

DATE:	MAY 9, 2022
NUMBER:	I.71
SUBJECT:	PERSONS AUTHORIZED TO ENTER SHERIFF'S DETENTION FACILITIES
RELATED SECTIONS:	P.15 , V.1 , V.3

PURPOSE

To provide a standard procedure for the clearance of visitors and the process of allowing entry into Sheriff's detention facilities to conduct jail related business. This policy shall apply to visitors such as volunteers, vendors, employee representatives, and contractors.

POLICY

After a security clearance has been conducted, approved persons may enter a Sheriff's detention facility, and if necessary, have contact with incarcerated persons for the purpose of conducting jail related business.

PROCEDURE

I. CRITERIA FOR ENTRY INTO A DETENTION FACILITY:

- A. Warrants - Persons with active warrants shall not be allowed to enter a detention facility.
- B. Pending Prosecutions - No person under indictment by either the State or Federal Grand Jury for any offense, nor being prosecuted for any felony violation by the United States Attorney, Attorney General, District Attorney, or City Attorney, shall be allowed to enter a detention facility.
- C. Sobriety - No persons displaying the objective symptom of alcohol/drug intoxication shall be allowed to enter a detention facility.
- D. Criminal Convictions
 - 1. Felony Offenses - Persons convicted of any felony offense within a period of three years of the application shall not be allowed to enter a detention facility. Applicants who have been imprisoned as a result of such an offense shall have been released from parole for a period of two years prior to the application. Persons granted formal probation for a felony offense shall have successfully completed such a term of probation one year prior to the time of application.
 - 2. Misdemeanor/Infraction Offense – A misdemeanor or an infraction conviction arrest will be considered on a case by case basis. The Sheriff reserves the right to evaluate the nature of any offense (including misdemeanors and infractions), for which the applicant was convicted or charged, and to exclude those persons where the nature of the offense presents a potential threat to detention security at the time of application. Staff shall evaluate the records of chronic violence, sex offenses, smuggling of contraband of any type into a detention or prison facility, or major crimes against persons.

3. Any person having been previously convicted of a felony and confined to any state prison in this state must have prior consent of the facility commander.

II. SECURITY CLEARANCES

- A. Conducting security clearances for ongoing entry into detention facilities shall be the responsibility of the Detention Investigations Unit (DIU) and the Reentry Services Division (RSD). DIU will focus on clearances relating to medical and mental health contracted services. RSD will focus on clearances related to programs for incarcerated persons (e.g., religious, education, etc.) "Ongoing entry" is defined as entry for a period exceeding six months. Clearances for entries spanning a period of six months or less will be conducted by each facility's investigators, utilizing the criteria found under section I of this policy.
- B. The following are the designated originators of clearances:
 1. Facility commanders
 2. RSD manager
 3. Food Services Division manager
 4. Medical administrator
 5. Sheriff's Employee Relations Division - SEIU representatives (see section VI of this policy)
- C. There are two types of clearances to enter detention facilities.
 1. Persons cleared to enter on an ongoing/continuing basis for a period exceeding six months:
 - a. A person requesting this type of access shall have been referred by the clearance originators or their designee.
 - b. Ongoing clearances will be issued a pin number in the Jail Information Management System (JIMS) professional visit navigator (See section D for more details).
 2. Temporary/one-time visit/entry for a period of up to six months:
 - a. This type of visit clearance shall be conducted by the individual facility using the established criteria.
 - b. These visits shall be approved at the discretion of the facility commander or designee based on facility need.
 - c. The names of these visitors do not need to be placed in the professional visitation navigator.

- d. The Visitor Security Clearance Request (J-23) for Temporary/One-time Visit/Entry shall be retained for one year.

D. Submission for clearance/approval for placement in the JIMS professional visitation navigator:

1. The person making the request shall fill out the J-23. The person requesting entry into a Sheriff's detention facility must sign the form and attach a clear and readable copy of the applicant's driver license or other government issued photo identification. Digital signatures will not be accepted.
2. The J-23 shall be submitted to the clearance originator/designee that shall check the form for accuracy and completeness. The originator/designee shall ensure the direct service is needed at a supervisor level before forwarding the J-23 for clearance.
3. The J-23 shall be forwarded to DIU or RSD.
4. Sworn staff at DIU or RSD shall manage the security clearance process, including the final review of the criminal history check.
5. When names are approved and placed in the professional visitation navigator, the authorization shall be effective for one year.
 - a. Access/approval may be rescinded by the originator via DIU/RSD, at any time (i.e., services are no longer needed). A written notice from the originator must be submitted to DIU/RSD detailing the reason. If additional information is needed on a request, DIU investigators shall be used as a resource.
 - b. DIU/RSD shall rescind approval at any time it is deemed the person is/becomes a security risk. The facility seeking an individual's access be denied must notify DIU/RSD. The notes indicating the denial of access will be entered into the JIMS professional visit navigator. If appropriate, written documentation detailing the specific circumstances warranting the denial of access can be attached to the security clearance packet to be archived.

III. PROCESSING VISITOR SECURITY CLEARANCE REQUEST

- A. When DIU or RSD receives the J-23, a sworn staff member or approved professional staff member (who will only print out support documents such as a criminal history, to assist in the investigation) will conduct the clearance check. The security clearance check shall include, but is not limited to the following:
 1. Sheriff's Records
 2. Local wants and warrants
 3. SUN, including the Driver's License File

4. NCIC-CLETS Wanted Persons File
 5. CII Criminal History
 6. ARJIS
- B. When the security clearance check is complete, the staff member processing the request will review all final documentation and submit the J-23 and supporting documentation to the DIU or RSD sergeant, Reentry Services Manager and the assigned area commander (if there is prior prison history), for final disposition. All cleared individuals shall participate in a mandatory orientation and/or a facility site orientation(s) as described in Detention Services Bureau Policies and Procedures section V.1.
 - C. The final disposition shall be entered into the visitor's record contained in JIMS.
 - D. DIU or RSD staff shall enter the name of the person into the professional visitation navigator in JIMS.
 1. If approved, the name shall be entered in the professional visitation navigator with notes explaining which facilities they are authorized for and an expiration date.
 2. If denied, the name shall be entered in the professional visitation navigator and comments entered to reflect access denied.
 3. The related documents will be scanned and archived digitally.

IV. CLEARANCE MANAGEMENT

- A. DIU/RSD sworn staff are responsible for maintaining the professional visit clearances.
- B. Persons in the professional visitation navigator have clearance to enter designated detention facilities operated by the Sheriff's Department.
 1. If the approved visitor needs to enter a different facility other than the one they were initially approved for, a request will be submitted to the clearance originator to have the clearance amended to reflect the additional facility.
 2. If a specific facility commander denies the visitor access to their facility (for cause), written documentation must be submitted to DIU or RSD to have their status changed in the computer (denial versus approved with expiration date). The documentation must contain sufficient details regarding the circumstances surrounding the request for their denial. This will be placed on file with their original J-23.
- C. Persons in the professional visitation navigator shall be authorized entry into detention facilities for a period of one year from the date they are approved.
 1. Approximately 30 days prior to the one-year expiration, all volunteers, contractors, and professional visitors will receive an email with their Program Coordinator included, requesting completion of clearance documents for the renewal of their annual clearance.

2. A security clearance renewal shall be conducted, and the visitor's record will remain active in the professional visitation navigator as long as they still meet the criteria.
 - a. If the clearance is no longer needed, it will be noted in the comments box.
 - b. If the person no longer meets the criteria, it shall be noted in JIMS as either access denied or no longer active.
 - c. If the person does not submit a clearance application prior to the expiration date, they will be deactivated in JIMS.
3. The J-23 shall be scanned and kept by DIU or RSD in their shared drive.
 - a. The J-23 shall be kept as long as the person is active in the professional visitation navigator.
 - b. The J-23 shall be kept for a minimum of one year from the date that the person is no longer active, or access was denied.

V. PROCESS FOR ALLOWING AUTHORIZED VISITORS ENTRY INTO A DETENTION FACILITY

- A. Approved persons entering a detention facility to conduct official business will contact custody information personnel and provide a valid government issued picture identification. A visual comparison of the identification card and the visitor shall be made.
- B. The acceptable picture identification shall be exchanged for a numbered jail visitor identification card.
- C. The visitor's information shall be entered into the Visitor Log (J-4) by the staff member checking in the visitor. Additionally, the Facility Sign-In Sheet (J-315) advising all visitors of the San Diego Sheriff Department's zero tolerance standard shall be read and completed by the visitor.
- D. Visitor escorting procedures will be outlined via a facility green sheet.
- E. Upon completion of the visit, the visitor shall exchange their visitor identification for their picture identification. A visual verification will be made comparing the visitor with their picture identification.

VI. SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU) REPRESENTATIVES

- A. The Sheriff's Background Unit provides security clearances allowing SEIU representatives to enter various county worksites, to include Sheriff's detention facilities. The Background Unit will provide the Sheriff's Employee Relations Division with the results of the background investigation. Those results are maintained in the Employee Relations Division during the tenure of the worksite organizer.

- B. The Employee Relations Division will generate and maintain a list of cleared SEIU representatives. The list can be provided by the Employee Relations Division upon request.
- C. Cleared SEIU representatives shall be given access to meet with SEIU members in their worksites. However, SEIU representatives shall coordinate with the Employee Relations Division, in advance, if they wish to secure a conference room or other meeting space.
- D. The procedures described in section V of this policy shall be followed when allowing SEIU representatives entrance into the facility.
- E. SEIU representatives entering Sheriff's detention facilities shall be escorted by sworn staff. When the meeting is in a secure area of the jail, the sworn staff member will remain in the area until the meeting is completed.

VII. CONTRACT STAFF CLEARANCES

In addition to the steps outlined in section IV, contract staff will also need to pass a background check through Sheriff's Personnel.