing documents, exchanging necessary papers, or obtaining signatures may be accomplished after visits in the attorney room only.

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