

SDSD Detention Services Bureau—Vista Detention Facility Green Sheet

DATE:	February 1, 2021
NUMBER:	P.15. V
SUBJECT:	PROFESSIONAL CONTACT VISITS

PROCEDURE

I. CONTACT VISITS

- A. There are six rooms which are designated for confidential communications between inmates and professional visitors. [REDACTED]
- B. In order to provide inmates with a confidential area to converse with their professional visitor (i.e. attorney, clergy, doctor, psychiatrist, law enforcement personnel, etc.), the following procedure will be followed:
 - 1. After the visit has been cleared through the Detentions Information Assistant (DIA), the DIA shall assign contact visitors one of the above room numbers.
 - 2. They will be directed, via the release ramp, to the professional contact visit area.
 - 3. The DIA will send a notification via the Jail Information Management System (JIMS) when notifying the housing unit of: professional visits, attorney callbacks, notaries, etc.
 - 4. A deputy will escort the inmate to the appropriate room.
 - 5. Prior to placing an inmate inside the professional contact room, [REDACTED]
 - 6. In the event a visit room is unavailable or a professional contact visit is not authorized the Watch Commander may approve a regular phone visit.
 - 7. [REDACTED]
 - 8. A deputy shall escort the inmate back to his assigned housing area.
- C. In order to provide security and safety for the professional visitor, [REDACTED]

- A. There is one non-contact visit room in the [REDACTED] used for teleconferencing with probation, parole, public defender etc.
1. The video teleconference room near [REDACTED] is the facility's designated inmate video teleconferencing room.
 2. The scheduling of a video teleconference will be entered into the JIMS system at the probation or public defenders remote locations.
 3. The Control Deputy will run the inmate teleconferencing schedule at 0700 hours to determine if any teleconferences are scheduled for the day. If teleconferences have been scheduled, the Control Deputy will notify the appropriate housing unit(s).
 4. Housing unit deputies will make it a priority to ensure inmates are delivered to the teleconferencing room on time for a scheduled video visit. The inmate will be secured to the handcuff provided in the cell to prevent tampering with video equipment.
 5. The Control Deputy is responsible for the operation of the teleconferencing room. This includes the staging of inmates awaiting the next scheduled conference, their return to housing, or termination of any conference extending into the next scheduled video conference.
 6. The Watch Commander can suspend this program when the facility is operating under other than normal conditions. Per program protocol, when suspended, a notification sign stating "Teleconferencing temporarily suspended by Watch Commander" will be posted in front of the video camera.