

Section 6 – Social Visits, Professional Visits, and Court Orders

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SOCIAL VISIT GUIDELINES

Reference: Detention Policies and Procedures Manual, [Section P.9 – Social Visiting](#)

The following is a list of approved forms of photo identification required to visit inmates in the custody of the Sheriff. This list is provided as a guideline and is subject to change. All encounters or problems regarding the eligibility of a visitor are referred to the on-duty supervisor.

- Driver's license
- Federal, state and local issued government identification card (any state)
- Military identification
- Passport
- U.S. Immigration identification (including visas)
- Border Crossing card issued by U.S.D.O.J.
- Current high school identification for children who do not possess a current California driver's license or California I.D. card.
- Matriculate Consular I.D. issued after 04/22/02 by the Consul General of Mexico

Visitors under the age of 18 years must be accompanied by a qualified adult who possesses valid photo identification and is cleared for visits. A qualified adult is defined as:

- A parent or;
- A court appointed guardian or;
- Other adult having legal custody.

Note: Requesting verification, such as a birth certificate or court paperwork affirming legal custody, IS NOT procedure.

For security purposes, a want/warrant check may be conducted on adult visitors by sworn personnel. Authorized staff may perform a criminal history check at facilities allowing contact visits.

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Visit Schedules

Inmates are allowed two, 30 minute social visits per week. The visit week begins on Sunday and ends on Saturday. Inmate workers and inmates in Incentive Based Housing (IBH) are allowed additional visits.

Social visits are normally non-contact, conducted through a visit window using telephone handsets. There are no non-contact visits scheduled on Tuesdays and Wednesdays at any of the Sheriff's detention facilities.

Contact visits are allowed at the Las Colinas Detention and Reentry Facility. Refer to the facility's visit schedule for exact days and times, as visit times are subject to change without notice.

Visit Arrival

All visitors must check in together 1 hour before the scheduled visit and are required to present valid photo identification. All visitor information in the JIMS is verbally verified with all adult visitors at the time of arrival. Only visits arrived in JIMS count against the total number of visits for the week, with the exception of bail agent visits for the purpose of transacting bail.

Walk-in visitors are accepted, on a space availability basis, as long as the visitors check in 1 hour before the visit time. Due to security reasons, the East Mesa Reentry Facility, Las Colinas Detention and Reentry Facility and Facility 8 do not accept walk-in visitors.

Cancellations are made in person at any of the Sheriff's detention facilities with valid photo identification. Inmates have the right to refuse visits at any time. Cancellations and inmate visit refusals are dropped in JIMS and do NOT count as an allotted visit for the week.

Service Animals

Service animals are defined as dogs or miniature horses that are individually trained to do work or perform tasks for people with disabilities. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the Americans with Disabilities Act. When it is not obvious what service an animal provides, only limited inquiries are allowed.

Staff may ask two questions:

1. Is the dog a service animal required because of a disability?
2. What work or task has the dog been trained to perform?

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- Staff cannot ask about the person’s disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.
- 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 animal through voice, signal, or other effective controls.
- Service animals are allowed to accompany people with disabilities in all areas of the facility where the public is normally allowed to go.
- A person with a disability cannot be asked to remove his service animal from the premises unless:
 - The dog is out of control and the handler does not take effective action to control it.
 - The dog 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.

Visitation Exclusions

1. Visitors that were in Sheriff’s custody in the past 90 days are NOT permitted to visit
2. Every person who, having been previously convicted of a felony and confined in any state prison in this state, are excluded from visiting per California Penal Code 4571
3. The watch commander considers requests for visits, for individuals on probation or parole, on a case-by-case basis. A Visit Request for Probationers/Parolees can be completed on-line. Written requests are also accepted. Requests may be denied for security purposes. If granted permission, the visitor must present the original letter of approval at the time of each check-in
4. Persons with non-bookable misdemeanor warrants are denied a visit
5. Persons with felony warrants are arrested and booked
6. Persons placed on the “No Admit List”

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VISIT RESERVATIONS

Social visit reservations for inmates housed at any of the detention facilities are made through the on-line “eVisit” application or by telephone. Operational hours for eVisit are 24 hours and telephone reservations are 1000 – 1400 hours, Wednesday through Monday.

The public has the ability to schedule same day visits up to 2 hours prior (excludes East Mesa, Facility 8, and Las Colinas) and next day visits, if available. A maximum of three visitors, including children, are permitted per inmate at each visit unless modified by the watch commander. All adult visitors are required to provide the following personal information when making a reservation:

- | | |
|---|---------------------------|
| 1. Full Name | 4. Current Home Address |
| 2. Driver's License/Identification Number | 5. Telephone Number |
| 3. Date Of Birth | 6. Relationship To Inmate |

eVisit Reservations

The San Diego Sheriff’s eVisit on-line link is accessible through the "Who’s in Jail?" website. The on-line reservation system is available 24 hours a day, Wednesday through Monday (not available on Tuesday).

Note: eVisit does NOT display visit times that may conflict with an inmates scheduled events.

Telephone Reservations

Reservations can be made by calling one of the following numbers:

San Diego Central Jail	(619) 610-1647
George Bailey Detention Facility	(619) 210-0385
East Mesa Reentry Facility	(619) 210-0334
South Bay Detention Facility	(619) 213-1433
Vista Detention Facility	(760) 936-0014
Facility 8	(619) 210-0327
Las Colinas Detention and Reentry Facility	(619) 402-1312

In order to prevent scheduling conflicts, visits scheduled over the telephone are scheduled utilizing available visit booth numbers in ascending order (i.e., 1, 2, 3, etc.). Before ending the call, inform the caller the following:

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1. All visitors must check-in together at least 1 hour before the scheduled visit
2. All visitors will be required to provide valid photo identification
3. Visits are subject to change without notice

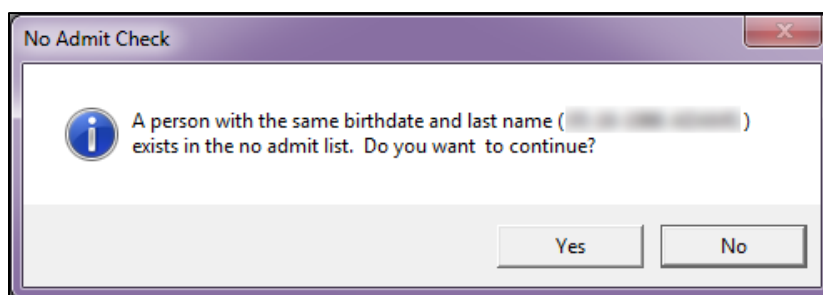
Additional visitors may be added at the time of arrival with the exception of the Las Colinas Detention and Reentry Facility. Visit reservations are NOT made on days an inmate is scheduled for court or transfer.

Video Visitation

Facility 8 offers video social visitation for all its housing units. Visitors have the option of conducting their visits from a terminal at the Las Colinas Detention & Reentry Facility in Santee or by using a home-user option offered by Securus. Fees apply for home-video visitation. Video visits are 30 minutes in length.

The Las Colinas Detention & Reentry Facility offers on-site video visitation for all its housing units. Video visitation is an option for the lower security housing units and is the only option for the higher security housing. With video visitation, visitors use a real-time video teleconferencing terminal adjacent to the public lobby to visit with the inmate who will be using a similar device in the housing unit. Video visits are also 30 minutes in length.

NO ADMIT LIST



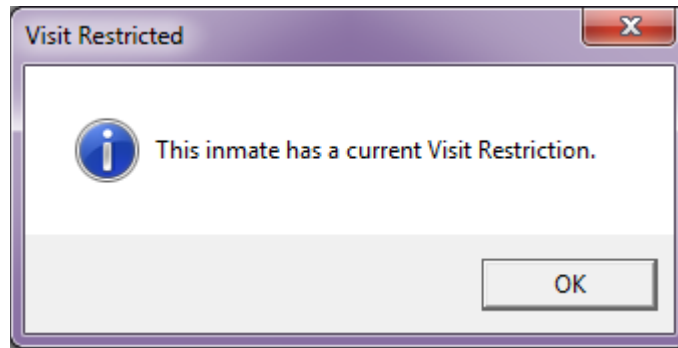
The No Admit List is an application-wide list for all Sheriff's detention facilities. Visitors deemed unsuitable to visit are placed on the list. Only the watch commander has the authority to grant approval to these visitors. The No Admit List can be found in the Social Visitations page in JIMS.

[Click Image to Enlarge](#)

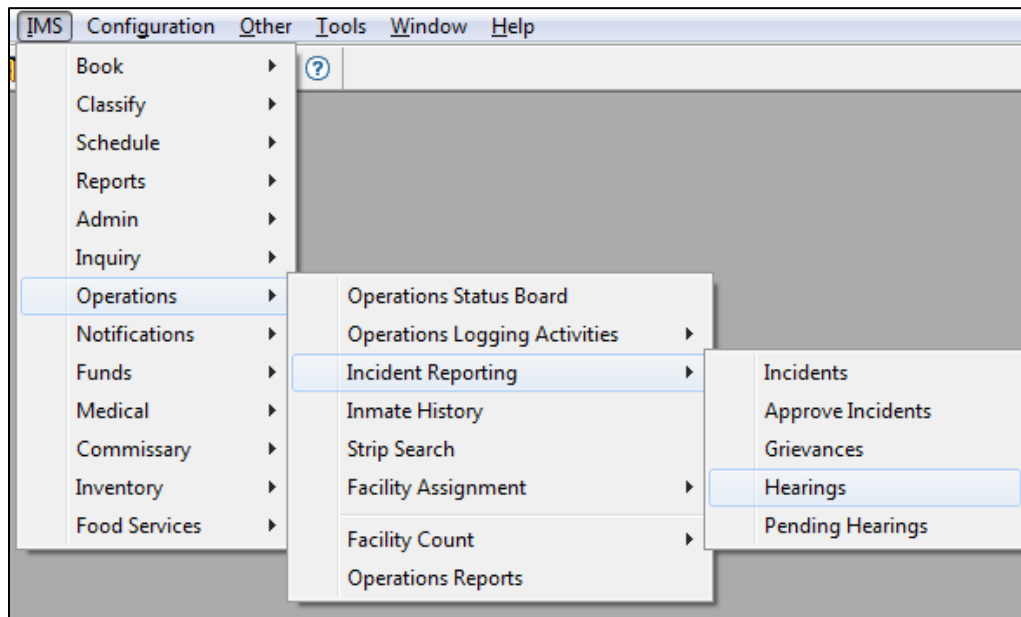
SOCIAL VISITATIONS Navigator		Address Lookup				Address Detail		No Admit
	Last Name	First Name	MI	Suffix	DOB	Desc:	Srv Notes	
Inmate History							Attending Court ordered DIVERSION PROGRAM for 1130/AHS. NO ADMIT EMDF until all court related issues are completed per Sgt. Villa. CDE. Dd42296	
Scheduling Update							C.Y.A. parolee since 12/02. Also, per PO Hydrom, is also on "Habitual Juvenile Offender" list. NO ADMIT EMDF per Sgt. Roland or any detention facility without permission from Facility Cdr.	
Related Addresses							On probation until 2013. Has a 4th waiver; been arrested 13 times for dope related charges. Not allowed on jail grounds or contact visits at EMDF/DOF.	
Visitor Info							Active FELLONY Warrant #600149366. NO ADMIT EMDF per Sgt. Herrera.	
Reserve/Schedule Visit							On Probation until 9/10 for 11377 HAS and 496B PC. Per Sgt. Villa	
Arrive Visitors							Subject on probation until 2008. Not allowed for contact visit at EMDF. gives false ID to prestaff. also goes by Hernandez true name same DOB and SSN	
Funds Transaction							Arrested for 4573.6 on 07/08/2005, at DOF, prior to visit.	
Wants & Warrants							on probation until 2009. not allowed for contact visits at EMDF/DOF	
							Not allowed for contact visit at EMDF/DOF, on probation until 2009.	
							on probation until 2012. not allowed for contact visit at EMDF/DOF	

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VISIT RESTRICTIONS

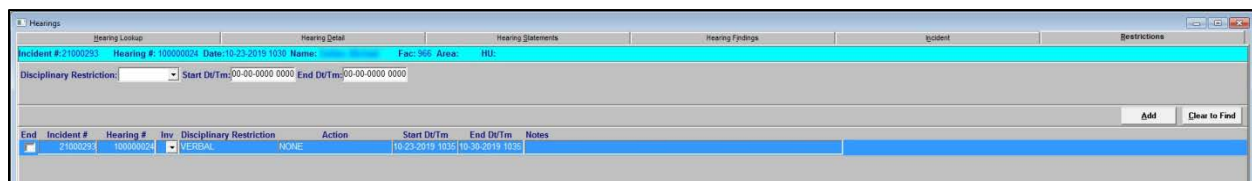


A visit cannot be scheduled if an inmate has an active visit restriction. To find the start and end date of the restriction go to:



1. Enter the inmate's information and click Find
2. Highlight the correct inmate and click on the Restrictions tab
3. The Disciplinary Restrictions column specifies the visit restriction and duration
4. The End Dt/Tm column lists the date and time the visit restriction ends

[Click Image to Enlarge](#)

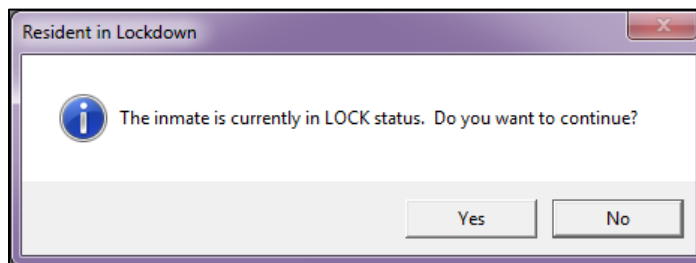


End	Incident #	Hearing #	Inv	Disciplinary Restriction	Action	Start Dt/Tm	End Dt/Tm	Notes
	21000293	10000024		VERBAL	NONE	10-23-2019 10:30	10-30-2019 10:30	

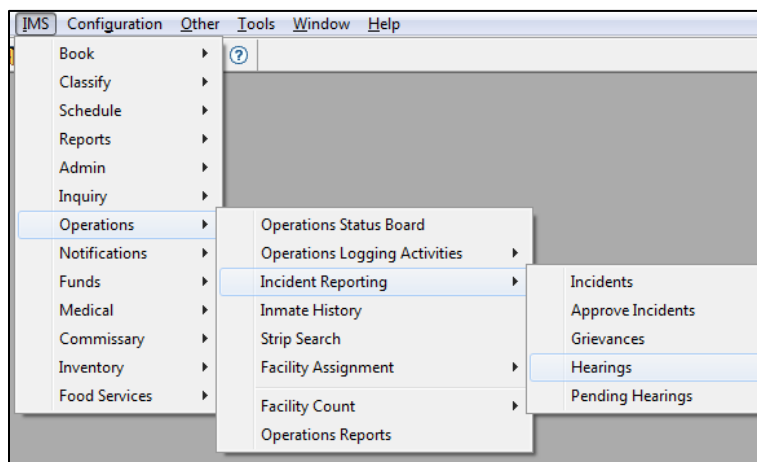
Note: If no restriction is found call the housing unit for further instruction.

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LOCKDOWN STATUS

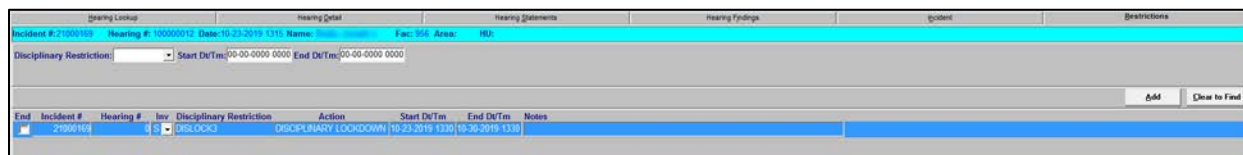


Inmates are placed in lockdown for security and/or disciplinary reasons. An inmate in lockdown status may still be eligible to receive visits. To determine if the inmate is eligible to receive visits, go to:



1. Enter the inmate's information and click Find
2. Highlight the correct inmate and click on the Restrictions tab
3. The Disciplinary Restrictions column will state the reason for the lockdown and the duration

[Click Image to Enlarge](#)



If no incidents are found removing the inmate's visit privileges, a visit is scheduled. It is likely the inmate is in administrative segregation (ADSEG) or in protective custody (PC). Inmates identified as ADSEG/PC are allowed individual visits separate from all other inmates and are scheduled according to facility guidelines.

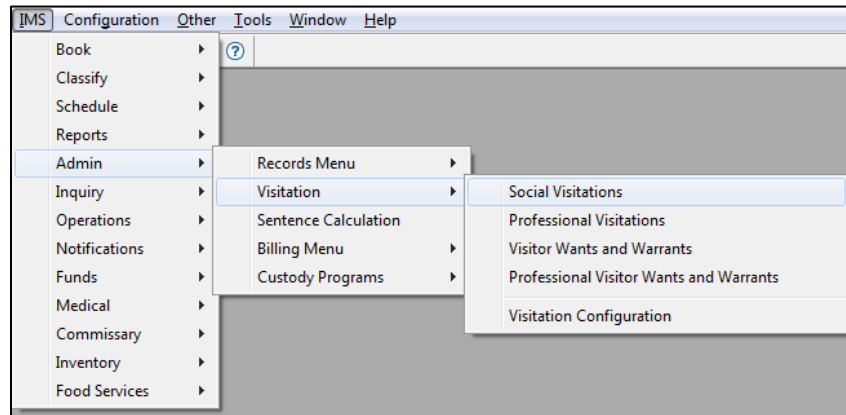
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REPORTING ISSUES/INOPERABLE VISIT PHONES

Any issue associated with visitation booths in JIMS or any inoperable visit phones is reported to the on-duty Detention Processing Supervisor (DPS), who will then notify the facility administrative deputy.

SCHEDULE A SOCIAL VISIT

To schedule a social visit, go to:



Verify if the inmate has a visit scheduled (VISS) or has already received his/her allotted number of visits for that week. This is determined by the total number of visit arrivals (VISA) indicated in the inmate history.

1. Enter the inmate's information and click Find
2. Click Inmate History on navigator
3. Enter the Start Date/End Date for the visit week, click Find

Book #: 18100087 Name: Gru, Felonious Fac:1 Area:8 HU:A Cell:17 Bed:T					
SOCIAL VISITATIONS Navigator	Browse History				
	Start Date:	10-20-2019	End Date:	10-23-2019	Event Type: <input type="text"/>
Inmate History	Event Date/Time	Event Type	Destination	Entered By	Entry Date/Time
Scheduling Update	10-23-2019 1415	VISS	FL30	MORTIGSH, ORTIGUERRA	10-23-2019 1336
Related Addresses					
Visitor Info					
Reserve/Schedule Visit					
Arrive Visitors					
Funds Transaction					
Wants & Warrants					

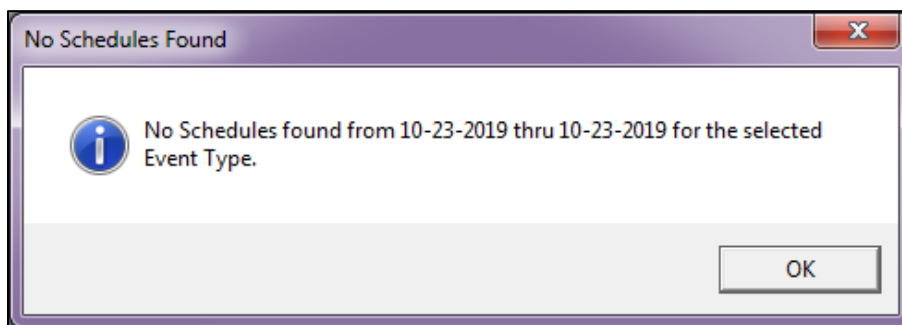
Note: The following do not count against the total number of allotted visits for the week: dropped visits (VISD) and visits by bail agents for the purpose of transacting bail. Should the

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inmate show more than one VISA for the week, double click on each entry to verify if the arrived visitor indicates a relationship type of Bail Agent (BA).

Verify there are no other events scheduled for the same date and time the visitor is requesting a visit (i.e. Court, Sick call, etc.)

1. Click Scheduling Update on navigator
2. Enter the Start Date/End Date for the date you are attempting to schedule the visit for and click Find

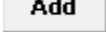


If the inmate has not exceeded their maximum visits for the week and no events are conflicting with the desired visit time, proceed with the following procedures:

3. Click Visitor Info on the navigator, to see if the visitor is listed. Duplicate entries may be removed by the on-duty supervisor

[Click Image to Enlarge](#)

Book #: 18100087 Name: Gru, Felonious Fac: 1 Area: 8 HU: A Cell: 17 Bed: T																																	
SOCIAL VISITATIONS Navigator																																	
Address Lookup																																	
Book #:		JIM: 400113316		Visitor Last Name:		First:		DOB: 00-00-0000																									
Start Date/Time: 00-00-0000 0000				End Date/Time: 00-00-0000 0000																													
Name Search: Soundex				Sort: Last Name																													
<table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>Address Type</th> <th>Current Victim/Witness</th> <th>Last Visit Dt/Tm</th> <th>Arr #</th> <th>Notify At Release</th> <th>Contact Resolved</th> <th>NCO</th> <th>EC</th> <th>Apr</th> <th>Prop Rlse</th> </tr> </thead> <tbody> <tr> <td>GRU</td> <td>AGNES</td> <td>DAUGHTER</td> <td></td> <td></td> <td></td> <td></td> <td>N</td> <td></td> <td></td> <td>Y</td> <td></td> </tr> </tbody> </table>										Last Name	First Name	Address Type	Current Victim/Witness	Last Visit Dt/Tm	Arr #	Notify At Release	Contact Resolved	NCO	EC	Apr	Prop Rlse	GRU	AGNES	DAUGHTER					N			Y	
Last Name	First Name	Address Type	Current Victim/Witness	Last Visit Dt/Tm	Arr #	Notify At Release	Contact Resolved	NCO	EC	Apr	Prop Rlse																						
GRU	AGNES	DAUGHTER					N			Y																							

4. If No Matches Found or person is not listed, click 
5. Select Type/Relation from the drop down menu
6. Select "Y" in the "Visit OK?" field
7. Fill in all required visitor's information (name/address/phone) and click Save

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Book #: 18100087 Name: Gru, Felonious Fac: 1 Area: 8 HU: A Cell: 17 Bed: T

SOCIAL VISITATIONS Navigator

Inmate History

Scheduling Update

Related Addresses

Visitor Info

Reserve/Schedule Visit

Arrive Visitors

Funds Transaction

Wants & Warrants

Address Lookup

Type/Relation: DAUGHTER Victim/Witness: []

Notify At Release? [] No Contact Order? [] Emerg Contact? [] Property Release? [] Visit OK? Y []

Name(L,F,M,S): GRU AGNES []

DOB: 11-11-1911 Driver's Lic State: CA Driver's Lic #: B121122

Street #: 111 Name: ELM ST Bldg: []

Apt: [] City: SAN DIEGO State: CA Country: US

Zip: 92010-0000 How Long? [] Sex: F Des.: []

Day Phone: (555) 555-5555 Ext: []

Night Phone: [] Ext: []

Employer: [] Occupation: []

Supervisor (L,F): [] , [] SSN: - -

Notes\ Expected Testimony: []

Wants/Wrrnts Flag: [] Wants/Wrrnts ID: [] Wants/Wrrnts Date: []

Do not schedule the visit if the Address Detail tab indicates the following:

- The "No Contact Order" field is set to Y
- The "Visit OK?" field is set to "N". Check the "No Admit" list for a possible reason

Notify At Release? [] No Contact Order? Y [] Emerg Contact? [] Property Release? [] Visit OK? N []

- Click on the Reserve/Schedule Visit on the navigator
- In "Visitation Room", select the floor that coincides with the inmate's housing and click Find
- Select the date and time the visitor is requesting to reserve. Chose the booth in numerical order and click **Reserve Room**

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Click Image to Enlarge

Book #: 18100087 Name: Gru, Felonious Fac: 1 Area: 8 HU: A Cell: 17 Bed: T

SOCIAL VISITATIONS Navigator

Reserve Room | Schedule Visitors

Fac: 001 SDCJ (San Diego Cent) Visitation Room: FL8

Start Dt/Tm: 10-25-2019 0000 End Dt/Tm: 10-25-2019 2359

Date	Time	Visit Room	Booth	Last Name	First Name	JIM	Book#
10-25-2019	1715	FL8	0				
10-25-2019	1715	FL8	1				
10-25-2019	1715	FL8	2				
10-25-2019	1715	FL8	3				
10-25-2019	1715	FL8	4				
10-25-2019	1715	FL8	5				
10-25-2019	1715	FL8	6				
10-25-2019	1800	FL8	0	GRU	FELONIOUS	400113316	18100087
10-25-2019	1800	FL8	1				
10-25-2019	1800	FL8	2				

11. Click on Schedule Visitor tab.

12. Check the box next to the names of each visitor and click **Schedule Visit**

Click Image to Enlarge

Book #: 18100087 Name: Gru, Felonious Fac: 1 Area: 8 HU: A Cell: 17 Bed: T

SOCIAL VISITATIONS Navigator

Reserve Room | Schedule Visitors

Start Dt	Visit Room	Booth
10-24-2019 1030	FL3	3
10-25-2019 1800	FL8	0

Book #: [] JIM: 400113316

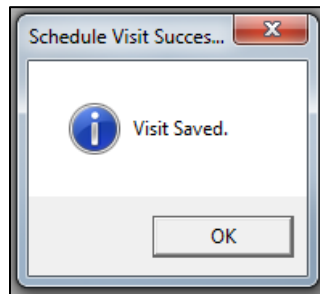
Visitor Last Name: [] First: [] DOB: 00-00-0000

Start Date/Time: 00-00-0000 0000 End Date/Time: 00-00-0000 0000

Name Search: Soundex Sort: Last Name

*	DOB	Last Name	First Name	MI	Rel	Apr	Last Visit Date
<input checked="" type="checkbox"/>	11-11-1911	GRU	AGNES		DAUGHTER	Y	

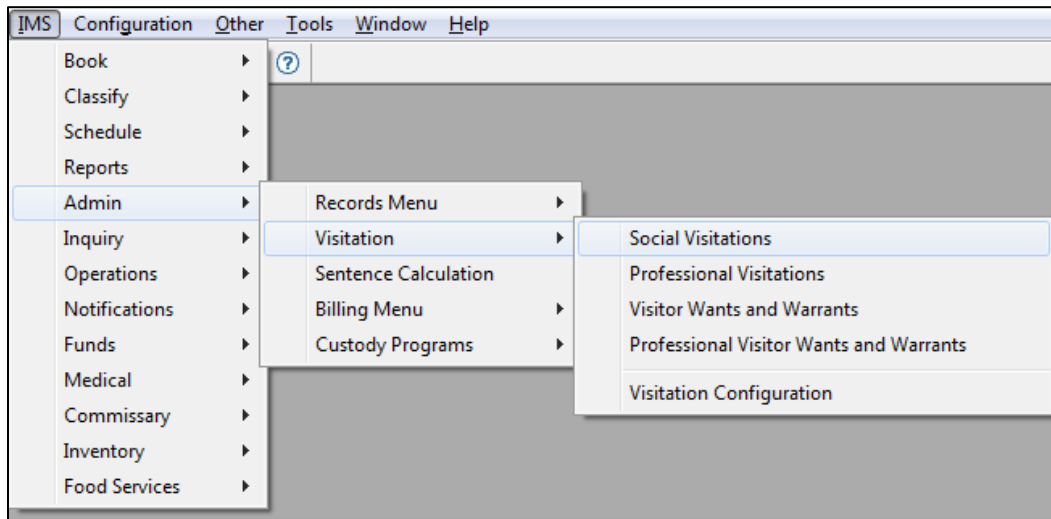
13. A Visit Saved message box appears, click OK then Close



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ARRIVE A SOCIAL VISIT

To arrive a social visit, go to:



1. Enter the inmate's information and click Find
2. Compare the visitor's identification(s) with what is shown in JIMS under "Visitor Info"
3. Click on "Arrive Visitors" in the navigator
4. Highlight the correct visit date and time
5. Check the box next to each visitor checking in for the visit
6. If any visitors are a "no show", click **Drop Visit** to remove them from the visit

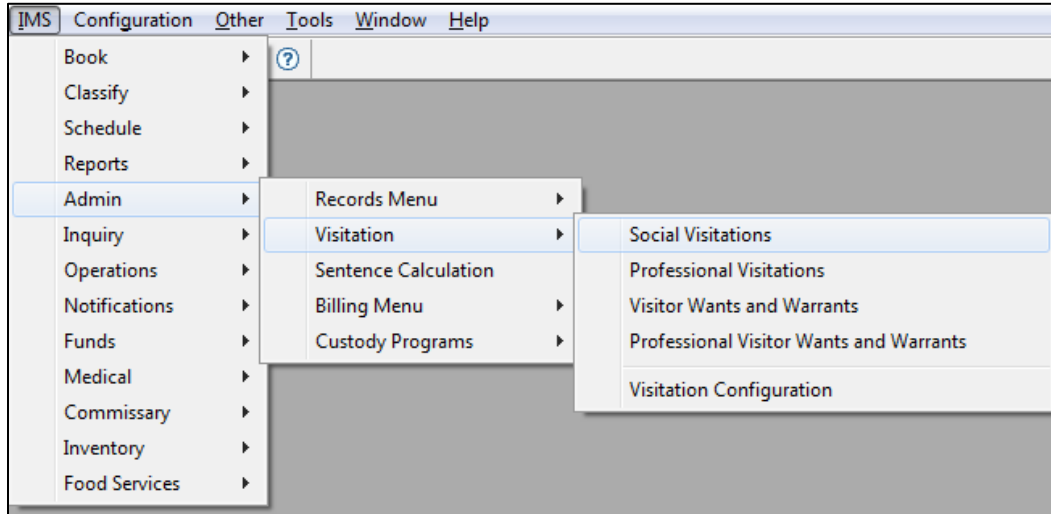
Book #: 18100087 Name: Gru, Felonious Fac: 1 Area: 8 HU: A Cell: 17 Bed: T						
SOCIAL VISITATIONS Navigator	Arrive Visitors					
	Start Dt	Visit Room	Booth			
	10-24-2019 1030	FL3	3			
	10-25-2019 1800	FL8	0			
Inmate History Scheduling Update Related Addresses Visitor Info Reserve/Schedule Visit Arrive Visitors Funds Transaction Wants & Warrants	* Date/Time	Last Name	First Name	MI	Rel	Last Visit Dt
	<input checked="" type="checkbox"/> 10-25-2019 1800	GRU	AGNES		DAUGHTER	

7. Click **Arrive Visitors**. A visit pass will automatically print
8. Click Save, then Close

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DELETE A RESERVATION

A reservation may be deleted due to disciplinary lockdown, facility operations conflicting with visitation times, or the reservation was made in error. To delete a reservation, go to:



1. Enter the inmate's information and click Find
2. Go to Reserve/Schedule Visit in the navigator
3. Select the Visitation Room that coincides with the inmate's housing
4. Enter the Start Dt/Time the reservation was made and click Find

Book #: 18100087 Name: Gru, Felonious Fac: 1 Area: 8 HU: A Cell: 17 Bed: T

SOCIAL VISITATIONS Navigator

Reserve Room | Schedule Visitors

Fac: 001 SDCJ (San Diego Cent) | Visitation Room: FL8

Start Dt/Tm: 10-25-2019 1800 | End Dt/Tm: 10-25-2019 2359

Date	Time	Visit Room	Booth	Last Name	First Name	JIM	Book#
10-25-2019	1800	FL8	0	GRU	FELONIOUS	400113316	18100087
10-25-2019	1800	FL8	1				
10-25-2019	1800	FL8	2				
10-25-2019	1800	FL8	3				
10-25-2019	1800	FL8	4				
10-25-2019	1800	FL8	5				

5. Highlight the inmate's reservation and click **Delete Reservation**
6. Click "Yes" to confirm the delete

Note: It is important to make all possible efforts to notify the visitor the removal of their reservation.

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HOSPITAL VISITS

Reference: Detention Policies and Procedures Manual, [Section P.9 – Social Visiting](#)

Special visits are allowed for inmates who are in grave condition and are under guard at hospitals. These special visits require the approval of the watch commander at the inmate's housing facility and must conform to hospital visiting hours and rules.

The DIA checks for any restrictions or limitations on the inmate's visits and ensures the inmate has not exceeded the allotted visits for the week.

If no restrictions or limitations exist, the DIA fills out the [Hospital Visiting Pass \(J-65 form\)](#). A maximum of two visitors (no minors) are allowed. All visitors must be present and specifically listed on the hospital pass. Once completed, the DIA time stamps the pass on the front and presents it, along with visitor identification, to the watch commander for approval.

After approval, the Hospital Visiting Pass is given to the visitor(s). Hospital guards will not admit visitors to see inmates unless the visitors have in their possession an approved hospital pass and proper identification.

Two visitors can be in the hospital room with the inmate at any one time. Hospital visits do not exceed one-half hour, unless otherwise specified by the watch commander. The inmate is allowed two visits per week. Additional visits, with the exception of attorneys, law enforcement officers, and bail bond agents, require special authorization by the watch commander.

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San Diego County SHERIFF'S DEPARTMENT

HOSPITAL VISITING PASS

INMATE

Name _____
 Booking # _____
 Hospital _____
 Date Issued _____

VISITORS

Visitor 1 _____
 ID # _____ DOB _____
 Relationship _____
 Visitor 2 _____
 ID # _____ DOB _____
 Relationship _____

TIME STAMP

AUTHORIZATION

The above named visitors are authorized to visit the county jail inmate listed on this pass subject to all regulations of the San Diego Sheriff's Department and the hospital.

 Watch Commander (Signature)

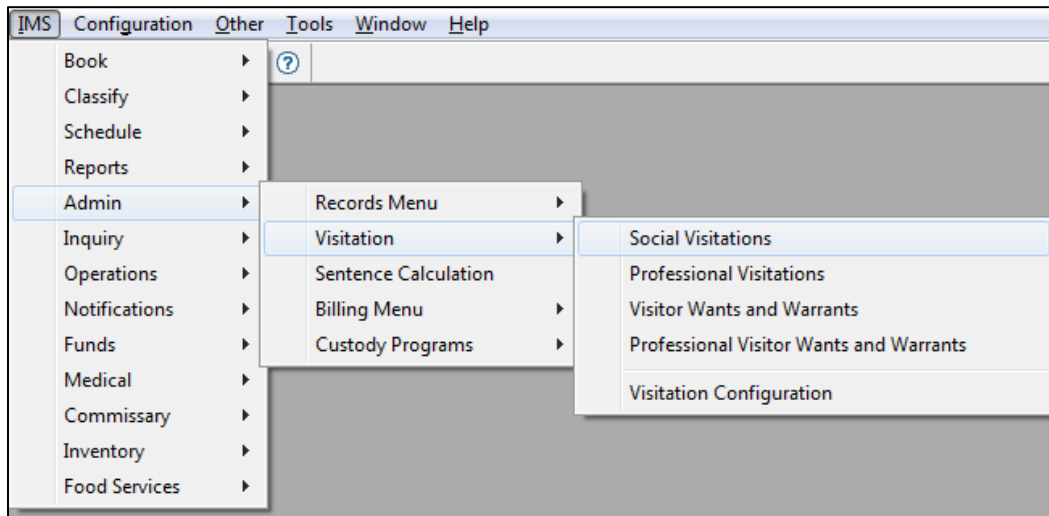
 Watch Commander (Printed Name)

HOSPITAL VISIT RULES

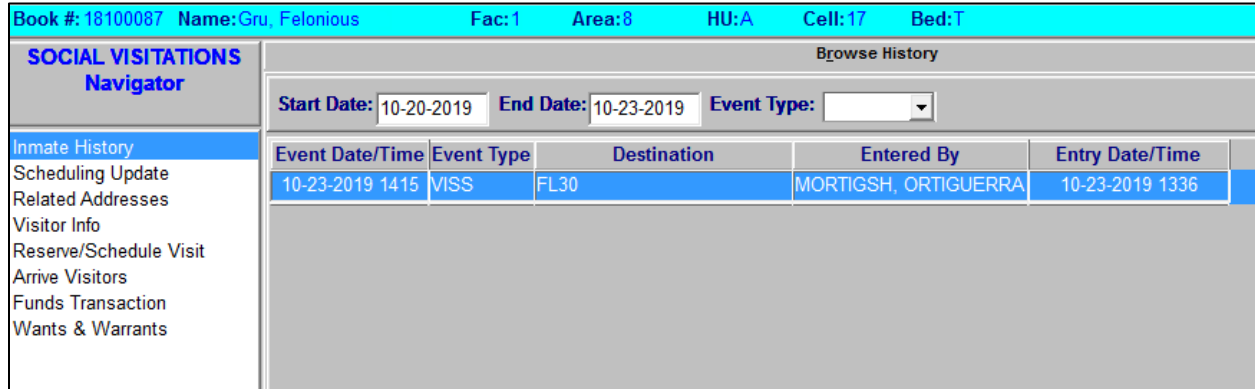
1. This pass is good only for the date issued, and only at the time specified.
2. Only the persons listed above may visit the inmate.
3. No more than two visits per week are allowed.
4. Visits must be conducted during regular hospital visiting hours and are subject to all regulations of the hospital.
5. Visits are limited to thirty (30) minutes.
6. Visits may be terminated by the Jail Watch Commander, the hospital guard, or hospital security at any time.
7. Visitors must not give the inmate any type of property without the approval of the Watch Commander.
8. Visitors must never give the inmate tobacco products, medication, or any controlled substances.
9. Visitors must not have physical contact with the inmate.
10. No children are allowed for hospital visits.

Schedule and Arrive a Hospital Visit

To schedule a hospital visit, go to:



1. Enter the inmate's information and click Find
2. Click Inmate History in the navigator
3. Enter the Start Date/End Date for the visit week, click Find



Verify there are no other events scheduled for the same date and time the visitor is requesting a visit (i.e. Court, Sick call, etc.)

4. Click Scheduling Update on navigator
5. Enter the Start Date/End Date for the date you are attempting to schedule the visit for and click Find

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If the inmate has not exceeded their maximum visits for the week and no events are conflicting with the desired visit time, proceed with the following procedures:

- Click Visitor Info on the navigator, to see if the visitor is listed. Duplicate entries may be removed by the on-duty supervisor

Click Image to Enlarge

Book #: 18100087 Name: Gru, Felonious Fac: 1 Area: 8 HU: A Cell: 17 Bed: T

SOCIAL VISITATIONS Navigator

Address Lookup

Book #: JIM: 400113316

Visitor Last Name: First: DOB: 00-00-0000

Start Date/Time: 00-00-0000 0000 End Date/Time: 00-00-0000 0000

Name Search: Soundex Sort: Last Name

Last Name	First Name	Address Type	Current Victim/Witness	Last Visit Du/Tm	Arr #	Notify At Release	Contact Resolved	NCO	EC	Apr	Prop Rise
GRU	AGNES	DAUGHTER					N			Y	

- If No Matches Found or person is not listed, click
- Select Type/Relation from the drop down menu
- Select "Y" in the "Visit OK?" field
- Fill in all required visitor's information (name/address/phone) and click Save

Book #: 18100087 Name: Gru, Felonious Fac: 1 Area: 8 HU: A Cell: 17 Bed: T

SOCIAL VISITATIONS Navigator

Address Lookup

Type/Relation: DAUGHTER Victim/Witness:

Notify At Release? No Contact Order? Emerg Contact? Property Release? Visit OK?

Name(L,F,M,S): GRU AGNES

DOB: 11-11-1911 Driver's Lic State: CA Driver's Lic #: B121122

Street #: 111 Name: ELM ST Bldg:

Apt: City: SAN DIEGO State: CA Country: US

Zip: 92010-0000 How Long? Sex: F Des.:

Day Phone: (555) 555-5555 Ext:

Night Phone: Ext:

Employer: Occupation:

Supervisor (L,F): , SSN: - -

Notes\ Expected Testimony:

Wants/Wrrnts Flag: Wants/Wrrnts ID: Wants/Wrrnts Date:

Do not schedule the visit if the Address Detail tab indicates the following:

- The "No Contact Order" field is set to Y
- The "Visit OK?" field is set to "N". Check the "No Admit" list for a possible reason

Notify At Release?	<input type="text"/>	No Contact Order?	<input type="text" value="Y"/>	Emerg Contact?	<input type="text"/>	Property Release?	<input type="text"/>	Visit OK?	<input type="text" value="N"/>
--------------------	----------------------	-------------------	--------------------------------	----------------	----------------------	-------------------	----------------------	-----------	--------------------------------

11. Click on the Reserve/Schedule Visit on the navigator

12. In "Visitation Room", select "SPECIAL VISIT"

Book #: 18100087 Name: Gru, Felonious Fac: 1 Area: 8 HU: A Cell: 17 Bed: T									
SOCIAL VISITATIONS Navigator Inmate History Scheduling Update Related Addresses Visitor Info Reserve/Schedule Visit Arrive Visitors Funds Transaction Wants & Warrants		Reserve Room				Schedule Visitors			
		Fac: 001 SDCJ (San Diego Cent)	Visitation Room: SPECIAL VISIT			Start Dt/Tm: 10-25-2019 0000		End Dt/Tm:	
				7D		7E			
				8A, 8B		8C			
				8D		8E			
				SPECIAL VISIT					
		Date	Time	Visit Room	Booth			me	JIM
								Book#	

13. Select the date and time closest to the current date and time and click **Reserve Room**

14. Click on Schedule Visitor tab.

15. Check the box next to the names of each visitor and click **Schedule Visit**

16. Click on "Arrive Visitors" in the navigator

17. Highlight the Special Visit Reservation

18. Select the visitor(s) and click **Arrive Visitors**

19. Issue the hospital pass to the visitor(s). The hospital visit pass is only good for the date issued




REQUEST FOR VISIT BY BAIL AGENTS

Bail Agents must present proper identification cards and complete a Request for Visit/Transacting Bail card (J-46 form) in its entirety. The DIA ensures all required fields of the card are completed with accurate information before scheduling the visit (see example below).

Bail agent visits are not counted against the inmates allotted visits for the week.

All bail agents must have in their possession the Department of Insurance identification card confirming his/her status as a licensed bail agent, as well as a valid state driver's license/identification card. A visual comparison of the visitor is made against the picture identification at each and every visit to confirm identity.

FRONT

		REQUEST FOR VISIT/TRANSACTIONING BAIL	
I, <u>MARY SMITH</u>	OF,	<u>Get Me Out Now</u>	
<small>PRINT NAME</small>		<small>BAIL AGENCY</small>	
BAIL LICENSE NO. <u>1809999</u>		<small>REQUEST A VISIT WITH</small>	
<u>DENNIS MENACE</u>	BOOKING NO. <u>700000</u>	<small>AT</small>	
<u>SOUTH BAY</u>	<small>FACILITY FOR THE PURPOSE OF NEGOTIATING/TRANSACTIONING BAIL.</small>		

BACK

Any solicitation of an arrestee himself pursuant to Section 2079(2) shall be only after a bona fide request for bail services has been received from the arrestee or from a person specified in Section 2079 (b) or (c). Any solicitation of a person specified in Section 2079 (c) or (d) shall be only between the hours of 7 o'clock a.m., and 11 o'clock p.m., unless the bail licensee is directly and specifically authorized in writing by the arrestee or the arrestee's attorney to make such solicitation at some other specific time.

IN ACCORDANCE WITH CCR SECTION 2079, TITLE 10

I DECLARE, I AM VISITING THIS INMATE AT THE REQUEST OF: HAPPY MENACE

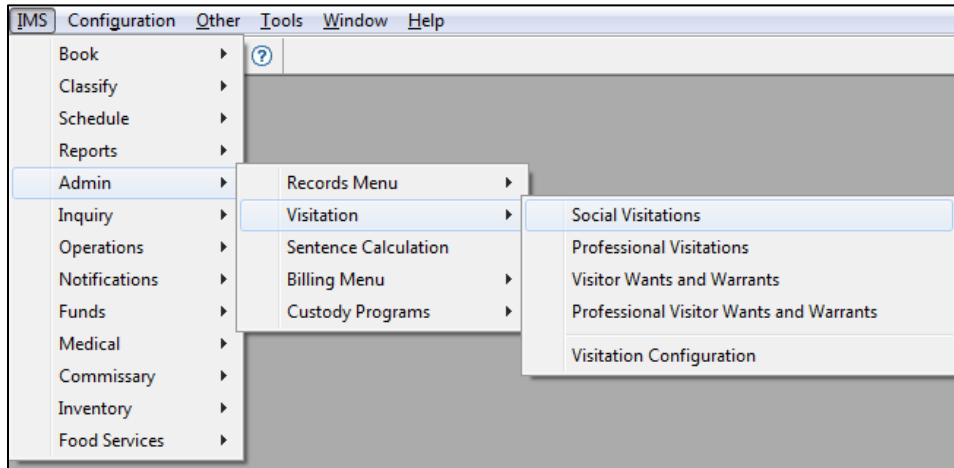
<u>WIFE 619 000 0000</u>	<u>SDM</u>	<u>2-22-11</u>
<small>RELATIONSHIP TO INMATE/TELEPHONE NUMBER</small>	<small>BAIL AGENT SIGNATURE</small>	<small>DATE</small>
<u>A1122333</u>	<u>1.17.72</u>	
<small>VALID STATE DRIVER'S LICENSE/IDENTIFICATION NUMBER</small>	<small>DATE OF BIRTH</small>	

Note: If a bail bond is posted at a facility other than the inmate's housing facility, ensure the bail agent indicates the facility where the bond is being posted on the J-46 card.

Schedule and Arrive a Bail Bond Professional Visit

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If a bail agent requests a visit during social visit hours, check for an available visit booth and ensure there is no classification conflict with inmates based on assigned housing. In the event no booths are available, the bail agent may return at a later time or wait for the next available visit. To schedule a bail bond professional visit, go to:



1. Enter the inmate's information and click Find
2. Select Visitor Info on the navigator and click **Add**
3. Select "BAIL AGENT" as the Type/Relation
4. Select "Y" in the "Visit OK?" field
5. Fill in all required information (name/address/phone)

Book #: 18100087 Name: Gru, Felonious Fac: 1 Area: 8 HU: A Cell: 17 Bed: 1

SOCIAL VISITATIONS Navigator

Inmate History
Scheduling Update
Related Addresses
Visitor Info
Reserve/Schedule Visit
Arrive Visitors
Funds Transaction
Wants & Warrants

Address Lookup

Type/Relation: BAIL AGENT Victim/Witness: []

Notify At Release? [] No Contact Order? [] Emerg Contact? [] Property Release? [] Visit OK? [Y]

Name(L,F,M,S): NEFARIO JOSEPH []

DOB: 11-11-1911 Driver's Lic State: CA Driver's Lic #: RB641975

Street #: 123 Name: FELONY WAY Bldg: []

Apt: [] City: SAN DIEGO State: CA Country: US

Zip: 92101-0000 How Long? [] Sex: M Des.: []

Day Phone: [] Ext: []

Night Phone: [] Ext: []

Employer: DESPICABLE ME BAIL BOND Occupation: BAIL AGENT

Supervisor (L,F): [] , [] SSN: - -

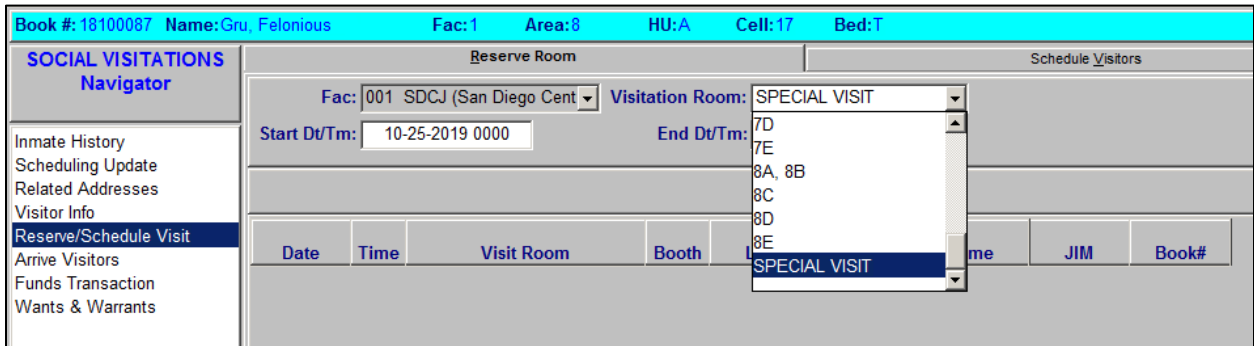
Notes\ Expected Testimony: ba#792010

Wants/Wrrnts Flag: [] Wants/Wrrnts ID: [] Wants/Wrrnts Date: []

6. Click on the Reserve/Schedule Visit on the navigator

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7. In "Visitation Room", select "SPECIAL VISIT"



8. Select the date and time closest to the current date and time and click **Reserve Room**

9. Click on Schedule Visitor tab.

10. Check the box next to the names of the bail agent and click **Schedule Visit**

11. Click on "Arrive Visitors" in the navigator

12. Highlight the Special Visit Reservation

13. Select the bail agent's name and click **Arrive Visitors**

14. Notify the housing unit of the bail agent visit

15. Provide the bail agent with the visit pass and/or a professional visitor's badge

Note: Dependent on the inmates housing status, certain facilities may utilize both the Professional and Social Visitations Navigator to record the visit.

Bail Bond Solicitation Complaint

If an employee encounters unsolicited advertisements associated with a bail bond company, the advertisements are delivered to the DPS. The DPS completes the Bail Bond Solicitation Complaint (J-109 form), see sample below. The DPS attaches the Request for Visit/Transacting Bail card (J-46 form) and the solicitation materials to the Bail Bond Solicitation Complaint (J-109 form) and forward them to the Sheriff's Detention Processing Manager. This information is then sent to the Supervising Investigator from the Department of Insurance for further action.

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**San Diego County
SHERIFF'S DEPARTMENT**

BAIL BOND SOLICITATION COMPLAINT

Bail Bond Agency	Bail Agent Name	Business Phone
Detention Processing Supervisor	Office Phone	Deputy Name, ARJIS
Detention Facility	Date of Incident	Time of Incident hours
Inmate Name (Last, First)		Booking Number

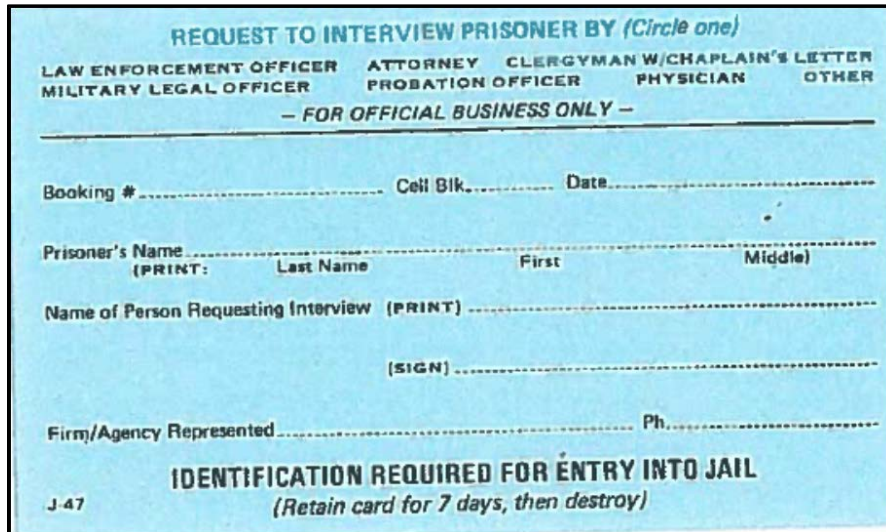
Brief Narrative of Complaint

Detention Processing Supervisor Signature	Date
---	------

J-109 (Rev 07/09)

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The ICE agent must also fill out and sign the Request to Interview Prisoner J-47 (blue card). The DIA assisting the ICE agent will ensure the J-47 card is completed in its entirety and that "Other" is circled on the card. A J-47 (blue card) must be completed for each inmate the ICE agents requests to interview.



The DIA will maintain the J-47 form and forward the completed J-330 form to the on duty DPS/designee.

The DPS/designee will:

- Make a copy of the J-330 form
- Immediately forward the J-330 Consent form to the designated housing unit for signature.
- Monitor the return and receipt of the J-330 form.

Once the J-330 Consent form is received, the DPS/designee will make the appropriate log entry in JIMS indicating the form has been received:

- If the J-330 form indicates: I do not agree to be interviewed by an agent of ICE, the interview will not be scheduled (330N)
- If the J-330 form indicates: I agree to be interviewed by an agent of ICE, but only if my lawyer is present, the ICE agent will be informed that the visit cannot be scheduled. The form will be forwarded to the on-duty detention processing supervisor (DPS) who will

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generate an email to the inmate's lawyer according to established procedures. The DIA will advise the ICE agent that the inmate has been notified of their request and will contact their attorney in order to make arrangements for the interview (330L)

- If the J-330 form indicates: I agree to be interviewed by an agent of ICE without my lawyer, the professional visit will be scheduled (330W)

The DPS/designee will then notify the DIA if the visit may be scheduled, per established procedure. The DPS will assign a detention processing technician to make the appropriate entry on the J-344 ICE QA form, notating the receipt of the J-330.

The completed J-330 form will be filed in the inmate's custody record. For statistical purposes, all J-47 cards for ICE professional visits shall be retained and forwarded to the on-duty DPS/designee upon the completion of each visit.

PROFESSIONAL VISITORS

Reference: Detention Policies and Procedures Manual, [Section I.71 – Persons Authorized to Enter Detention Facilities](#), [Section P.15 – Professional Contact Visits](#) and [Section W.3 – Community Clergy Visits](#).

Persons authorized entry into the detention facility is controlled by the watch commander. The detention's information assistant (DIA) is responsible for ensuring that only authorized persons are admitted into Sheriff's detention facilities.

Per San Diego Sheriff's Department Policy and Procedures section I.71 and Penal Code Section 4571, any person meeting the following specifications shall not be allowed to enter any detention facility:

1. Warrants: Persons with active warrants.
2. Sobriety: No persons displaying the objective symptom of alcohol/drug intoxication.
3. Criminal Convictions – Any person having been previously convicted of a felony and confined to any state prison or county jail pursuant to penal code 1170(h).

Note: Sworn personnel may complete a want/warrant check for security purposes.

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DISPLAYING OF IDENTIFICATION

Employees and visitors are required to display an acceptable form of identification while in any Sheriff's detention facilities. Sheriff's Department employees on official business shall not be required to surrender their department identification in exchange for a visitor identification card. However, the employee will be required to provide their identification for the purpose of recording their visit into the visit log. Upon entrance to the facility, their department identification will be visible on their person.

1. **Sworn Personnel** – If a uniformed Sheriff's deputy's identity is unknown, the department identification card is requested before allowing entry into the facility. When sworn personnel are in the facility and out of uniform, the department identification card or badge is worn above the waist in a visible area.
2. **Professional Staff** – Employees not in uniform must wear their department identification visibly above the waist at all times. Professional staff may, while working in a detention facility, conceal their name by placing their department issued identification card in an authorized plastic I.D. cardholder and blacken out their name with a black permanent marker. The staff member will then legibly in black permanent marker write their Employee Identification Number. Upon request, all professional staff is required to provide their Employee Identification Number.
3. **Other Professional Personnel** - There are several different classifications of personnel assigned to work in detention facilities. When an employee does not have a department identification card, a temporary staff card is issued upon surrender of another valid I.D. The employee must return the temporary staff card prior to leaving the facility.

Each Sheriff's detention facility has identification cards made to expedite the entry into the facility. All professional visitors entering the facility are logged in the [Visitor Log \(J-4 Form\)](#).

Visitors must exchange valid photo identification for the Sheriff's facility identification card.

Facility specific guidelines apply. A general listing of these visitors would be:

- Attorneys
- Parole Agents
- Video Court
- Drug Court

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- SANDAG
- Special Agents/Immigration and Customs Enforcement (ICE)
- Military Liaisons
- District Attorney Investigators
- Instructors ESL/AIM/GED
- Religious Services
- Doctors
- Forensic Nurses
- Phlebotomists
- Volunteer Reg. Nurses
- X-Ray Technicians
- Elevator Technicians
- County Maintenance

PROFESSIONAL CONTACT VISIT GUIDELINES

Professional contact visits with inmates are permitted when such visits are necessary for the administration of justice. Visitors claiming to have official business within the facility are required to present a valid picture identification card. A visual comparison of the identification card and the visitor is made by the DIA.

Professional contact visits take place under the following security guidelines:

1. Clearance entails checking the reason and authority for entry, and verifying the visitor's identity by photographic identification and professional identification card.
2. Each facility maintains a Professional Visit Log. Professional contact visits are electronically logged in the Visitor Log (J-4 form) and maintained in a designated folder in the V Drive. Retention period is one year.
3. All visitor information in JIMS is verbally verified at the time of arrival.
 - a. The visitor's picture identification is exchanged for a visitor's badge.
 - b. Upon completion of the visit, the visitor is logged out of the J-4 form, and the visitor's badge is exchanged for their picture identification. Positive identification of the visitor is made by viewing the pictured identification prior to allowing them to leave.
 - c. Any person attempting to visit relatives in custody are NOT denied access based solely on their relationship with the person in custody. If there is a question as to whether the visit is social or professional, the watch commander makes the determination. If the contact visit is not allowed, a social visit is arranged.

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- d. Professional contact visits are NOT permitted when, in the judgment of the facility watch commander, a contact visit would pose an unacceptable security risk. If a contact visit is not permitted, a non-contact visit is permitted. A special non-contact visit may also be requested.
 - e. Sworn staff may at their discretion, complete a want/warrant check for security purposes.
4. Professional visit requests made after 2100 hours require the approval of the watch commander. Additionally, the watch commander must approve professional visit requests made within one-half hour of mealtimes.
 5. The only exception to the above procedures is for visits with inmates facing the death penalty or, for other reasons, are housed in a high-security cell. If a professional visitor seeks a contact visit with this category inmate, they will be advised that this inmate is under strict security confinement. Such a visit is normally non-contact. If a contact visit is deemed necessary, the facility watch commander can approve a contact visit.

PERSONS ALLOWED TO ENTER THE FACILITY

1. **Attorneys:** Attorneys must present a valid State Bar Admission Card or other verification of attorney status plus a current, valid driver's license or picture identification card to verify identity. The presumption is that the attorney is visiting a client for legitimate purposes of representation. This includes any attorney employed with the attorney of record's law firm or office. Prior to scheduling the visit, the DIA will determine whether they are the attorney of record or in the process of being retained by the inmate, and schedule the visit accordingly.
2. **Bail Agents:** Per [Policy and Procedure Section P.15](#), the facility commander will be responsible for establishing a visiting procedure/protocol which best suits the needs of their facility's physical layout and operational hours. Bail agents must have in their possession an identification card confirming their status as a licensed bail agent. This shall be verified at every visit to ensure the validity of the bail bond agent status. Bail agents are also required to complete a Request for Professional Visit (J-46) form prior to each contact visit.

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3. **Certified Law Clerk:** A Certified Law Clerk is a law student authorized by the State Board to perform certain functions, if employed by an attorney. The Certified Law Clerk may enter the detention facility unaccompanied by an attorney if he/she is in possession of a "Letter of Authorization" from the employing attorney. This "letter" is placed into the inmate's custody record for future reference.
4. **Clergy:** A Pastor, Minister, Rabbi, Military Chaplain, or Priest associated with a church, mosque, or synagogue in the community is allowed access to facilities in accordance with Sheriff's Detention Policy and Procedure section W.3.

Community Clergy are not permitted to visit in a receiving area without approval of the watch commander, unless inmates are processed and arraigned. Facility Chaplains make contact with newly committed inmates if requested by family or inmate. Community Clergy are permitted entry to the facility for pastoral care if they:

- a. Possess a Sheriff's "Clergy Admittance Card" and a driver's license or other suitable identification
- b. Possess a "Pastoral Invitation" letter, issued by the Chaplain Coordinator
- c. Military Chaplains must be in uniform and possess a military identification card

Note: If a question concerning clergy "status" arises, a telephone visit may be authorized by the watch commander. Community Clergy are NOT permitted contact visits with blood relatives in non-contact visiting facilities.

All clergy must also have passed a security clearance before allowed entry into the facility. These persons may already be entered in JIMS and assigned a PIN. Security Clearance is authorized by the Detentions Investigation Unit (858) 565-3500. Pastoral Invitation letters are for five (5) visits only. Additional weekly visits are authorized by the Chaplain Coordinator.

5. **County Department Of Health And Human Services Employees:** For the purpose of conducting a court-ordered interview or for the purpose of investigating public health issues.
6. **Diplomatic And Consular Officials:** To comply with the Vienna Convention on Consular Relations – Article 36, when a foreign national is in the custody of the Sheriff, who is

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represented by a diplomatic or consular official, they shall be entitled to the same professional visit rights as a legal attorney. All reasonable efforts must be made to accommodate these visits. Diplomatic and consular officials are required to present proper identification issued by the Department of the State. If there is any doubt about the authenticity of the identification card, the State Department's Office of Protocol can verify the identity and status of the official. Call (202) 647-1985 (0515 to 1400 PST) or (202) 647-7277 during all other hours. Please contact the Sheriff's Department International Liaison detective at (858) 495-5614/(858) 495-5648 should any additional questions or issues arise.

7. **Grand Jury Members:** Current members of the Grand Jury have unlimited access to the entire detention facility at any time. The watch commander accompanies members at all times during their tour of the detention facility.
8. **Interpreters:** All interpreters must be accompanied by an attorney, law enforcement officer, probation officer, or other justice or medical personnel. If not accompanied by a law enforcement officer, the interpreter must meet ONE of the following: be a county employee, have credentials indicating they are a licensed court interpreter, or have a court order indicating they are the designated interpreter.
9. **Investigators Employed or Retained By The Attorney Of Record:** Including any licensed private investigator, Public Defender Investigator, or Alternate Public Defender Investigator. The investigator must present proof of their professional affiliation with counsel of record. In the case of Public Defender Investigators and Alternate Public Defender Investigators, valid County identification cards suffice as proof of their professional affiliation.
10. **Investigators Employed or Retained By the Citizens Law Enforcement Review Board (CLERB):** Are allowed to visit inmates with valid agency identification.
11. **Lab Technicians:** For the purpose of lawfully obtaining a blood or urine sample from the inmate.

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12. Law Enforcement Officers: Any local, State, or Federal Law Enforcement Officer. All visiting law enforcement personnel shall display the authorized means of identification issued by their department when accessing any Sheriff's facility, such as:

- a. Uniform – The established authorized uniform of this department as set forth in Section 3.14 or the authorized uniform of the respective outside agency represented.
- b. Badge – The authorized uniform badge of this department or the authorized uniform badge of the respective outside agency represented. The badge shall be worn in a manner that is clearly visible.
- c. Photographic Identification Card – The authorized identification card of this department or the authorized identification card of the respective outside agency. The identification card shall be worn in a manner that is clearly visible.

13. Legal Aid Assistants: Assistants from the Legal Aid Society of San Diego is granted professional contact visits for the purpose of providing assistance to pro per inmates. Assistants are designated by an attorney from Legal Aid who is accountable for the assistants conduct. Assistants must pass a background security check in order to be allowed contact visits. Each detention facility keeps a current list of authorized Legal Aid assistants.

14. Medical, Psychiatric, and Mental Health Personnel:

- a. Physicians/Psychiatrists are allowed contact visits as follows:
 - i. Military physicians approved by the watch commander to give discharge physicals. Such visits should be by appointment
 - ii. Private physicians retained by the inmate are permitted entry by court order
 - iii. Contract physicians authorized by the Medical Administrator or designee
 - iv. Department of Public Health Communicable Disease Investigators

15. Military Personnel: Legal Officers may enter when necessary to obtain a signature, but not for routine counseling.

16. **Paralegals:** Paralegals are persons with legal business with bona fide clients of attorneys who employ the Paralegal. Paralegals must present a "Letter of Authorization" from the employing attorney. This "letter" is placed into the inmate's custody record for future reference.
17. **Polygraph Operators:** For examination pursuant to a court order.
18. **Probation Officers and Parole Officers:** Are allowed to visit inmates with valid agency identification.
19. **Students/Interns/Trainees:** Must be accompanied by a supervisor/instructor who qualifies for a contact visit, unless the intern is employed by the Public Defender or Alternate Public Defender, in which case they need only show their county identification to be allowed professional contact visits.
20. **Other Authorized Professionals:** Those whom the facility commander has approved a contact visit for rehabilitative activity, or any other purpose.

The following is a list of visitors, who upon approval of the facility watch commander, are permitted a contact visit or authorized telephone visit.

- **Child Protective Services:** These are professional employees of the County. Most often, they have legal documents concerning the placement of the inmate's children, which requires a signature. Contact visits for minors may vary depending on the facility.
- **Civil Process Servers (Other Than Court Services):** To personally serve a defendant a civil summons, subpoenas, family court summons, family court orders, other civil mandates, etc.
- **Notary Public:** A Notary Public is an officer who can administer oaths and statutory declarations, witness and authenticate documents. On occasion, a Notary Public may request a contact visit in order to verify and certify the signing of documents per watch commander approval.
- **Social Workers:** May, on some occasions, have legitimate reasons (official county business) to contact inmates.

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PROPERTY BROUGHT INTO DETENTION FACILITIES

All briefcases and parcels entering the facilities are subject to search. Prior to entry, any professional visitor requesting to bring in a mobile electronic device into a detention facility must have a [Mobile Electronic Device Authorization \(J-310 form\)](#) on file. Once completed, the J-310 form will be valid for one year and archived in a designated location in the custody information office.

An entry will be made in JIMS under the "Address Detail" tab notating the date the form was signed and the ARJIS of the DIA notating.

[Click Image to Enlarge](#)

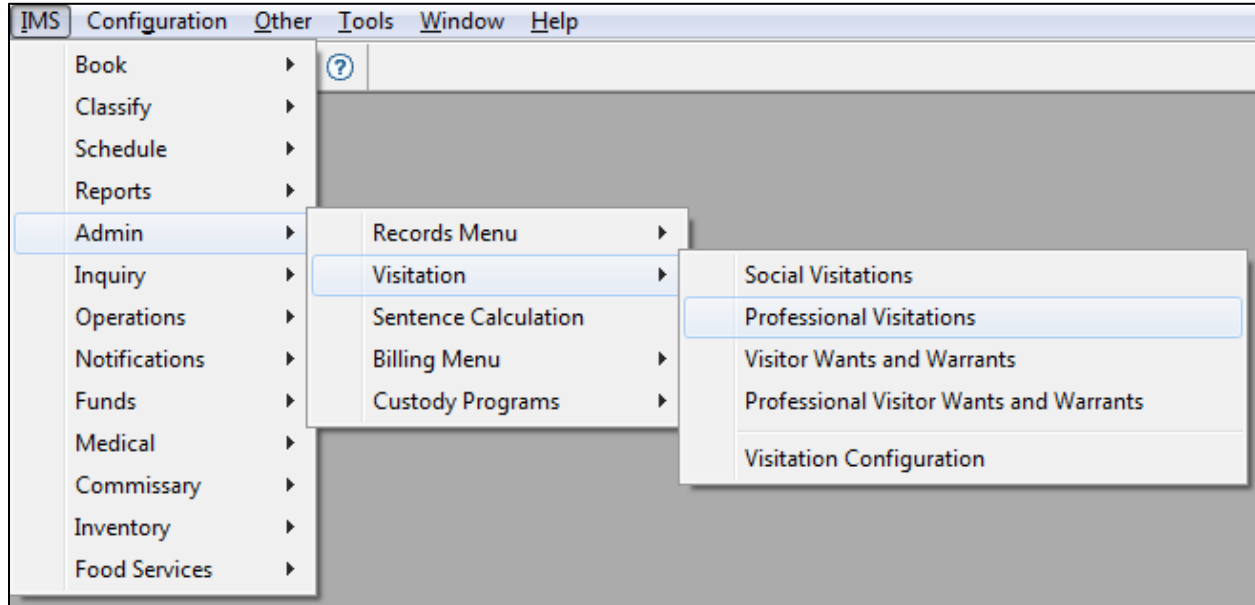
JD PIN	PIN Detail	Address Detail
Type/Relation: OTHER Victim/Witness:		
Notify At Release? No Contact Order? Emerg Contact? Property Release? Visit OK?		
Name(L,F,M,S): CHICKEN HYPER		
DOB: 11-28-1999 Driver's Lic State: CA Driver's Lic #: 2ACV02FA		
Street #: Name: Bldg:		
Apt: City: State: CA Country: US		
Zip: How Long? Sex: M Des.: C		
Day Phone: (800) 000-0000 Ext:		
Night Phone: Ext:		
Employer: OFFICE OF BACAWK Occupation: ATTORNEY		
Supervisor (L,F): SSN: - -		
Notes\ Expected Testimony: Bar Card # 32819 J-310 form signed and filed (10/23/19)-5139		
Wants/Wrrmts Flag: Wants/Wrrmts ID: Wants/Wrrmts Date:		

Usage of such devices will be for necessary and relevant business. Violation of these use restrictions may result in a revocation of the ability to bring mobile electronic devices into any San Diego County Sheriff's detention facilities. The watch commander will be notified of any violation and review any alleged misuse. If the watch commander revokes the professional visitor's privilege to bring an electronic device, a brief reason will be entered in notes along with the watch commander's name and ARJIS.

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SCHEDULE AND ARRIVE A PROFESSIONAL VISIT

In conjunction with the Visitor Log (J-4 Form), professional visitors requesting a professional visit with an inmate must be scheduled in JIMS utilizing the Professional Visitations page.



1. Enter the professional visitor's name, click Find

Last Name: First: MI:

Name Search:

Last Name	First Name	MI	DOB	PIN

2. If the visitor is found, click on

ID PIN	PIN Detail	Address Detail										
PIN: <input type="text"/> SSN: <input type="text" value="--"/>	Last Name: <input type="text" value="CHICKEN"/> First: <input type="text" value="HYPER"/> MI: <input type="text"/>	Name Search: <input type="text" value="Soundex"/>										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Last Name</th> <th style="width: 25%;">First Name</th> <th style="width: 5%;">MI</th> <th style="width: 15%;">DOB</th> <th style="width: 30%;">PIN</th> </tr> </thead> <tbody> <tr style="background-color: #00aaff; color: white;"> <td>CHICKEN</td> <td>HYPER</td> <td></td> <td>11-28-1999</td> <td>490003923</td> </tr> </tbody> </table>			Last Name	First Name	MI	DOB	PIN	CHICKEN	HYPER		11-28-1999	490003923
Last Name	First Name	MI	DOB	PIN								
CHICKEN	HYPER		11-28-1999	490003923								

- a. If the visitor is not found - Only add professional visitors who do not require security clearance

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- i. Click
- ii. Fill in all information, except POB, State OB, and SSN

ID PIN		PIN Detail	
Base Name(L, F, M, S):	WATERFALL	OLD MAN	
DOB:	03-04-1950	Des.:	W
		Sex:	M
		Height:	5' 10"
		Weight:	160
Hair:	BRO	Eyes:	BLK
		SSN:	- -
City OB:		State/Country OB:	

- iii. Click

3. Verify the "Visit OK?" field is set to "Y"

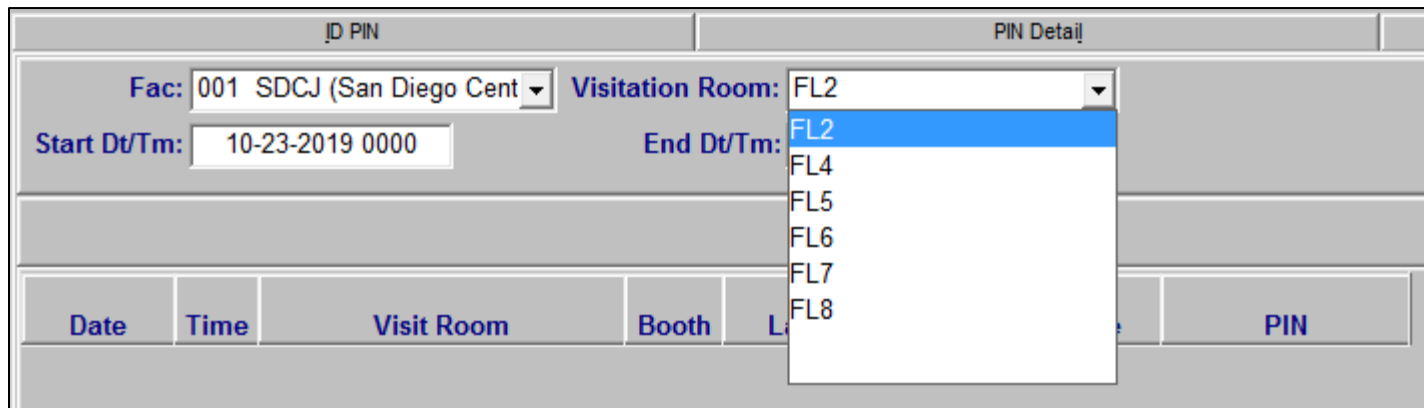
Notify At Release?	No Contact Order?	Emerg Contact?	Property Release?	Visit OK?
<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input checked="" type="button" value="Y"/>

- a. If the "Visit Ok?" field was previously set to "No", look to the "Notes/Expected Testimony" field for any restrictions
4. Add/confirm the business address and phone (if known)
5. Confirm the employer name and the occupation of the professional visitor
6. In Notes, verify the professional identification card number i.e. bar card number, law enforcement badge number, etc.

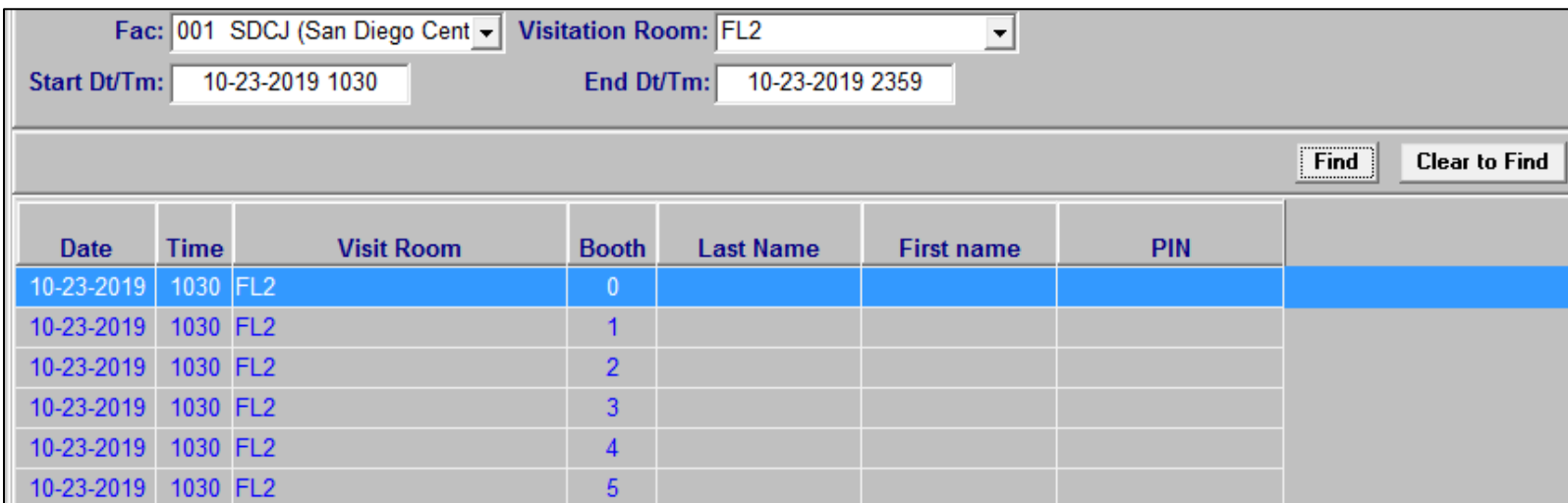
Type/Relation:	OTHER	Victim/Witness:	
Notify At Release?	No Contact Order?	Emerg Contact?	Property Release?
<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
Visit OK?	<input checked="" type="button" value="Y"/>		
Name(L,F,M,S):	CHICKEN	HYPER	
DOB:	11-28-1999	Driver's Lic State:	CA
		Driver's Lic #:	2ACV02FA
Street #:		Name:	
		Bldg:	
Apt:		City:	
		State:	CA
		Country:	US
Zip:		How Long?	
		Sex:	M
		Des.:	C
Day Phone:	(800) 111-1111	Ext:	
Night Phone:		Ext:	
Employer:	OFFICE OF BACAWK	Occupation:	ATTORNEY
Supervisor (L,F):		SSN:	- -
Notes\ Expected Testimony:	Bar Card # 32819		
Wants/Wrrnts Flag:	Wants/Wrrnts ID:	Wants/Wrrnts Date:	

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7. Click on **Reserve Room**
8. Select a visitation room from the drop-down menu



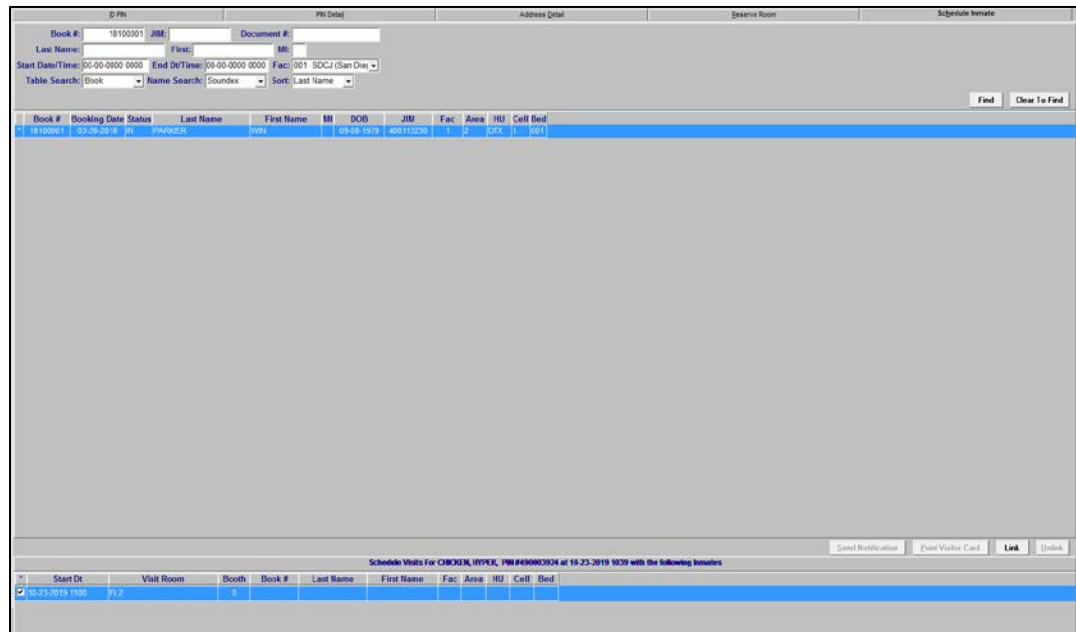
9. Enter Start Dt/Tm and End Dt/Tm, click Find



Date	Time	Visit Room	Booth	Last Name	First name	PIN
10-23-2019	1030	FL2	0			
10-23-2019	1030	FL2	1			
10-23-2019	1030	FL2	2			
10-23-2019	1030	FL2	3			
10-23-2019	1030	FL2	4			
10-23-2019	1030	FL2	5			

10. Highlight available visit booth, click **Reserve Room**
11. Click on **Schedule Inmate**
 - a. Enter the inmate's name or booking number, click Find
 - b. Highlight correct inmate
 - c. Check the box next to the reserved visit "Start Date", click Link

[Click Image to Enlarge](#)



The screenshot shows a software interface for inmate processing. At the top, there are tabs for 'PIN', 'PIN Detail', 'Address Detail', 'Reserve Room', and 'Schedule Inmate'. Below these are search fields for 'Book #', 'JIM', and 'Document #'. There are also fields for 'Last Name', 'First', and 'MI'. Search criteria include 'Start Date/Time', 'End Date/Time', and 'Fac: 001 SDGJ (San Diego)'. Search options include 'Table Search', 'Name Search', and 'Sort'. A 'Find' button is present. Below the search fields is a table with columns: Book #, Booking Date, Status, Last Name, First Name, MI, DOB, JIM, Fac, Area, HU, Cell, and Bed. The first row is highlighted in blue and contains the following data: 1810001, 03-26-2018, IN, PARKER, WPH, 09-08-1979, 400113230, 1, 2, DTX, 1, 001. At the bottom, there is a section titled 'Schedule Visits For CROCKEN, WPH, PIN #490803924 at 10-23-2019 10:39 with the following inmates'. It contains a table with columns: Start Dt, Visit Room, Booth, Book #, Last Name, First Name, Fac, Area, HU, Cell, and Bed. The first row is highlighted in blue and contains: 10-23-2019 15:00, P1.2, 0, 1810001, WPH, 400113230, 1, 2, DTX, 1, 001.

d. Click Save and Send Notification. If needed, you may Print Visitor Card

COURT ORDERS

Reference: Detention Policy and Procedures [Section F.3 – Commitments and Court Orders](#).

Any court order received at a detention facility, whether via transportation, messenger mail or hand delivery, is inspected for authenticity and validity prior to processing. Court orders must have the signature or stamp of the issuing judge and the embossed or stamp court seal affixed. Hand delivered court orders are NOT accepted if incomplete or invalid. Any questions or discrepancies are directed to the on-duty supervisor or watch commander before a court order is refused.

Court orders are accepted from anyone over the age of eighteen. Family or friends must present a valid driver license or other valid picture identification. The bond agent must present a valid bail bond identification card with a driver license or other picture identification. The attorney must present a valid bar card with a driver license or other picture identification.

All court orders accepted are time-stamped immediately upon receipt. The inmate's booking number is written on the face of the document and according to document type, processed in the following manner:

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1. Court orders authorizing entry to the detention facility of an outside party, (i.e. court appointed psychiatric investigators) are reproduced and copies distributed as follows:
 - a. The original document is forwarded to custody processing staff for filing in the inmate's custody record
 - b. A copy is provided to the watch commander
 - c. A copy is maintained in the custody information office
 - d. If the court order pertains to a medical or psychiatric evaluation, a copy is forwarded to medical staff
2. Court orders ordering the release or transport of an inmate (i.e., family funeral services) are immediately directed to the watch commander, via the detention processing supervisor
3. Court orders (other than To-Report Commitments) are NOT accepted regarding inmates who are not physically in Sheriff's custody at the time the order is received

Sealed Court Orders

Reference: Detentions Policy and Procedures Manual [Section Q.49 – Sealed Court Papers](#)

Any sealed order is defined as “an instrument closed against inspection of the contents”. This means the contents of the order are read only by those persons who need the information in order to accomplish the intent of the order. Unless specified in the order, a sealed order does not restrict viewing by detention personnel. Sealing is intended to restrict disclosure to those outside of the Sheriff's department.

Any court order received at any detention facility, with a notation that it be “sealed” and remain “confidential” is directed to the on-duty watch commander.

The watch commander reviews the order and complies with the wishes of the court.

Sheriff's employees shall not disclose the contents of the order or the fact that it exists, except at the further direction of the court. The original court order is placed in the custody record.

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Sealed Court Order with Professional Visit

There are no computerized visitation records for any Sealed Court Orders involving professional visits. These visits are not entered in JIMS nor recorded on the Visitor's Log J-4.

1. A written authorization will be prepared notifying the detention facility staff that the specified inmate has a "Sealed Court Order" permitting a professional visitor to enter the detention facility. (See sample below).
2. This authorization contains the notation that it is to be destroyed upon completion of the visit.
3. The authorization contains the name of the inmate, booking number, and the authorizing watch commander.
4. The authorization does not contain the visitor's name or occupation.
5. The authorization is placed into the facility's alphabetical "Pending Professional Visit File" (or designated location). When an individual arrives for the visit (the individual should state the visit is court ordered). The watch commander confirms the individual's name by reading the "Sealed Court Order" in the inmate's custody record. The DIA will complete a [Request to Interview Prisoner \(J-47 form\) blue card](#) with the required information. This information will also be used to verify the individual's name.
6. At the conclusion of the visit, the authorization form is given to the watch commander for destruction. The J-47 card will be clipped to the "Sealed Court Order" and placed in the inmate's custody record.

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Example of Written Authorization Permitting a Sealed Court Ordered Professional Visit

DATE: _____

TO: PERSONNEL CONCERNED
 (Any Sheriff's) Detention Facility

FROM: _____, Watch Commander
 _____ Detention Facility

SUBJECT: SEALED COURT ORDER – PROFESSIONAL VISITS

Inmate _____, Booking Number _____,

has a court ordered visit. When the visit is completed, this memo is to be destroyed by the Watch Commander.

The Visitor Card is to be retained and secured with the "Sealed Court Order" located in the inmate's custody record.

(Signature)

SUBPOENAS

Reference: Detentions Policy and Procedures Manual [Section F.13 – Subpoena Duces Tecum](#)

Subpoena Duces Tecum

A Subpoena Duces Tecum is an order from a judge directing the Sheriff to comply with a certain task. **All Subpoena Duces Tecums must be served to the watch commander.** This includes subpoenas for support personnel i.e., medical, kitchen, laundry, etc. at the facility. If the subpoena is in regards to an inmate, the watch commander or designee completes a search to ensure the inmate is in custody prior to accepting the subpoena. If the inmate is not in custody, refer the person serving the subpoena to the Sheriff's Records Division.

Service Subpoena to Sheriff's Personnel

Traditionally, subpoenas were served upon the individual being subpoenaed and had to be served by any adult person except a party to the action. While it is preferable to serve all civil and criminal subpoenas personally, it is legally acceptable to serve civil and criminal subpoenas on peace officers by delivering a copy to that person's immediate supervisor. (Government

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Code 68097.1). With the implementation of the peace officer automated subpoena system in July 1986, both sworn and professional staff may be subpoenaed electronically. The training coordinator deputy is assigned to track the subpoenas and hand them to the designated employee or their supervisor. Each person signs the log book stating that the subpoena was received. The subpoena informs the employee of where and when to report. The subpoena also informs the employee with the name of the inmate the subpoena is in regards to. Employees' served with this type of subpoena have several responsibilities pertaining to them, such as:

1. Arrange directly with the Deputy District Attorney handling the case any excuse for non-appearance
2. Contact the call-off service (District Attorney's Status Recording) prior to appearance date
3. Maintain direct contact with the District Attorney's Office during case proceedings for further appearance information
4. Have the Subpoena time-stamped by the reception desk clerk at the District Attorney's Office. The subpoena is stamped at the beginning and end of the court day

It is the policy of this department to make every effort to obey the conditions of a subpoena. Without the conscientious participation of the involved personnel, successful prosecution is impossible. Non-Appearance on a subpoena is only excusable under the following conditions:

1. When directly excused by the court or the Deputy District Attorney responsible for the case
2. When called off by the District Attorney's Status recording on the day prior to scheduled appearance

Personal Subpoena

A subpoena which an employee receives as a private citizen, unrelated to his/her duties. This subpoena is named to a specific employee and is served directly to that employee. This subpoena is generated due to an outstanding lawsuit or civil matter. The legal advisor's office is not contacted regarding these types of subpoenas. It is the responsibility of the employee to handle this subpoena.

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