

Index as:	Revised: 02/26/03
Inmate Visiting and Interviews	Revised: 03/12/03
Interviews, Inmates	Revised: 04/23/03
News Media Interviews	Revised: 09/19/03
Search of Visitors	Revised: 01/26/05
Visiting Inmates	Revised: 12/07
Visiting, Intra-Jail	Revised: 07/10
	Revised: 03/14
	Revised: 09/14

INMATE VISITING AND INTERVIEWS

I. PURPOSE:

- A. The purpose of this policy is to set forth practices and procedures that comply with California Code of Regulations, Title 15, Section 1062 Visiting.

II. POLICY

- A. Corrections Division personnel shall afford inmates the right and privilege of visits with family, friends, attorneys, and other members of the public; prevent the introduction of contraband; and, provide for the safety and security of inmates, visitors, and facility staff during the visiting process.
- B. Inmates are encouraged to maintain relationships with family and friends. Visiting is scheduled on a regular weekly basis, limited only by the physical and personnel constraints of the Mendocino County Sheriff's Office Corrections Division.

III. DEFINITIONS

- A. Court Ordered Visits - A special visit for an inmate ordered by a judge. All court orders for inmate visits with family, friends, attorneys, and other members of the public are to be referred to the Facility Supervisor and/or Corrections Lieutenant in order to prevent the introduction of contraband; and, provide for the safety and security of inmates, visitors, and facility staff during the visiting process.
- B. Family Member - Defined as spouse, mother, father, stepparent, grandparent, brother, sister, and children.
- C. Intra-Jail Visit - A visit between legally married inmates, when both inmates are in custody.

INMATE VISITING AND INTERVIEWS

- D. Official Visit - A contact or a non-contact visit, depending upon the circumstances, between the inmate and attorney or other officials (i.e., law enforcement agents, Parole/Probation agents, psychiatrist, physician, clergy, etc.).
- E. Regular Visit - A visit between inmate and family members, friends, or associates. A regular visit is conducted in a glass partitioned visiting area.
- F. Security Area - All areas within the perimeter fence, excluding Jail Administration area, visitors' waiting room, and civilian side visiting.
- G. Special Visit - A contact or non-contact visit, depending on the circumstances, between inmate and family member, friends, or associates, who have traveled a long distance and/or are unable to visit during regularly scheduled visiting hours, or other justified reasons verified by Corrections Division personnel. A special visit must be approved by a Facility Supervisor.
- H. Video Visit - A visit between an inmate and attorney utilizing the on-site video equipment.

IV. PROCEDURE

- A. Regular Visiting
 - 1. Visiting is held daily except Friday and Sunday.
 - a. Visiting hours are during dayshift and nightshift.
- B. Official Visits
 - 1. Official visitors are admitted daily, except during an emergency, headcounts, and meals.
 - 2. Special visitations must be approved by the Facility Supervisor.

INMATE VISITING AND INTERVIEWS

C. Eligibility Requirements

1. Preferred Identification for Visitors

- a. Valid state driver's license.
- b. State identification card: bearing a photograph, physical description, and signature.
- c. Other official identification with picture, physical description and signature.
- d. All other types of identification must be approved by the Facility Supervisor.

2. Escorted Visitor Eligibility

- a. An inmate's minor child shall be allowed to visit, if accompanied by an eligible adult visitor.
 - (1) It is the responsibility of the visitor to provide proof the relationship to the satisfaction of Corrections Division personnel.

3. Unescorted Minors

- a. Emancipated juveniles and/or the inmate's spouse under 18 years of age shall be allowed to visit with the inmate with proper identification.
 - (1) It is the responsibility of the visitor to provide proof the relationship to the satisfaction of Corrections Division personnel.

INMATE VISITING AND INTERVIEWS

D. Ineligible Visitors

1. No person having a contagious disease shall be allowed admittance.
2. No person who has been apprehended for smuggling contraband into the facility or, being implicated in an escape plot shall be admitted.
3. Any visitor with a prior felony conviction is not authorized to visit except with the approval of the Facility Supervisor.
4. Any visitor who has been confined in the Building One Main Detention Facility and/or the Building Two Detention Facility during the past six months must have permission from a Facility Supervisor prior to a visit.

V. RULES FOR VISITING

A. The following rules for visiting will be adhered to:

1. Inmates will be allowed no fewer than two visits totaling at least 60 minutes per inmate each week.
 - a. Inmates are allowed to see different visitors in different visiting sessions if space is available.
2. An inmate may refuse to see a visitor.
3. Three visitors may visit an inmate at the same time. A child of walking age is considered one visitor.
4. Visitors must conform to the dress code approved by the Corrections Division Commander and posted in the visitors' waiting room.
 - a. Visitors with obvious revealing clothing will not be allowed to visit.
 - b. When there is a question of whether or not the visitor's attire is appropriate, the Facility Supervisor will make the determination and either approve or deny the visit.

INMATE VISITING AND INTERVIEWS

5. Any person under 18 years of age, except emancipated juveniles and/or the spouse of the inmate with proper identification, will NOT be allowed to visit unless accompanied by an adult.
 - a. It is the responsibility of the visitor to provide proof of the relationship to the satisfaction of the Corrections Division personnel.
6. Bringing firearms, explosives, alcoholic beverages, narcotics or any controlled substance, including marijuana into this facility is a crime and cause for arrest.
7. Visitors under the influence of alcohol or drugs will not be allowed to visit, and may be subject to arrest.
8. Persons who are unwilling or unable to control their minor children while in this facility will not be allowed to visit.
9. Visitors who are disruptive or cause a disturbance will be requested to leave the facility and will be denied access to visiting for that day.
10. Visitors are not allowed to carry cameras, cell phones, tape recorders, purses, bags, briefcases, or similar objects into the visiting area of this facility (official visitors may be exempt).
11. After being checked in by Corrections Staff, visitors will proceed directly to the visiting room. Any visitor found visiting an inmate other than the one specified is in violation of facility rules. The visit will be terminated and the visitor will be told leave the facility.
12. Visitors will not give anything to or take anything from an inmate without prior approval from the Facility Supervisor.
13. When a visit is terminated, the inmate and visitor will leave the visiting room neat, clean, and free of trash.
14. Smoking is not permitted in the building, and the possession or consumption of food or drinks in the waiting room or visiting room of the facility is not permitted.
15. Visitors shall be subject to a search of their person or property if requested by Corrections Division personnel.

INMATE VISITING AND INTERVIEWS

16. After a visit, the inmate will submit to an unclothed body search if requested by Corrections Division personnel.
17. Violations of visiting rules and regulations by an inmate will be dealt with in accordance with the Inmate Discipline Policy.
18. Violations of visiting rules, regulations, and procedures by a visitor will result in the visitor being removed from the facility and being denied visiting privileges.

VI. REGULARLY SCHEDULED VISITING

A. Procedure

1. Visitors may reserve their time on the visiting schedule by contacting the Staff Assistant working the front desk of the Jail Administration Building during normal business hours.
2. Reservations for visiting must be made during the week prior to the next scheduled visiting day.
3. Reservations are made on a first come first serve basis. (The intent of this system is to avoid congestion during visiting, save visitors from waiting for long periods in line and increase overall efficiency.)
4. Visitors may only sign up to see one and not multiple inmates at a time.
5. All visitors who have not made a reservation on the visiting schedule will be assigned a visiting space (if available) on a first come, first serve basis.

B. Visitor Registration Forms:

1. Visitor Registration forms that are filled out the day of visiting will be shredded once the information has been updated in the computer.
2. When a person has been denied access to visit, the completed Visitor Registration form will be placed in the inmate's A-File of whom the person wanted to visit, thereby giving a record of who and why a visit was denied.

INMATE VISITING AND INTERVIEWS

C. Identification

1. All visitors will be required to complete a Visitor Registration form prior to visiting. Visitor Registration forms will be available in the Building One lobby. The completed Visitor Registration form must be turned in to the Corrections staff supervising visiting.
2. Corrections personnel will check **Jail** records for prior arrests on all visitors.
 - a. Staff will determine if the prior arrest affects visitor's eligibility.
3. Corrections personnel shall check **the local** warrant system for warrants on all visitors.
 - a. Staff discovering active warrants on visitors shall contact the on-duty supervisor for direction, including possible arrest.
4. Corrections Division personnel will review the completed Visitor Registration form, verify the identity of the visitor and record the information provided on the Visitor Registration form into the computer generated Visitor Log.
5. If the visitor does not have adequate identification, they will not be allowed to visit.
 - a. A notation will be made on the Visitor Registration form and placed in the inmate's "A" file.

D. Visiting:

1. Corrections Personnel responsible for visiting will print a list of scheduled visitors and inmates to be visited from the Jail computer system.
2. Corrections personnel shall direct the visitor to the assigned visiting area to await the arrival of the requested inmate.
3. Corrections personnel shall cause the requested inmate to appear at this designated visiting area.
4. Corrections personnel will not take any visitor's property for safekeeping.

INMATE VISITING AND INTERVIEWS

E. Conclusion of Visiting Hours:

1. At the conclusion of the visit, the inmate shall be returned to the assigned housing unit, and the visitor shall exit the visiting area.
2. After regularly scheduled visiting hours and after special visits, Corrections personnel shall inspect the visiting area for damage and contraband.

VII. OFFICIAL VISITS/INTERVIEWS

A. Certain professionals have business to conduct, which requires they enter the secure portion of the jail. Although the following list of people could enter the secure portion of the jail for a special reason, the majority shall have contact or non-contact visiting in Building One.

1. Any local, state or federal law enforcement officer.
2. Attorneys, public defenders, private investigators, legal runners, paralegals, interpreters and/or legal aides - if approved for contact visits, to conduct visits in Medical/Visiting Sections.
3. Parole Officers.
4. Probation Officers.
5. Court ordered doctors/psychiatrists.
6. District Attorney Investigators.
7. District Attorney/Deputy District Attorneys.
8. Attorney General/Deputy Attorney General.
9. Public health, mental health, and/or social services.

B. Entrance Requirements (Contact Visits)

INMATE VISITING AND INTERVIEWS

1. Proper identification will normally be the only requirement for entering the facility (i.e. law enforcement identification, official identification card stating capacity, State Bar card, driver's license or DMV identification card with picture, description, and signature).
 - a. Additional identification may be required, sufficient to establish true identity.
 - b. A letter from the requesting agency requesting a service be performed.
 - (1) All letters will be on official office letterhead with proper signature and explanation.
2. Any items such as a briefcase, tape recorder/video recording device, papers, or other carrying devices to be taken on an official visit, will be searched or examined in the presence of the official visitors. DOCUMENTS WILL NOT BE READ.
3. Official visitors shall submit to a cursory pat-down search of their person, upon approval of the Facility Supervisor, prior to entry into the secure portion of the facility. Official visitors will be issued a Visitor Identification Card, which they will wear in plain sight. The official visitor must surrender an official form of identification in order to receive a Visitor Identification Card. Visitor Identification Cards and the visitor's official identification will be stored in a locked container.
4. Sworn law enforcement personnel, after securing their weapon, ammunition, chemical agents, and baton, being properly identified, will be admitted into the facility without further search or check. Sworn law enforcement personnel will display their official identification in plain sight or wear a jail Visitor Identification Card.
5. Inmates must be searched prior to and at the conclusion of a contact visit. If necessary, Corrections personnel may conduct an unclothed search of the inmate.
6. Upon completion of the official visit, Corrections personnel will stand by while the visitor leaves the facility.

INMATE VISITING AND INTERVIEWS

- a. In the event the official visitor is seeing multiple inmates, the inmate will be removed from the visiting room to another secured area where the inmate will be searched.
7. At the conclusion of the visit, Corrections personnel will be required to obtain the "Visitor Identification Card" from the official visitor, return the official identification, and record the time of departure from the facility on the computer generated "Visitors Log."
8. Upon the conclusion of the official visit, Corrections personnel shall inspect the contact visiting areas for damage or contraband.

C. Defense Attorney Visits

- a. Defense attorneys shall be permitted to utilize one of the following rooms in Building One to confer with their clients:
 - (1) Attorney Non-Contact Rooms; or,
 - (2) One of the two Programs Rooms.
 - (3) An optional place for interviewing will not be offered.
- b. None of the rooms that are available to defense attorneys has monitoring capabilities.
- c. There are no designated attorney contact rooms within Building Two.

VIII. SPECIAL VISITS

- A. The Facility Supervisor may approve a special visit for the following people:
 1. Visitors who have traveled a long distance and arrive before or after regularly scheduled visiting hours;
 2. Handicapped visitors who are unable to visit during regularly scheduled visiting hours; and/or
 3. Visitors who have had an unforeseen circumstance arise which would preclude them from visiting during regularly scheduled visiting hours.
- B. Visitors granted a special visit will follow the same procedure as those for "Regularly Scheduled Visits" and/or "Official Visits."

INMATE VISITING AND INTERVIEWS

IX. VIDEO VISITS

- A. The Law Library contains a video connection with the courthouse and Public Defender's Office in Ukiah. Attorneys can utilize the closed circuit video system to interview their clients in custody.
 - 1. The Public Defender's Office will provide a daily schedule of afternoon visiting times, appointments and inmates to be interviewed.
 - 2. Building One Staff will assure the video system is connected and operational prior to scheduled interview times.
 - 3. The Building One Staff will coordinate inmate movement to the Law Library in accordance with the schedule provided.

X. INTRA-JAIL VISITING

- A. Intra-Jail visiting is an earned privilege granted to inmates who meet the following minimum requirements:
 - 1. Inmates must be legally married to each other.
 - a. It is the responsibility of the inmate requesting the visit to provide proof of their marriage to the satisfaction of the Facility Supervisor.
 - 2. Period of confinement must be over thirty (30) consecutive days at either of the Corrections facilities (unless a modification is approved under exceptional circumstances).
 - 3. No Incident/Crime Report has been written against either inmate for violating facility rules or regulations during a seven (7) day period prior to applying for the visit.
 - 4. Inmate must not be serving a discipline sanction.
- B. Rules for Intra-Jail Visiting
 - 1. Requests must be in writing, marked "Intra-Jail Visit" and directed to the Facility Supervisor.

INMATE VISITING AND INTERVIEWS

2. A maximum of one (1) non-contact family visit per week may be earned by married inmates who are incarcerated at either facility. This visit is in addition to regular visitation privileges and is not a substitute.
3. The length of visit will be for thirty (30) minutes - maximum.
4. Intra-jail visiting will be held during periods of least activity within the facility.
5. Inmate(s) who have been denied an intra-jail visit may reapply one week after the denial.
6. Any Incident/Crime Report on either inmate after an intra-jail visit has been approved may cause the intra-jail visit to be cancelled.
7. Any issue relating to the security of the facility may be cause to deny or cancel the privilege of an intra-jail visitation for an inmate.

C. Procedure for Intra-Jail Visiting

1. The Housing Deputy will:
 - a. Ensure the "Inmate Request Form" for intra-jail visiting is clearly marked "Intra-Jail Visit" under OTHER.
 - b. Submit the request to the Facility Supervisor for review.
2. The Facility Supervisor will:
 - a. Review the inmate's request and notify the inmate in writing indicating approval or the reason for denial of the request.
 - b. Make an entry on the Shift Activity Report, as well as a notice to the affected area, that an intra-jail visit has been approved. The entry will show the inmate's name, housing assignment, inmate's name to be visited, and the date and time of the approved visit.
 - c. For record purposes, ensure the approved or denied request is filed in the inmate's "A" file.
3. The visit will be conducted in one of the Building One non-contact visiting rooms

INMATE VISITING AND INTERVIEWS

- a. The lower classification code inmate will be seated on the lobby side of the visiting room.
 - b. A Corrections Deputy will stand by outside the door, on the lobby side, during the visit.
4. Corrections personnel shall search both inmates prior to and after the intra-jail visit. The type of search to be conducted will be left to the discretion of Corrections personnel.

XI. INMATE REQUESTS FOR NEWS MEDIA INTERVIEWS

- A. The news media, inmates, and general public members will be afforded public access and/or non-confidential information about the Corrections facility to ensure the dissemination of information regarding the facility operations.
- B. The Corrections facility has the responsibility to protect the privacy and rights of inmates and staff members. Interviews within the facility will be regulated to ensure the orderly and safe operation of the facility.

C. DEFINITIONS

1. **Corrections Division Press Information Officer** - The Corrections Division Commander and/or designee.
2. **General Circulation** - A general circulation newspaper publishes legal notices in the community in which it is located or in the area in which it is distributed. It is held by law for a newspaper to be considered a newspaper of general circulation and so qualified to publish legal notices, it must contain items of general interest to the public, such as news of political, religious, commercial, or social affairs.
3. **Newspaper** - A newspaper is one of general circulation if it circulates among the general public and if it publishes news of a general character of general interest.
4. **Representative Of News Media** - A person whose primary employment is gathering or reporting news for:

INMATE VISITING AND INTERVIEWS

- a. A newspaper qualifying as a general or weekly circulation newspaper in the community to which it publishes. A news magazine having a national circulation being sold by news stands and mail circulation to the general public.
 - b. National or international news service.
 - c. Radio and television news programs of stations holding Federal Communication Commission licenses.
- D. Representatives of the news media and other media are encouraged to visit the Corrections facility for the purpose of preparing reports about the facility, its programs and activities.
1. News media representatives are encouraged to make advance appointment for visits with the Corrections Division Commander and/or designee.
 2. Announcement of unusual incidents will be made to local news media as promptly as possible by the Corrections Division Commander and/or designee.
 - a. During a facility emergency, and for a reasonable time thereafter, the Corrections Division Commander and/or designee may suspend all news media visits.
 3. An inmate or a representative of the news media may initiate a request for a personal interview with each other at the facility. Interviews are not designated to provide publicity for inmates or special privileges for the news media, but rather to ensure a better-informed public.
 4. Questions or comments as to the application of any rule, regulation, or order of the facility by media representatives will be referred to the Corrections Division Commander and/or designee.
- E. INMATE/MEDIA CONSENT/AGREEMENT
1. An interview with an inmate or use of video, film, or audio equipment may be disapproved for any of the following reasons:
 - a. The news media representative, or the news organization which they represent, does not agree to the conditions established by this policy.

INMATE VISITING AND INTERVIEWS

- b. The inmate is physically or mentally unable to participate. This will be supported by a medical statement of the facility medical staff physician, filed in the inmate's medical file substantiating the reason for disapproval.
 - c. If such an interview in the opinion of the Corrections Division Commander and/or designee, would endanger the health and safety of the interviewer, or would cause serious unrest or disturb the good order of the facility.
2. When news media representatives visit the facility, photographs of programs, activities, areas, and interviews may be taken. Inmates have the right to privacy and not to be photographed (still, movie, or video), and not have their voices recorded by the media. A written consent form must be obtained from the inmate(s) prior to photographing the inmate or recording the inmate's voice. The form will be placed in the inmate's "A" file.
 - a. The "Release of Information/Interview Authorization" form will be used.
3. Due to special security, custodial, and supervisory requirements necessitated by interviews, an inmate in segregation, restricted or hospital status may be limited depending on the individual situation. All such cases must receive the approval of the Corrections Division Commander and/or designee.
4. An inmate requesting an interview with the news media will submit an "Inmate Request Form" to the Corrections Division Commander and/or designee prior to the requested date and time of the interview.
 - a. Inmate interviews will not be subject to auditory monitoring, unless authorized by both the inmate and the news media representative. Visual supervision will be maintained to ensure the safety of the inmate/media representative.
 - b. Normally, interviews will be conducted in non-contact visiting areas of the facility. Contact interviews must be approved by the Corrections Division Commander and/or designee.

INMATE VISITING AND INTERVIEWS

- c. All interviews will be conducted during normal weekday business hours unless prior arrangements are approved by the Corrections Division Commander and/or designee.
5. Representatives of the news media may request to interview a particular inmate. The request may be made in writing or by telephone to the Corrections Division Commander and/or designee within a reasonable period of time prior to the requested time for the interview.
 - a. The request from the news media will normally be approved or disapproved by the Corrections Division Commander and/or designee usually immediately or within a reasonable time depending on the security conditions required.
 - b. After the request from the news media for the interview is received, the inmate will be notified of the interview request. The inmate must agree to be interviewed and must sign the "Release of Information / Interview Authorization" form before the request will be considered. The written consent or denial will, in all cases, be placed in the inmate's "A" file.

F. INMATE/MEDIA INTERVIEW

1. Prior to any facility visit for an interview by news media representatives, Corrections personnel will advise the Facility Supervisor of the visit.
2. The Facility Supervisor will check the inmate's "A" file to determine if the inmate has agreed to the interview and what (if any) equipment may be used by the news media representative.
3. In the event the inmate has agreed to the interview, and the signed agreement form is in the inmate's "A" file, the Facility Supervisor will give to the news media representative a "Media Agreement" and have the news media representative complete the form.
 - a. After the news media representative has completed the form, the Facility Supervisor will separate the form, place the original copy in the inmate's "A" file and give the copy to the news media representative.

INMATE VISITING AND INTERVIEWS

4. Upon verification of the news media representative's identity (adequate identification will be required), the Facility Supervisor will notify assigned Corrections personnel the news media representative is clear to be processed for the interview.
5. In the event a contact visit has been authorized, the news media representative shall be subject to a pat-down search, and a search of any incoming property, and equipment.
6. Corrections personnel will be required to record the information on the computer generated "Visitors Log."

///