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SUBJECT:	SOCIAL VISITING
RELATED SECTIONS:	P.3 , Sheriff's Department P&P 7.3

PURPOSE

To establish guidelines for permitting inmate social visits.

POLICY

Inmates shall have access to social visits according to the following procedures.

PROCEDURES

- I. Pursuant to Title 15 section 1062 inmates shall be allowed access to social visitors.
 - A. For the security of the institution and for the protection of the public, only those visitors with the following types of valid photo identification shall be allowed to visit inmates in the custody of the Sheriff:
 - 1. Driver's license
 - 2. Federal, state and local issued government identification card (any state)
 - 3. Military identification
 - 4. Passport
 - 5. U.S. Immigration identification (including visas)
 - 6. Border Crossing card issued by U.S.D.O.J.
 - 7. Current high school identification for children who do not possess a current California driver's license or California I.D. card.
 - 8. Matricula Consular I.D. card issued after 04/22/02 by the Consul General of Mexico
 - B. Visitors under the age of 18 years must be accompanied by a qualified adult who possesses valid photo identification and is cleared for visits. Qualified adult is defined as:
 - 1. A parent
 - 2. A court appointed guardian
 - 3. Other adult having legal custody

- C. Visitors that have been incarcerated within the past 90 days shall not be permitted to visit without watch commander consent.
 - D. A visit by news media personnel shall be considered a social visit, not a professional visit. If the inmate opts to accept the visit by a media representative, that visit shall be counted as a social visit for that day, just like any other social visit.
- II. All visitors must give required personal information. A maximum of three visitors will be permitted per inmate at each visit unless modified by the watch commander. Detention information assistants (DIA) will check for valid photo identification and enter all required visitor information into the Jail Information Management System (JIMS).
- A. All visitors must check in together one hour before the scheduled visit and are required to present valid photo identification. If a visitor is late, the visit may be canceled.
 - B. Facility 8 Detention Facility and Las Colinas Detention and Reentry Facility offer on-site social video visits utilizing Securus Video Visitation Monitors in each module. The public monitors for these visits are located LCDRF.
 - C. Walk-ins for on-site video visitation at Facility 8 Detention Facility and Las Colinas Detention and Reentry Facility will only be accepted, on a space-available basis. Visitors must check in one hour before visit time.
 - D. George Bailey Detention Facility, East Mesa Reentry Facility, Facility 8 Detention Facility, San Diego Central Jail and Las Colinas Detention and Reentry Facility inmates can receive social visits utilizing Securus Video Visitation Monitors from the public via remote access through the Securus application.
 - E. Remote video visitations can only be scheduled through the Securus Video Visitation application. The user must set up an account and get prior approval to use video visitation before scheduling.
- III. Security personnel may run the visitor's name through the wants/warrant system. Where the social visit is also a contact visit, authorized staff may perform a criminal history check.
- A. Every person, who having been previously convicted of a felony and confined in any state prison in this state, must receive consent from the facility commander, their designee or the on-duty watch commander prior to visiting per California Penal Code 4571.
 - B. The watch commander will consider all requests for visits from individuals on probation and parole on a case-by-case basis. If there are articulable security concerns, the request may be denied.
 - C. Persons with non-bookable misdemeanor warrants will be denied a visit and told to take care of the warrant.
 - D. Persons with felony warrants will be arrested and booked.

- IV. Social visitors participating in contact visits are prohibited from having personal electronic devices in their possession. All devices must be secured prior to their entry into the facility.
- V. BAIL BOND AGENT VISITS
- A. Bail bond agents will be allowed phone visits in the social visitation areas. It is not required that a visit reservation is made in advance; as long as there are no security issues and a visitation booth is available, the visit request shall be granted. Visit requests made during peak hours such as mealtime, night count or in the event of facility lockdown will not be granted.
- B. Bail bond agents must have in their possession an identification card confirming his/her status as a licensed bail agent and a valid state driver's license/identification card. This shall be verified at every visit to ensure the validity of the agent's status with the Department of Insurance.
- C. Bail bond agents are required to complete a Request for Visit/Transacting Bail (J-46 form) card prior to each visit. These cards will be maintained for one year.
- D. Prior to scheduling bail bond agent visits, inmate processing staff will assess the availability of the visit area for the inmate's housing unit. If there is an available booth, the deputies in the inmate's housing unit will be notified of the visit, and provided there are no security issues, the inmate will be escorted to the visiting area/booth.
- E. Bail bond agent visits will be entered in the Social Visitations navigator in the JIMS. Bail Agent will be selected for the Type/Relation field. If the visit is occurring outside of the social visitation hours for the facility, the Special Visit designator will be selected for the Visitation Room and the visit will be scheduled and arrived for the appropriate time. The printed visit pass will be provided to the bail bond agent.
- F. Inmates shall not be called from housing units during lock down hours, unless the bond is posted first, or unless the bail bond agent ensures the bond will be posted after the interview and the inmate can be released after the interview.
- G. If an employee encounters unsolicited advertisements associated with a bail bond company, the advertisements will be provided to the detention processing supervisor. The supervisor will complete the Bail Bond Solicitation Complaint (J-109 form). The J-109 form will be attached with the solicitation materials and all will be forwarded to the detention processing manager.
- VI. Once the visitor has checked in for his/her visit, the detention information assistant will input data into the JIMS as "Arrived Visitor" which will automatically send a notification to the module where the inmate is housed so coordination of the inmate's visit can be accomplished.
- VII. The watch commander will resolve questions regarding the eligibility for either inmate or visitor.
- VIII. The visitation schedule for all social visits will be coordinated to accommodate all inmate classifications and at the same time maintain facility security.

IX. VISITATION SUSPENSION

Social visits are a privilege, and as such, may be suspended as part of a disciplinary action.

At the discretion of the watch commander, visitors may have their visit privileges suspended for any violation of the visit rules. Violations may result in an up to 60-day suspension of privileges. All suspensions shall be noted in the JIMS.

Visitation may be temporarily suspended as necessary for the reasonable security of the institution. Unless suspended, all inmates will have the opportunity to receive two, one-half hour visits weekly. Inmate workers will have visits in excess of two, one hour visits weekly.

X. SPECIAL VISITS

Special visits are authorized social visits that are outside the established bureau procedures. These visits are rarely allowed, but extenuating circumstances may be considered. Either the inmate or the visitor may initiate a request for a special visit. Special visits are at the discretion of the watch commander or facility commander. Each request for a special visit will be determined on a case-by-case basis.

- A. Inmates can request a special visit by filling out an Inmate Request form stating the reason and submitting it to a correctional counselor. The counselor will check the validity of the request and forward it to the watch commander for consideration. This request form will be returned to the housing deputy with a notation of the decision. The housing deputy will then inform the inmate of the decision.
- B. Detention information assistants will be notified in writing if a special visit is granted. A weekly list will be provided to the custody information office naming the inmates who have approved visits and the days or hours assigned.

XI. VISITS FOR INMATES AT HOSPITALS

- A. Special visits are only allowed for inmates who are considered in grave condition and are under guard at hospitals. Special visits require the approval of the watch commander at the inmate's housing facility and must conform to hospital visiting hours, unless otherwise specified by the watch commander. Visits for inmates admitted to the TCMCSU are only allowed if the inmate is in grave condition and must also be approved by the CDCR Security Sergeant, due to CDCR having operational control of the TCMCSU.
- B. A person desiring to visit an inmate under hospital guard must make the request at the appropriate detention facility. The detention information assistant shall check the visit restrictions file for any restrictions or limitations on the inmate's visits. If none exist, the detention information assistant will fill out the Hospital Visiting Pass (J-65 form), time stamp it on the front, and present it with the visitor's identification to the watch commander for approval. After approval, the hospital pass is given to the visitor(s). All visitors must be specifically listed on the hospital pass. Deputies will not admit visitors to see inmates unless the visitors have in their possession an approved hospital pass and proper identification.

- C. Two visitors may be in the hospital room with the inmate at any one time. More frequent visits, with the exception of attorneys, law enforcement officers and bail bondsmen, require special authorization by the watch commander. Professional visits for inmates admitted to the TCMCSU must also be approved by the CDCR Security Sergeant.
- D. Inmates at hospitals are not allowed to make outgoing calls unless the inmate is considered in grave condition. The watch commander will authorize all outgoing calls. Incoming calls are not allowed. A deputy guarding the inmate will dial the telephone number for the inmate. After dialing the number, the deputy will contact the control deputy at the inmate's housing facility to have the number that was dialed entered in the JIMS in the Inmate History using the "PCAL" (Phone Call) drop down.
- E. Inmates will not receive incoming mail, nor will they send any outgoing mail. Legal documents delivered by an approved professional visitor may be handed to the inmate after inspection for weapons or contraband by the on-duty deputy(s).
- F. Any visitor who creates a disturbance, or presents any security concerns for the deputy(s) or hospital staff, will be immediately reported to the watch commander. Visiting may be restricted as circumstances dictate.
- G. The deputy(s) will destroy the hospital pass when the visit has been completed.

XII. SERVICE ANIMALS

- A. Service animals are defined as dogs or miniature horses that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with post-traumatic stress disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.
- B. When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.
- C. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.
- D. Service animals are allowed to accompany people with disabilities in all areas of the facility where the public is normally allowed to go.

- E. A person with a disability cannot be asked to remove his service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it, or (2) the dog is not housebroken. When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the same opportunity of services without the animal's presence.

XIII. SOCIAL CONTACT VISITS

Social contact visits are only available at the Las Colinas Detention and Reentry Facility (LCDRF). Refer to LCDRF green sheets for procedures.

XIV. COURT ORDERS REQUESTING CHILD PROTECTIVE SERVICES (CPS) CONTACT VISITS WITH MINORS

- A. CPS contact visits with accompanying minors and their incarcerated parent shall be allowed by court order only. CPS contact visits with minors will only be allowed for low/medium level (Level 1, 2, 3) inmates and facilitated at the LCDRF and the East Mesa Reentry Facility (EMRF). Visits will be for a maximum of one (1) hour.
- B. In order to verify and schedule a CPS contact visit, the following steps need to be followed:
 - 1. Correspondence/phone calls from the CPS social worker/representative will be routed to the facility CPS contact visit coordinator (refer to facility green sheets for sworn staff identified as CPS contact visit coordinators).
 - 2. A CPS Contact Visit Request (J-348 form) will be completed and submitted to the facility administrative lieutenant or designee for review and approval. A CPS representative must provide a copy of the court order requesting the contact visit (fax or e-mailed copies are acceptable). The court order requesting the visit must contain the language "contact visit" and identify the minor(s). The minor(s) visiting must be ages 17 years or younger for a contact visit to be approved.
 - 3. Upon approval from the facility administrative lieutenant or designee:
 - a. The CPS contact visit coordinator will ensure the CPS contact visit is scheduled in JIMS. The completed J-348 form and attached supporting documentation will be filed in the inmate's custody record
 - b. The CPS contact visit coordinator will advise the CPS representative of the approval and provide the scheduled visit date(s) and time(s) via fax or e-mail.
 - 4. If the facility administrative lieutenant or designee denies the CPS contact visit, the CPS representative will be advised of the denial and referred to a DIA to schedule a regular social visit. The J-348 form and attached documents will be filed in the inmate's custody record.

5. Low/medium level female inmates, who qualify for a CPS contact visit, may be scheduled for a visit at the LCDRF. Low/medium level male inmates, who qualify for a CPS contact visit, may be scheduled for a visit at the EMRF. The CPS contact visit coordinator shall coordinate the visit with the affected facility's (LCDRF or EMRF) CPS contact visit coordinator. Transport of the inmate to and from the approved/scheduled contact visit and other pertinent information (e.g., team watch commander notification, visit deputy notification, etc.) shall be outlined via a facility green sheet.