

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

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| DATE: | APRIL 7, 2023 |
| NUMBER: | P.9.L |
| SUBJECT: | SOCIAL VISITING |

PROCEDURE

All visitation is currently governed by the Detention Services Bureau COVID-19 Operating Plan.

I. SOCIAL VISIT RESERVATIONS

A. SOCIAL CONTACT VISIT RESERVATIONS

Visitors can reserve a social contact visit via the reservation phone line. Reservations are required to allow the visit deputy time to run Wants/Warrant checks a day prior to the contact visits. The release deputy can assist running the Wants/Warrant checks during non-peak hours of nightshift. Visitors can make reservations by calling (619) 402-1312.

B. CHILD WELFARE SERVICE (CWS) VISIT RESERVATIONS

1. CWS visits ordered by the court will only be allowed for low/medium level incarcerated persons housed in House 1 and 3. The facility can accommodate up to 4 CWS visits at time. The visitation deputy will schedule CWS visits and utilize the children's visit rooms.
2. All CWS visitors should arrive 15 minutes prior to the visit. Visits will be scheduled Tuesday, between the hours of 0900-1900 and Wednesday between the hours of 1000 and 1600. The duration of the visit will be 1 hour.
3. Incarcerated persons are allowed up to one CWS visit a week, in addition to their regular weekly scheduled visits.
4. CWS supervised contact visits are for minor children age 17 or younger.

C. NON-CWS VISIT RESERVATION

1. Non-court ordered CWS visits will only be allowed for low level incarcerated persons housed in House 1.
2. Incarcerated persons will forward a Non-CWS visit request to the visit deputies. Incarcerated persons may only request a visit with a minor (age 12 or younger) and the visitor(s) must be the incarcerated persons children.

3. A visitation deputy will determine the incarcerated person's sentencing status, release date and charges. If the incarcerated person has current charges of child abuse or endangerment and the request is not court ordered, the visit will not be approved.
4. Incarcerated persons with major discipline in the past thirty days will not be approved for contact visits.
5. Incarcerated persons can request one Non-CWS visit per week. All Non-CWS visitors should arrive 15 minutes prior to the visit and should be scheduled Tuesday, between the hours of 0900-1900 and Wednesday, between the hours of 1000-1600.

II. SOCIAL VISIT CHECK-IN

A. SOCIAL CONTACT VISIT CHECK-IN

1. All visitors with social contact visit reservations **MUST** arrive 30 MINUTES prior to the social contact visit and check-in with the Detentions Information Assistants (DIAs). Any visitor arriving at an unreasonable time will be referred to a video visit or non-contact social visit if feasible.
2. Prior to the visit, the visit deputy and perimeter deputy if available will meet the visitors in the lobby and explain facility rules for contact visits.
3. The visit deputy will screen all visitors for weapons, drugs, or contraband. Visitors shall be permitted to bring visitor picture I.D. into the visit area. Any visitor arriving by public transportation will be allowed to store bulky items or cash in the lockers provided. The visit deputy can use a "Visitor Arrived (VISA)," list from JIMS to confirm all visitors entering the visit area.
4. One half-hour prior to the scheduled visit, the housing deputy will run a "Visitor Arrived (VISA)" list from JIMS and inform incarcerated persons to line-up.
5. Individuals with a letter from the facility commander authorizing contact visitation must present the letter to the visitation deputies during the check in process.
6. Social contact visitors are limited to 1 adult and 1 minor, 13 years or older.

B. CWS OR NON-CWS CONTACT VISIT CHECK IN

1. All CWS or Non-CWS social visitors and incarcerated persons should check-in as described above for social contact visits. Only social workers or case workers are allowed in the social visit area during a CWS contact visit. Any exception to the

rule must be approved by the on duty watch commander or designee.

2. For all non-CWS social visits, the visit deputy will inform the adult supervising the child that they must wait in the public lobby or visitor's parking lot for the duration of the visit. The visit deputy will escort the child through the sally port and into one of the children's visit rooms.

III. SOCIAL VISIT CHECK-OUT

- A. At the completion of all social visits, visitors and incarcerated persons are separated in the visit area. All visitors should be let out of the sally port and allowed to retrieve personal items stored in the provided lockers.
- B. The incarcerated persons will be strip searched and body scanned for weapons, drugs and contraband prior to being allowed back into the secured area of the facility.

IV. GENERAL SOCIAL CONTACT VISIT RULES

- A. Visitors should wear conservative attire which is not overly revealing or provocative. The visit deputy shall exercise discretion in determining whether or not questionable attire will be grounds for denying the visit.
- B. Incarcerated persons will not be allowed to bring items into the visit area. This includes mail, pictures and outgoing slips.
- C. Incarcerated persons will not be allowed to wear sweaters during visits. During winter months, incarcerated persons can wear rain ponchos or sweatshirts to walk to the visit area. Rain ponchos or sweatshirts will remain in the incarcerated person waiting area.
- D. Incarcerated persons will wear all jail issued blue or tan clothing and undergarments. Incarcerated person footwear will be white socks with jail issued plastic sandals or tennis shoes.
- E. Incarcerated persons and adult visitors will not use the children's visitor bathroom during visits. Only incarcerated persons will use the search room restroom.
- F. Any inappropriate behavior will be grounds for immediate termination of the social visit and any future contact visit. The watch commander will be the final authority.
- G. Visiting more than one incarcerated person requires prior approval of the watch commander.
- H. For facility security reasons the on duty watch commander can cancel all social visits.
- I. With the exception of minor visitors (age 5 or younger), no physical contact is permitted between visitors and incarcerated persons.

V. SOCIAL CONTACT VISIT HOUSING UNITS

Low level incarcerated persons housed in House 1, 3C-and 3D qualify for social contact visits. High level incarcerated persons do not qualify for social contact visits.

VI. SPECIAL MANAGEMENT UNIT SOCIAL VISITS

Any special management incarcerated persons allowed a contact visit will be on a separate visit schedule from the general custody incarcerated persons and coordinated with the sworn and professional staff. The watch commander or designee should be the approving authority for all special management unit incarcerated persons. All special management unit incarcerated persons will be allowed video visitation as the primary method utilized to accomplish Title 15 requirements.

VII. VIDEO VISITATION

- A. All incarcerated persons at LCDRF will only be allowed one (1) video visitation per day, including video visits conducted from home.
- B. Housing units with suspected COVID-19 or quarantine incarcerated persons may not have video visits.
- C. Incarcerated persons housed in 1A-1C, and 3C-3D may have up to seven (7) video visits per week.
- D. Incarcerated persons housed in 3E-3H, 4A, 4B, 5A, 5B, MOB and PSU may have up to three video visits per week.
- E. The public can reserve video visitation seven days a week; at least 24 hours before their desired visit time. Reservations are required to allow the visit deputy time to run Wants/Warrant checks a day prior to the video visits. Individuals with a letter from the facility commander authorizing video visitation must present the letter to the visitation deputies during the check in process. Online video visits may be scheduled by calling (619)402-1312.

V. PREGNANCY SUPPORT PERSON

For information on the pregnancy support person, see LCDRF green sheet M.38.L.