

<b>DATE:</b>	<b>MAY 20, 2022</b>
<b>NUMBER:</b>	<b>P.9.S</b>
<b>SUBJECT:</b>	<b>SOCIAL VISITING</b>

**PROCEDURE**

- A. Visit reservations will be accepted via telephone by a Detentions Processing Technician 24 hours in advance. Visitors are to arrive and check in one hour prior to their scheduled visit. Visitors may arrive as late as 30 minutes before their scheduled visit, but the Watch Commander will be notified to determine the validity of their tardiness.
- B. The deputies assigned to a station are responsible for checking the JIMS visit arrival log (VISA) 20 minutes prior to the next schedule visit and notifying incarcerated individual(s) who have scheduled visits.
- C. The housing deputies are responsible for escorting their incarcerated individuals to and from the visit room on time. If an incarcerated individual arrives to his social visit late and there are no mitigating circumstances that caused the incarcerated individual’s tardiness, deputies will allow the incarcerated individual to extend his visit for duration equal to the number of minutes missed in his scheduled visit block.
- D. The protective custody incarcerated individual visit schedule should allow a 15 minute window between mainline visits and protective custody visits. This will allow deputies to make sure the visit area is cleared of all incarcerated individuals before moving protective custody incarcerated individuals to their visits.
- F. Prior to the entering the visit room, the deputy escorting the incarcerated individuals will issue each incarcerated individual a sanitizing wipe. The deputy will advise the incarcerated individuals to wipe down the hand set of the telephone they are assigned prior to using.
- G. The Control and Control Security Deputies are responsible for periodically checking the monitors that view the visit area for safety. The Control Security Deputy will be responsible for conducting a minimum of three visit lobby checks during dayshift and one on night shift during visit hours, or as requested by Incarcerated individual Processing Division staff. To insure all visitors are not violating any visitor rules and ALL visitor(s) are authorized to have a visit. The Control Security Deputy will be armed and wear all appropriate safety gear. The Control Deputy will make a JIMS entry using the “Visit Lobby Check” dropdown. In the description field the Control Deputy will annotate the outcome of the check; check good, visitor Doe, Jane asked to leave, etc.
- H. After the visit is completed, the deputy escorting the incarcerated individuals back to their assigned module will ensure each incarcerated individual disposes their sanitizing wipe into the trash can outside the visit area.