

SDSD Detention Services Bureau—Las Colinas Detention and Reentry Facility Green Sheet

DATE:	FEBRUARY 11, 2023
NUMBER:	P.15.L
SUBJECT:	PROFESSIONAL CONTACT VISITS

PROCEDURE

I. PROFESSIONAL CONTACT VISITS ADMINISTRATION (ADMIN) BUILDING

- A. All incarcerated persons housed within the facility will conduct their professional contact visits in the administration building. Professional visitors will check-in with the detentions information assistants (DIA) and wait for the visit deputy in the lobby area. Refer to Detentions Policy and Procedures section P.15 on appropriate professional visit procedures. The DIA will notify the housing deputy to send or escort the incarcerated person to the appropriate professional visiting room. The visit deputy will verify the professional visitor's information and escort the professional visitor to the professional visit contact room. The incarcerated person will be escorted from the incarcerated person waiting area to their professional visitation room.
- B. After the professional contact visit is complete, the deputy will verify the identity of the professional visitor and escort them back to the visit lobby to check-out with the DIA. A strip search will be conducted on all incarcerated persons prior to being sent back to housing. The visit deputy should check the room for trash or contraband after the visit is completed.
- C. If an incarcerated person in a special management unit requires a visit in the administration building, a supervisor will be notified. If the incarcerated person is a high security risk, "green banded" or administrative separation, a deputy should have a visual on the visitor and incarcerated person for the duration of the visit.

II. PROFESSIONAL CONTACT VISITS INTAKE

- A. If an incarcerated person is still in the booking process, the professional contact visit should be conducted in the intake professional visit room. The professional visitor will check-in at the visit lobby in the administration building. The DIA will notify the intake control deputy that a professional visitor will be driving around to intake. Intake control will work with central control on allowing the professional visitor into the intake area. When the professional visitor arrives, an intake deputy will verify the visitor's information and escort the incarcerated person to the professional visit room in intake.
- B. After the visit is complete, the intake deputy will conduct a pat down search of the incarcerated person prior to allowing the incarcerated person to return to the booking area.

III. PROFESSIONAL VIDEO VISITATION OPTION

At the discretion of the professional visitor, high level and special management incarcerated persons may have their professional visits via video visitation.