



VAN ZANDT COUNTY SHERIFF'S OFFICE DETENTION – POLICY AND PROCEDURE



Chapter Nine: Inmate Services

Subject: Visitation Plan

Policy: 9-4

I. PURPOSE

To describe the visitation program that will be used in the Detention Facility.

II. POLICY

It is the policy of the Detention Division to permit inmates to have visits with family, attorneys, and other authorized people under conditions consistent with the security of the Detention Facility Guidelines:

A. Inmates shall be informed of the visitation program through the inmate handbook provided to them upon their admissions to the Facility.

B. The regular visitation schedule is as follows:

| | | |
|-------------|----------------------------------|---------------|
| Tuesday – | Females 1800 hours to 2000 hours | (6pm to 8pm) |
| Wednesday – | Males 1900 hours to 2100 hours | (7pm to 9pm) |
| Thursday – | Males 1900 hours to 2100 hours | (7pm to 9pm) |
| Saturday – | Females 0900 hours to 1100 hours | (9am to 11am) |
| Sunday – | Males 0900 hours to 1100 hours | (9am to 11am) |

C. Each inmate is provided the opportunity to have a minimum of two in-person, non-contact visitation periods per week of at least 20 minutes. One of which will be an evening or a weekend.

D. All adult visitors must show valid photo identification prior to being allowed access to the visitation area. The photo ID must be a state issued drivers license or identification card. Minor children of the inmate are not required to show a photo ID, but must be accompanied by an approved adult, and will only visit on Saturday or Sunday, without prior approval of the Jail Administrator, Chief Deputy, or Sheriff.

E. Adults who desire to visit an inmate, who do not possess a valid photo ID, must receive prior approval from the Lieutenant, Jail Administrator or Chief Deputy.

F. No property may be accepted or released during visitation hours.

G. Detention Staff shall closely monitor all visits. If necessary, or required for the safety of visitors, inmates, and the integrity of the facility's security, staff may be present in the visitation area.

H. All inmates wishing to receive a visit(s) shall complete a visitation form (to be issued upon initial housing assignment) with no more than six (6) names of persons from which they wish to receive visits. This form may be turned into any staff member who will submit it to a supervisor for processing. Submitted visitation lists shall remain in effect during the inmate's current incarceration. Inmates may request changes to their visitation list once per month.

All inmate regular visits will be limited to: Mother, Father, Sister, Brother, Legal Spouse, Child, Grandmother, Grandfather, Stepparent and Stepbrother/sister, Legal Guardian, or Legal Counsel.
Common Law marriages are not recognized for visitation purposes.

III. PROFESSIONAL VISITATION

A. The following people shall not be restricted by regular visiting days and times and may visit inmates anytime of the day, provide Facility Security is not compromised and not during normal visitation periods.

- 1.** Inmates Attorney or paraprofessionals working for the inmate's attorney.
- 2.** Approved Minister/Clergy
- 3.** Social Workers/Counselors
- 4.** Probation/Parole Officials
- 5.** Law Enforcement Officers

B. Professional visitors must show a valid photo ID, if not on approved visitor or attorney lists, proof of their professional status, such as:

- 1.** State Bar Association ID
- 2.** Paraprofessional ID
- 3.** Agency ID
- 4.** Other related ID's verifying association or membership with the given profession. Professional visitors may be accompanied by a qualified interpreter if needed.

C. Professional visitors must sign in at Administration before visiting.

IV. PROHIBITED VISITORS

A. People believed by substantial evidence to have a potentially detrimental effect on the inmate or those who constitute a threat to the facility security will not be permitted to visit.

B. People who have been confined as a prisoner in any correctional facility within the previous (90) days shall not be permitted to visit.

C. People who fail to produce a valid photo ID will not be permitted to visit unless prior approval is obtained. Minor children of the inmate not accompanied by an adult on the visitation list will not be permitted to visit.

D. When a person is denied visitation, the inmate the person requested to visit shall be notified of the denial and the reason for the denial if requested.

E. Staff shall document all visitation denials and forward the report to the Lieutenant or Jail Administrator.

V. SEARCHES

A. All visitors entering the secure area of the Detention Facility will be subject to search for weapons and contraband. Signs will be clearly posted in the public lobby advising visitors that they may be subject to search upon entry into the Detention Facility.

B. No purses, packages, brief case, or other similar items will be permitted in the visitation area during normal visitation. Professional visitors are not restricted by this requirement, however such items shall be subject to search for weapons and contraband prior to allowing the professional visitor to meet with the inmate.

C. Staff members shall thoroughly search the visitation area, public restrooms, public lobby and all containers in these areas for contraband both before and after the visitation session.

D. Staff shall thoroughly search all inmates before and after any visit.

VI. SPECIAL VISITATION

A. Special visits will also be authorized for those inmates with special needs (e.g., inmates with verified serious family problems, when visitors live a great distance away (100 miles or greater) from the facility which prevents regular visitation or in emergency situations. Special visits may be in the form of a longer duration visit or on non-scheduled visitation days.

B. All special visits must be approved by the Lieutenant, Jail Administrator, Chief Deputy or Sheriff.

VII. CONTACT VISITS

Contact visits will be on a limited basis and with the Sheriff's approval only. Contact visits during the regular scheduled visitation sessions will not be permitted. Detention Staff shall closely monitor all visits, and when necessary, be present in the visitation room during the visit. Professional visitors will normally be permitted contact visitation upon their request. Staff shall always be aware of and respect the "Attorney Client Privilege". Staff shall take appropriate measures to be far enough away from the visitation so that normal conversations cannot be heard but close enough to maintain close visual monitoring and quick response if necessary.

VII. RECORDS

A. A record of all visitations will be maintained and will include the following information:

- 1.** Inmates Name
- 2.** Visitors Name
- 3.** Visitor's Address
- 4.** Visitors Phone Number
- 5.** Visitors Date of Birth
- 6.** Visitors Drivers license/Identification Card number
- 7.** Relationship to Inmate
- 8.** Date and Time of Visit

B. Staff shall complete the visitation log for each visit and forward the log to the Lieutenant upon completion of the visit.

VIII. GUARDIAN VISITATION

GUARDIANS

An inmate's guardian may request to be provided access during regular visitation hours, to an eligible inmate. An eligible inmate is one who has not lost visitation privilege due to disciplinary sanctions. • A guardian's visit shall be in addition to normal visitation and will not count as one of the inmate's two (2) authorized visits. • The inmate's guardian must present and provide letters of guardianship as provided by Estates Code 1002.012 / 1106.001 – 1106.003 to Jail Administration before visitation will be allowed.