

<b>DATE:</b>	JUNE 7, 2018
<b>NUMBER:</b>	I.71
<b>SUBJECT:</b>	PERSONS AUTHORIZED TO ENTER SHERIFF'S DETENTION FACILITIES
<b>RELATED SECTIONS:</b>	<a href="#">P.15</a> , <a href="#">V.1</a> , <a href="#">V.3</a>

PURPOSE

To provide a standard procedure for the clearance of visitors and the process of allowing entry into Sheriff's detention facilities to conduct jail related business. This policy shall apply to visitors such as volunteers, vendors, employee representatives, and contractors.

POLICY

After a security clearance has been conducted, approved persons may enter a Sheriff's detention facility, and if necessary, have contact with inmates for the purpose of conducting jail related business.

PROCEDURE

- I. Security clearances for entry into detention facilities shall be approved in accordance with detentions policy and procedure.
  
- II. CRITERIA FOR ENTRY INTO A DETENTION FACILITY:
  - A. Warrants - Persons with active warrants shall not be allowed to enter a detention facility.
  
  - B. Pending Prosecutions - No person under indictment by either the State or Federal Grand Jury for any offense, or being prosecuted for any felony violation by the United States Attorney, Attorney General, District Attorney, or City Attorney, shall be allowed to enter a detention facility.
  
  - C. Sobriety - No persons displaying the objective symptom of alcohol/drug intoxication shall be allowed to enter a detention facility.
  
  - D. Criminal Convictions
    - 1. Felony Offenses - Persons convicted of any felony offense within a period of three years of the application shall not be allowed to enter a detention facility. Applicants who have been imprisoned as a result of such an offense shall have been released from parole for a period of two years prior to the application. Persons granted formal probation for a felony offense shall have successfully completed such a term of probation one year prior to the time of application.
  
    - 2. Misdemeanor/Infraction Offense – A Misdemeanor or an Infraction conviction arrest will be considered on a case by case basis. The Sheriff reserves the right to evaluate the nature of any offense (including misdemeanors and infractions), for which the applicant was convicted or charged, and to exclude those persons where the nature of the offense presents a potential threat to detention security at the time of application. Staff shall evaluate the records of chronic violence, sex

offenses, smuggling of contraband of any type into a detention or prison facility, or major crimes against persons.

3. Any person having been previously convicted of a felony and confined to any state prison in this state must have prior consent of the facility commander.

### III. SECURITY CLEARANCES

Conducting security clearances for ongoing entry into detention facilities shall be the responsibility of the Detention Investigations Unit (DIU). "Ongoing entry" is defined as entry for a period exceeding six months. Clearances for entries spanning a period of time of six months or less will be conducted by each facility's investigators, utilizing the criteria found under Section II of this policy.

A. The following are the designated originators of clearances:

1. Facility Commanders - Administrative Services
2. Chaplain Coordinator - Religious Programs
3. Food Services Manager - Food Services
4. Medical Administrator - Medical Services
5. Sheriff's Employee Relations Division - SEIU Representatives (See section VII)
6. Reentry Services Division Manager – Reentry Services

B. There are two classes of persons authorized to enter detention facilities.

1. Persons cleared to enter on an ongoing/continuing basis for a period exceeding six months:

A person requesting this type of access shall have been referred by the clearance originators or his/her designee.

2. Temporary/One-Time Visit/Entry for a period of up to six months:

- a. This type of visit clearance shall be conducted by the individual facility using the established criteria.
- b. These visits shall be approved at the discretion of the facility commander or designee based on facility need.
- c. The names of these visitors shall not be placed on the Professional Visitation navigator.
- d. The Visitor Security Clearance Request (J-23 form) shall be retained for one year.

C. Submission for clearance/approval for placement in the Sheriff's Jail Information Management System (JIMS) Professional Visitation navigator:

1. The person making the request shall fill out the J-23 form. The person requesting entry into a Sheriff's detention facility must sign the form and attach a clear and readable copy of the applicant's driver license or other supporting official documentation.
2. The J-23 form shall be submitted to the clearance originator/designee that shall check the form for accuracy and completeness.
3. The J-23 form shall then be forwarded to the DIU.
4. Detention investigators at DIU shall manage the security clearance process, including the final review of the criminal history check.
5. When names are approved and placed in the Professional Visitation navigator, the authorization shall be effective for one year.
  - a. Access/approval may be rescinded by the originator via the detention investigators, at any time (i.e., services are no longer needed). A written notice from the originator must be submitted to the detentions investigators detailing the reason. If additional information is needed on a request, the detention investigators shall be used as a resource.
  - b. DIU shall rescind approval at any time it is deemed the person is/becomes a security risk. The facility seeking an individual's access be denied must submit, to a detentions investigator, written documentation detailing the circumstances warranting the denial of access.

IV. PROCESSING VISITOR SECURITY CLEARANCE REQUEST

When the DIU receives the J-23 form, a detective or approved professional staff member (who will only print out support documents such as a criminal history, to assist in the investigation) will conduct the clearance check.

- A. The detective's security clearance check shall include, but is not limited to the following:
1. Sheriff's Records
  2. Local wants and warrants
  3. SUN, including the Driver's License File
  4. NCIC-CLETS Wanted Persons File
  5. CII Criminal History
  6. ARJIS

- B. When the security clearance check is complete, the detective will review all final documentation and submit the J-23 form and supporting documentation to the DIU Sergeant for final disposition.

The DIU Sergeant, or their designee, shall enter the final disposition into the visitor's record contained in the JIMS.

- 1. The DIU Sergeant (or designee) shall enter the name of the person into the Professional Visitation navigator in JIMS.
  - a. If approved, the name shall be entered in the Professional Visitation navigator with notes explaining which facilities they are authorized for and an expiration date.
  - b. If denied, the name shall be entered in the Professional Visitation navigator and comments entered to reflect access denied.
  - c. The related documents will be scanned and archived digitally.

## V. CLEARANCE MANAGEMENT

Detention Investigators are responsible for maintaining the professional visit clearances.

- A. Persons in the Professional Visitation navigator have clearance to enter designated detention facilities operated by the Sheriff's Department.
  - 1. If the approved visitor needs to enter a different facility than the one they were initially approved for, a request will be submitted to the clearance originator to have the clearance amended to reflect the additional facility.
  - 2. If a specific facility commander (for cause), denies them access to his/her facility, written documentation must be submitted to the DIU in order to have their status changed in the computer (denial versus approved with expiration date). The documentation must contain sufficient details regarding the circumstances surrounding the request for their denial. This will be placed on file with their original J-23 form.
- B. Persons in the Professional Visitation navigator shall be authorized entry into detention facilities for a period of one year from the date they are approved.
  - 1. Approximately 30 days prior to the one-year expiration, a list of names shall be submitted, by the originator, to the DIU for re-approval/disapproval on the approved J-23 form. Every form must be signed by the person requesting entry.
  - 2. If re-approval is needed, a security clearance shall be conducted and the visitor's record will remain as active in the Professional Visitation navigator as long as they still meet the criteria.
    - a. If the clearance is no longer needed, it will be noted in the comments box.

- b. If the person no longer meets the criteria, it shall be noted in JIMS as either access denied or no longer active.
- 3. The J-23 form shall be kept by DIU.
  - a. The J-23 form shall be kept as long as the person is active in the Professional Visitation navigator.
  - b. The J-23 form shall be kept for one year from the date that the person is no longer active or access was denied,

VI. PROCESS FOR ALLOWING AUTHORIZED VISITORS ENTRY INTO A DETENTION FACILITY

- A. Approved persons entering a detention facility to conduct official business will contact custody information personnel and provide picture identification. A visual comparison of the identification card and the visitor shall be made.
- B. The acceptable picture identification shall be exchanged for a numbered jail visitor identification card.
- C. The visitor's information shall be entered into the Visitor Log (J-4 form) by the staff member checking in the visitor. Additionally the Facility Sign-In Sheet (J-315) advising all visitors of the San Diego Sheriff Department's zero tolerance standard shall be read and completed by the visitor.
- D. Upon completion of the visit, the visitor shall exchange his/her visitor identification for their picture identification. A visual verification will be made comparing the visitor with his/her picture identification.

VII. SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU) REPRESENTATIVES

- A. The Sheriff's Background Unit provides security clearances allowing SEIU representatives to enter various county worksites, to include Sheriff's detention facilities. The Background Unit will provide the Sheriff's Employee Relations Division with the results of the background investigation. Those results are maintained in the Employee Relations Division during the tenure of the worksite organizer.
- B. The Sheriff's Employee Relations Division will generate and maintain a list of cleared SEIU representatives. The list can be viewed by accessing the Employee Relations Webpage on the intranet.
- C. Cleared SEIU representatives shall be given access to meet with SEIU members in their worksites. However, SEIU representatives shall coordinate with the Sheriff's Employee Relations Division, in advance, if they wish to secure a conference room or other meeting space.
- D. The procedures described in section VI shall be followed when allowing SEIU representatives entrance into the facility.

- E. SEIU representatives entering Sheriff's detention facilities shall be escorted by sworn staff. When the meeting is in a secure area of the jail, the sworn staff member will remain in the area until the meeting is completed.