

**SDSD Detention Services Bureau—Vista Detention Facility Green Sheet**

<b>DATE:</b>	<b>February 1, 2021</b>
<b>NUMBER:</b>	<b>P.9.V</b>
<b>SUBJECT:</b>	<b>SOCIAL VISITING</b>

To maintain the security of the facility, for the protection of sworn staff, professional staff, and inmates, deputies will be responsible for implementing the following procedures.

Due to COVID-19, preventative efforts have been established and procedures have been modified.

**PROCEDURE**

- A. Inmates housed at the Vista Detention Facility will be allowed one visit per their assigned day and a maximum of two visits per week. The visit week begins on Sunday. Each visit will last a total of thirty minutes. Inmate worker visits will last a total of one hour. Additionally, Civil Commitment inmates will be afforded the opportunity to receive social visits on all scheduled visit days.
- B. The housing control deputy will run a Visitor Arrived (VISA) list, via scheduled reports in JIMS, 15 minutes prior to the next scheduled visit time. The housing control deputy will advise the inmate of the visit. The housing control deputy will be responsible for controlling the inmate's visit time and ending the visit.
- C. The housing deputies or available deputy shall handcuff each inmate with the handcuff attached to the visit seat in all areas.
- D. Inmates should arrange their visits in advance to avoid conflicting schedules. Inmates may waive optional activities (e.g., A.B.E., church services, etc.) in order to have their visits.
- E. The visitor must check in with the detention information assistant (DIA) at least an hour prior to the scheduled visit time. If the DIA has not entered the visitor into the Jail Information Management System (JIMS) an hour prior to the scheduled visit time, the DIA will notify the Visit/Movement Deputy. The Visit/Movement Deputy will approve or deny any new additions.
- F. The DIA will enter the visitor information into JIMS. The visitor will be informed of the appropriate visit area. The DIA will check JIMS to ensure the inmate has not lost their visit privileges.
- G. Social visitors may be subject to a pat-down and/or property search (at the discretion of Vista Detention Facility sworn personnel) prior to entering the visit area. If a visitor refuses to submit to the search, they will be directed to leave the facility.
- H. All visitors will be required to wear a face covering and maintain social distancing. All visitors will have their temperature checked prior to check in for a social visit. A maximum of one adult visitor and child will be permitted per inmate at each visit. Visitors will be required to wait outside of the visit lobby on the Americans With Disabilities Act (ADA) ramp after checking in with the DIA. There are red markers which are six feet apart to comply with social distancing guidelines.

- I. Prior to entering the visitation area, signage will be posted encouraging all visitors to sanitize their hands, utilizing the hand sanitizer dispenser located in the visit lobby and dispensers located at the various visit areas.
- J. Visit/Movement Deputy will ensure all social visitors leave the inmate visit area and corridors once the visit has ended. The Visit/Movement Deputy will ensure all visiting areas are disinfected (e.g., phones, counters, seats, etc.) after all scheduled visits are completed.