

DATE:	AUGUST 2, 2023
NUMBER:	P.9
SUBJECT:	SOCIAL VISITING
RELATED SECTIONS:	<a href="#">M.38</a> ; <a href="#">P.3</a> ; <a href="#">Q.7</a> ; Sheriff's Department P&P 7.3

**PURPOSE**

To establish guidelines for permitting incarcerated person social visits.

**POLICY**

Incarcerated persons shall have access to social visits according to the following procedures.

**PROCEDURES**

- I. Pursuant to Title 15 section 1062, incarcerated persons shall be allowed access to social visitors.
  - A. For the security of the institution and for the protection of the public, only those visitors with the following types of valid photo identification shall be allowed to visit incarcerated persons in the custody of the Sheriff:
    1. Driver's license
    2. Federal, state, and local issued government identification card (any state)
    3. Military identification
    4. Passport
    5. U.S. immigration identification (including visas)
    6. Border crossing card issued by the U.S. Department of Homeland Security
    7. Current high school identification for children who do not possess a current California driver's license or California identification card (I.D.) card.
    8. Matricula Consular I.D. card issued after 04/22/02 by the Consulate General of Mexico
  - B. Visitors under the age of 18 years must be accompanied by a qualified adult who possesses valid photo identification and is cleared for visits. Qualified adult is defined as:
    1. A parent
    2. A court appointed guardian
    3. Other adult having legal custody

- C. Visitors that have been incarcerated within the past 90 days shall not be permitted to visit without watch commander consent.
  - D. A visit by news media personnel shall be considered a social visit and not a professional visit. If the incarcerated person opts to accept the visit by a media representative, that visit shall be counted as a social visit for that day, just like any other social visit.
- II. All visitors must give required personal information. A maximum of three visitors will be permitted per incarcerated person at each visit unless modified by the watch commander. Detention Information Assistants (DIA) will check for valid photo identification and enter all required visitor information into the Jail Information Management System (JIMS).
- A. All visitors must check in together one hour before the scheduled visit and are required to present valid photo identification. If a visitor is late, the visit may be canceled.
  - B. The Las Colinas Detention and Reentry Facility (LCDRF) offers on-site social video visits utilizing video visitation monitors in each module. The public monitors for these visits are located at LCDRF.
  - C. Walk-ins for on-site video visitation at LCDRF will only be accepted on a space-available basis. Visitors must check in one hour before visit time.
  - D. Incarcerated persons assigned to the Vista Detention Facility (VDF), George Bailey Detention Facility (GBDF), East Mesa Reentry Facility (EMRF), San Diego Central Jail (SDCJ) and LCDRF can receive social visits utilizing video visitation monitors from the public via remote access through the available video application
  - E. Remote video visitations can only be scheduled through the available video visitation application. The user must set up an account and get prior approval to use video visitation before scheduling.
- III. Personnel may run the visitor's name through the wants/warrant system. When the social visit is also a contact visit, authorized staff may perform a criminal history check.
- A. Every person, who having been previously convicted of a felony and confined in any state prison in this state, must receive consent from the facility commander, their designee, or the on-duty watch commander prior to visiting per California Penal Code 4571.
  - B. The watch commander will consider all requests for visits from individuals on probation and parole on a case-by-case basis. If there are articulable security concerns, the request may be denied.
  - C. Persons with non-bookable misdemeanor warrants will be denied a visit and told to take care of the warrant.
  - D. Persons with felony warrants will be arrested and booked.
- IV. Social visitors participating in contact visits are prohibited from having personal electronic devices in their possession. All devices must be secured prior to entry into the facility.

V. BAIL BOND AGENT VISITS

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- A. Bail bond agents will be allowed phone visits in the social visitation areas. It is not required that a visit reservation is made in advance. As long as there are no security issues and a visitation booth is available, the visit request shall be granted. Visit requests made during peak hours such as mealtime, night count or in the event of facility lockdown will not be granted.
  - B. Bail bond agents must have in their possession an identification card confirming their status as a licensed bail agent and a valid state driver's license/identification card. This shall be verified at every visit to ensure the validity of the agent's status with the Department of Insurance.
  - C. Bail bond agents are required to complete a Request for Visit/Transacting Bail (J-46) form/card prior to each visit. These cards will be maintained for one year.
  - D. Prior to scheduling bail bond agent visits, detentions processing staff will assess the availability of the visit area for the incarcerated person's housing unit. If there is an available booth, the deputies in the incarcerated person's housing unit will be notified of the visit, and provided there are no security issues, the individual will be escorted to the visiting area/booth.
  - E. Bail bond agent visits will be entered in the "Social Visitations" navigator in the JIMS. "Bail Agent" will be selected for the Type/Relation field. If the visit is occurring outside of the social visitation hours for the facility, the "Special Visit" designator will be selected for the Visitation Room and the visit will be scheduled for the appropriate time. The printed visit pass will be provided to the bail bond agent.
  - F. Incarcerated persons shall not be called from housing units during lockdown hours unless the bond is posted first, or unless the bail bond agent ensures the bond will be posted and the incarcerated person can be released after the interview.
  - G. If detentions staff encounters unsolicited advertisements associated with a bail bond company, the advertisements will be provided to the detention processing supervisor (DPS). The DPS will complete the Bail Bond Solicitation Complaint (J-109) form. The J-109 form and the solicitation materials will be forwarded to the detention processing manager.
- VI. Once the visitor has checked in for their visit, the DIA will input data into JIMS as "Arrived Visitor" which will automatically send a notification to the housing area where the incarcerated person is housed so coordination of the person's visit can be accomplished.
  - VII. The watch commander will resolve questions regarding the eligibility for either the incarcerated person or visitor.
  - VIII. The visitation schedule for all social visits will be coordinated to accommodate all classifications of incarcerated persons and maintain facility security.
  - IX. VISITATION SUSPENSION
    - A. Social visits and video visitations are a privilege, and as such, may be suspended as part of a disciplinary action.

- B. At the discretion of the watch commander, visitors may have their visit privileges suspended for any violation of the visit rules. Violations may result in an up to a 60-day suspension of privileges. All suspensions shall be noted in the JIMS.
- C. Persons (outside of jail) who utilize the video visit system to engage in inappropriate or sexual behavior or display sexually explicit material will have their video visitation privileges revoked with that particular incarcerated person for the remainder of their incarceration.
- D. The watch commander may temporarily suspend facility visits in the event of any emergency that threatens the safety and security of the facility. The watch commander will make an entry in the Watch Commander's Log detailing the circumstances requiring the suspension. Unless suspended, these visits are contingent upon conditions at the facility (i.e., emergencies, lockdown, etc.), all incarcerated persons will have the opportunity to receive two, one-half hour visits weekly. Incarcerated workers will have at least two, one-hour visits weekly.

#### X. SPECIAL VISITS

- A. Special visits are authorized social visits that are outside the established bureau procedures (ex. A visit from someone with past felony convictions). These visits are rarely allowed, but extenuating circumstances may be considered. Either the incarcerated persons or the visitor may initiate a request for a special visit. Special visits are at the discretion of the watch commander or facility commander. Each request for a special visit will be determined on a case-by-case basis.
- B. Incarcerated persons can request a special visit by filling out a Request (J-21) form stating the reason and submitting it to a correctional counselor. The counselor will check the validity of the request and forward it to the watch commander for consideration. This request form will be returned to the housing deputy with a notation of the decision. The housing deputy will then inform the incarcerated person of the decision.
- C. DIA's will be notified in writing if a special visit is granted. A weekly list will be provided to the custody information office naming the incarcerated persons who have approved visits and the days or hours assigned.

#### XI. VISITS FOR INCARCERATED PERSONS AT HOSPITALS

- A. Special visits are only allowed for incarcerated persons who are considered in grave condition and are under guard at hospitals. Special visits require the approval of the watch commander at the person's housing facility and must conform to hospital visiting hours, unless otherwise specified by the watch commander. Visits for incarcerated persons admitted to a lockdown hospital unit are only allowed if the incarcerated person is in grave condition as deemed by hospital medical staff and must be approved by the California Department of Corrections and Rehabilitation (CDCR) security sergeant due to having shared operational control of those units.
- B. A person desiring to visit an incarcerated person under hospital guard must make the request at the appropriate detention facility. The DIA shall check the visit restrictions file for any restrictions or limitations on the incarcerated person's visits. If none exist, the DIA

- will fill out the Hospital Visiting Pass (J-65) form, time stamp it on the front, and present it with the visitor's identification to the watch commander for approval. After approval, the hospital pass is given to the visitor(s). All visitors must be specifically listed on the hospital pass. Deputies will not admit visitors to see incarcerated persons unless the visitors have in their possession an approved hospital pass and proper identification.
- C. Two visitors may be in the hospital room with the incarcerated person at any one time. More frequent visits, with the exception of attorneys, law enforcement officers and bail bondsmen, require special authorization by the watch commander. Professional visits for incarcerated persons admitted to the lockdown hospital units must also be approved by the CDCR security sergeant.
  - D. Incarcerated persons at hospitals are not allowed to make outgoing calls unless they are admitted to the hospital following a field arrest or the person is considered in grave condition by hospital medical staff. (Refer to Detentions Policy and Procedure Section Q.7 for phone call procedures for persons admitted to the hospital following a field arrest.) The watch commander will authorize all outgoing calls for persons considered in grave condition. Incoming calls are not allowed. A deputy guarding the incarcerated person will dial the telephone number for the incarcerated person. After dialing the number, the deputy will contact the control deputy at the incarcerated person's housing facility to have the number that was dialed entered in JIMS in the incarcerated person's history using the "PCAL" (Phone Call) drop down.
  - E. Incarcerated persons will not receive incoming mail, nor will they be able to send any outgoing mail. Legal documents delivered by an approved professional visitor may be handed to the individual after inspection for weapons or contraband by the on-duty deputy(s).
  - F. Any visitor who creates a disturbance or presents any security concerns for the deputy(s) or hospital staff will be immediately reported to the watch commander. Visiting may be restricted as circumstances dictate.
  - G. The deputy(s) will destroy the hospital pass when the visit has been completed.

## XII. SERVICE ANIMALS FOR THE VISITING PUBLIC

- A. Service animals are defined as dogs or miniature horses under the Americans with Disabilities Act (ADA) and/or California law that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with post-traumatic stress disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a service animal has been trained to provide must be directly related to the person's disability. Animals whose sole function is to provide therapy, comfort or emotional support do not qualify as service animals under the ADA.
- B. When it is not obvious that an animal is a service animal, staff may ask only two specific questions: (1) Is the animal a service animal required because of a disability? and (2) What work or task has the animal been trained to perform? Staff are not allowed to ask about the

nature of the person's disability, require medical documentation, require a special identification card or training documentation for the animal, or ask that the animal demonstrate its ability to perform the work or task.

- C. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the service animal through voice, signal, or other effective controls.
- D. Service animals are allowed to accompany people with disabilities in all areas of the facility where the public is normally allowed to go.
- E. A person with a disability cannot be asked to remove their service animal from the premises unless: (1) the service animal is out of control and the handler does not take effective action to control it, or (2) the service animal is not housebroken. When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the same opportunity of services without the animal's presence.
- F. Every time a deputy prevents an individual from bringing an animal into a detention facility, or if they order an animal to be removed from a detention facility, and the individual has asserted a claim that the animal is a service animal, the deputy shall prepare and submit a deputy's report to their immediate supervisor. The deputy's report shall include the following information:
  - The name, address, telephone number, and any other identifying information of the individual. If the individual refuses to provide their name and identifying information, a physical description of the individual shall be included in the report.
  - A description of the animal.
  - A description of the specific behavior on which the deputy based his/her decision to exclude, or order the removal of, an animal from a detention facility.

### XIII. SOCIAL CONTACT VISITS

Social contact visits are only available at LCDRF. Refer to LCDRF green sheets for procedures.

### XIV. COURT ORDERS REQUESTING CHILD WELFARE SERVICES (CWS) CONTACT VISITS WITH MINORS

- A. CWS contact visits with accompanying minors and their incarcerated parent shall be allowed by court order only. CWS contact visits with minors will only be allowed for low/medium level (Level 1, 2, 3) incarcerated persons and facilitated at LCDRF and EMRF. Visits will be for a maximum of one hour.
- B. In order to verify and schedule a CWS contact visit, the following steps need to be followed:
  1. Correspondence/phone calls from the CWS social worker/representative will be routed to the facility CWS contact visit coordinator (refer to facility green sheets for sworn staff identified as CWS contact visit coordinators).

2. A CWS Contact Visit Request (J-348) form will be completed and submitted to the facility administrative lieutenant or designee for review and approval. A CWS representative must provide a copy of the court order requesting the contact visit (fax or e-mailed copies are acceptable). The court order requesting the visit must contain the language "contact visit" and identify the minor(s). The minor(s) visiting must be ages 17 years or younger for a contact visit to be approved.
3. Upon approval from the facility administrative lieutenant or designee:
  - a. The CWS contact visit coordinator will ensure the CWS contact visit is scheduled in JIMS. The completed J-348 form and attached supporting documentation will be filed in the incarcerated person's custody record
  - b. The CWS contact visit coordinator will advise the CWS representative of the approval and provide the scheduled visit date(s) and time(s) via fax or e-mail.
4. If the facility administrative lieutenant or designee denies the CWS contact visit, the CWS representative will be advised of the denial and referred to a DIA to schedule a regular social visit. The J-348 form and attached documents will be filed in the incarcerated person's custody record.
5. Low/medium level female incarcerated persons who qualify for a CWS contact visit may be scheduled for the visit at LCDRF. Low/medium level male incarcerated persons who qualify for a CWS contact visit may be scheduled for a visit at EMRF. The CPS contact visit coordinator shall coordinate the visit with the affected facility's (LCDRF or EMRF) CWS contact visit coordinator. Transport of the incarcerated person to and from the approved/scheduled contact visit and other pertinent information (e.g., team watch commander notification, visit deputy notification, etc.) shall be outlined via a facility green sheet.