

# KERN COUNTY SHERIFF'S OFFICE

## Maximum-Medium Facility Policies and Procedures

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**TITLE:** VISITING – NON-PUBLIC **E-100**

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**EFFECTIVE DATE:** 02-16-08

**REVISED:**

**APPROVED BY:** Maximum-Medium Facility Manager

**REFERENCE:** Title 15, Section 1068, C.C.R., DBPPM Section E-300

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### **POLICY**

This policy establishes the procedures to provide for those visits that may be classified as non-public. The following visits are considered non-public visits:

- Visits by professionals (defined below)
- Pre-approved clergy visits
- Attorney visits
- Legal Runners visits
- Notary Public visits

Medical staff will determine whether an inmate confined to a clinic cell may visit.

Attorneys shall have unlimited visitation. Every effort will be made to allow Attorney Visits at any time and in a prompt manner. Denial of Attorney Visits will only occur when there are special circumstances that warrant denial. The Shift Supervisor is responsible for the decision to deny such a visit. Every effort will be made to cooperate with attorneys and their representatives who desire to photograph or tape record their clients or show video material to their clients. Court orders will not be required to use such equipment, but the Shift Supervisor will be notified if this type of equipment is brought into the facility.

Psychiatrists conducting court ordered examinations will do so only in the full contact or paper slot visiting booths.

Visits by members of the clergy should be done during general visiting hours with approval of the Detentions Bureau Chaplain. In the absence of the Chaplain the Shift Supervisor may allow the clergy visit.

Legal runners will be given only non-contact visits in the public glass visiting areas. In order to visit as a legal runner the person must be appointed as such by the court of

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jurisdiction. A Search and Escort Officer will assist the legal runner in delivering papers to the inmate and in obtaining signatures from the inmate. **Legal runners will not be allowed contact visits.**

Notaries will be allowed to view the signing of documents in the public glass visiting area. A Search and Escort Officer will transport any document that needs to be signed back and forth between the inmate and the Notary.

The various types of visitors will be restricted to the four designed visiting areas in accordance with the table in Appendix "B" of this policy.

### **DEFINITIONS:**

**Professional:** Non-peace officers performing their duties as employees of any governmental agency, or persons who have been appointed by the court, such as attorneys, doctors, social workers, etc.

**Legal Runner:** Persons who are designated by the court to transport legal documents for inmates who are Pro Per or Co-Counsel.

### **DIRECTIVE #1: Professional visitor searches**

All non-peace officer visitors utilizing the full contact booth, the paper slot booth, or visiting within the security area must be searched prior to the visit occurring. The search shall include both a search by hand-held metal detector and a visual inspection of any closed containers such as satchels, briefcases, purses, bags, etc. The Shift Supervisor will assign responsibility for these searches to a search and escort officer.

### **DIRECTIVE #2: Acceptable Identification**

Attorney:

- Valid California State Bar card (and) valid general public identification card.
- Valid license to practice in U.S. Federal Court (and) valid general public identification card.

Legal aide, clerk, or paralegal:

- A letter of authorization from the inmate's attorney on the attorney's office letterhead or a court order and a valid general public identification.

Private investigators employed by law firms:

- A letter of authorization from the inmate's attorney on the attorney's office letterhead or a court order and a valid general public identification.

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- Private investigators credentials issued by the department of consumer affairs and a valid general public identification.

Other professionals:

- Identification from their respective agency and a valid general public identification

### **Procedure A: Visits in the Security Area, Full Contact Booth, or Paper Slot Booth**

#### **The Duty Officer will:**

- Have the professional visitor fill out a professional visiting slip.
- Verify that the visitor has the appropriate form of identification.
- Check the computer for the inmate's housing location and verify that the inmate is not in court or out to the hospital.
- Write the inmate's location and booking number on the slip.
- Exchange the visitors agency identification card for the appropriate temporary identification tag in accordance with DBPPM, Section A-1700.
- Enter the visit into CJIS.
- Notify the Shift Supervisor if the visitor is a non-peace officer desiring to enter a security area for their visit.
- Advise the appropriate housing officer of the inmates name and type of visit.
- Call for a search and escort officer to respond to the Duty Office for escort.

#### **The Search and Escort Officer will:**

- Have peace officers place any weapons in a gun locker in Admin.
- Conduct a search of non-peace officers as outlined in Directive #1.
- Escort the visitor to the appropriate visiting room
- Escort the inmate to the visiting room

#### **The Housing Officer will:**

- Check the inmate's wristband and compare the picture on the station card to ensure the correct inmate responded.
- Release the inmate to the Search and Escort Officer.

#### **The Duty Officer will:**

- Notify the Search & Escort Officer and the Housing Officer when the visit is over.

#### **The Search & Escort or Housing Floor Officer will:**

- Escort the inmate to the appropriate housing unit.

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- Check the inmate's wristband and compare the picture on the station card to ensure the correct inmate is returning.
- Search the inmate for contraband.

### **Procedure B: Legal Runners**

#### **The Duty Officer will:**

- Have the visitor fill out a professional visit slip.
- Time stamp the slip.
- Check the computer to see if the requested inmate is in the facility.
- Write the inmate's location and booking number on the visit slip.
- Confirm the inmate to be visited is Pro-Per or Co-Counsel.
- Check identification of the visitor and verify by one of the following means that the visitor has been assigned as a legal runner:
  - See a copy of the court order assigning visitor as a legal runner for the specific inmate.
  - Check for an entry in CJIS assigning the visitor as a legal runner to the specific inmate.
  - Speak to the court clerk at the court of jurisdiction.
- Ascertain from the visitor if any papers must be delivered or signed.
- Inform the Search & Escort Officer if the legal runner needs assistance in delivering papers to, or obtaining signatures from, the inmate.

#### **The Search & Escort Officer will:**

- Assist the legal runner in delivering papers to, or obtaining signatures from, the inmate.

### **Procedure C: Notary Public Visits**

#### **When a Notary wishes to have an inmate sign documents, the Duty Officer will:**

- Have the Notary fill out a professional visit request form.
- Obtain general public identification.
- Verify that the person is a Notary.
- Write the inmate's location on the visit slip.
- Contact the appropriate Housing Officer and inform them of the visit
- Direct an S&E to place the inmate in one of the public visiting booths.
- Notify the S&E that papers need to be transported back and forth.