

SDSD Detention Services Bureau—George Bailey Detention Facility Green Sheet

DATE:	APRIL 27, 2021
NUMBER:	P.15.G
SUBJECT:	PROFESSIONAL CONTACT VISITS

PROCEDURE:

I. There are two professional visit rooms in each of the six main housing units. An additional professional visit room is located in the medical visiting area. One of the rooms in each house is designated for video conferencing, which is considered a professional visit. If available, this room can be utilized for professional contact visits; however, priority will be given to scheduled video conferences. The medical visitation area does not have video conference capability; thus, video conferences are not possible for inmates housed in the medical area (Area: M).

II. PROFESSIONAL CONTACT VISITS

- A. Professional visitors will check-in with the Detentions Information Assistants (DIA) and wait for a deputy in the visit lobby. Refer to Detentions Policy and Procedure P.15 on appropriate professional visit procedures.
- B. The DIA will notify the respective housing unit of the professional visit to send the inmate to the appropriate professional visit room.
- C. The inmate will be escorted to the appropriate professional visit room and secured [REDACTED] during the duration of the visit.
- D. Prior to returning the inmate to their assigned housing unit, a search for contraband of the inmate will be conducted.

III. VIDEO CONFERENCES

- A. Video conferences are remotely scheduled in the Jail Information Management System (JIMS) by the Probation Department and the Public Defender's Office. Scheduling will be done at least one day in advance, with visiting hours running from 0800-2200. Generally, the video conference will be scheduled for one hour, but could be longer or shorter given special circumstances.
- B. Parties scheduling video conferences will need to carefully review those which have already been scheduled for the date and time requested. The JIMS system notates the date and time when a schedule is set. In the event of two video conferences scheduled for the same room at the same time, the last to be scheduled will be cancelled.

- C. Housing control deputies and information staff will print the video conference list at the beginning of their shift via JIMS. At this point, scheduling for the day will be considered final. In the event a video conference needs to be added on, the Central Sergeant will need to be contacted at [REDACTED]. Same day add-ons should be rare, and should be based on special court requests, or unexpected staff needs. The central sergeant, or in his/her absence the watch commander, will evaluate the time frame and the circumstances surrounding the request to determine if the add on is possible and will notify the housing area if approved. Similar notifications will be made in the event of a cancellation or delay in a scheduled video conference. If no visitor has arrived within 15 minutes of the scheduled start time, the video conference will be considered cancelled. The inmate will be returned to the housing unit, and a same day reschedule will not be allowed.
- D. If the visitor shows up in person for what was scheduled to be a video conference, they will have to wait for the professional visit room to be available. They will not be allowed to have a contact visit in the video conference room.
- E. When the inmate is sent to and from the video conference room, the control deputy will log the movement in the inmate's JIMS history using the Operations Status Board (OSB) drop down options VCON and IN. It is important that the movement of inmates to and from the video conference room is timely, as any delay could extend across the entire days schedule. Extensions of video conferences are possible, but only if it does not interfere with the next regularly scheduled video conference. Video conferences which run long and are incomplete will be terminated if it is necessary to start the next scheduled conference on time.
- F. Notary public services will be treated as a professional visit for signing of documents only. The visitation itself will be through the social visit window.

IV. COVID-19 PROFESSIONAL VISITATION AND VIDEO CONFERENCING MODIFICATIONS

- A. The visit deputy or their designee will take the temperature of all professional visitors utilizing a no contact forehead thermometer. Any professional visitor with a temperature of 100.4 or more degrees Fahrenheit will be denied the professional visit.
- B. The visit deputy or their designee shall, if necessary, provide a KN95 mask to the professional visitors.
- C. The housing floor deputies shall provide a KN95 mask to the inmates prior to their scheduled professional visit.
- D. Professional visitors and inmates must wear a KN95 mask in accordance with the COVID-19 Continuity of Operations Phase Plan.
- E. The housing floor deputies will sanitize and disinfect the two professional visits rooms after each use.

- F. Prior to the end of shift, the housing control deputy will document the sanitation and disinfection of the professional visit rooms in the Jail Information Management System utilizing the "COVID CLEAN/DISINFCT" EVENT TYPE. The description field of the entry shall include the times of each scheduled video conference and professional visit with an additional notation reflecting the professional visit rooms were disinfected after each use.

- G. The oncoming supervisors will verify the above entry as part of their supervisor log review. Any discrepancies in their review shall be noted in the field section of their "SUPERVISOR LOG REVIEW" entry, as well in the "comments" section of the supervisor's checklist.