

<b>Stanislaus County Sheriff's Department</b> <b>Policy &amp; Procedure Manual - Adult Detention Division</b>	<b>3-02.01 GDP</b>
<b>CHAPTER 3:</b> Rights, Visiting, Rules & Discipline, & PREA	<b>ISSUE DATE:</b> 04/01/11
<b>SECTION:</b> Rules for Visiting	<b>REVISION DATE:</b> 05/01/19
<b>RELATED ORDERS:</b> PC: 2601(b), 4570, 4571, 4573.5, 4573.6, 4574, 6030 CCR MJS 15: 1006, 1062	<b>ADMINISTRATIVELY APPROVED ANNUALLY</b>

**PURPOSE AND SCOPE**

The Stanislaus County Sheriff's Department recognizes the importance of inmate visiting. Opportunities to maintain ties with family and community shall be provided to inmates whenever possible.

**POLICY**

It is the policy of the Stanislaus County Sheriff's Department to provide for visitation with family members, clergy, legal counsel and others as safety, security and operational concerns allow. Staff shall ensure the visitation process is safe for inmates, staff, and visitors and does not interfere with the security or operation of the facility.

- (a) All visiting is conducted in accordance with Minimum Jail Standards Title 15 Section 1062 and Section 6030 of the California Penal Code.
- (b) Department members will monitor all visits for duration.
- (c) A visitor may only visit one inmate at a time and one inmate per day, excluding official visitors.
- (d) All persons required to possess a jail pass must apply for a jail pass and be entered on the Jail Pass List in ICJIS.
  - a. The only official visitors not required to possess a jail pass are Attorneys, Investigators, and Law Enforcement.
  - b. All other official visitors are required to either have a jail pass, court order, or approval from the Facility Commander or Operations Sergeant to enter the facility.
    - i. If the Facility Commander or Operations Sergeant is not available the shift supervisor may grant approval.
- (e) Visitation can be revoked at any time for disciplinary reasons or for violating visiting rules.
- (f) Each facility shall provide an area which allows communication between inmates and their visitors, but does not jeopardize the safety and security of the facility. Visits will only take place in designated visitation areas. Visitation may also be accomplished by moving a mobile kiosk to a specified cell or room.
  - a. If minors are housed in an adult detention facility they will visit alone in a separate visit area away from other adult inmates.

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Visitation is conducted on scheduled days and hours as determined by the Facility Commander.

- (a) All visiting must be scheduled electronically online.
- (b) A facility may limit or deny visitation during meals or as safety and security needs facilitate.
- (c) Visitation times are subject to change and visitation is scheduled on a first come . first serve+ basis.

Each visitation segment, including paid visiting, is limited to 30 minutes in duration. Official visiting and contact visiting are excluded from this requirement.

- (a) These guidelines are in place to ensure each inmate has the opportunity to complete the minimum number of visits they are eligible to receive within each visiting week.
  - a. An inmate may only receive 1 public visit per day, free or paid.
  - b. An inmate is eligible for 2 free visits per week, excluding official visits.
  - c. Workers or program inmates may be eligible for up to 3 free visits per week at the discretion of the Facility Commander or as part of a specific program.
    - i. An inmate, who is classified as an inmate worker and has medical paperwork to be excused from work for an extended period of time, shall not be eligible for 3 visits per week until returning to work.
  - d. An inmate is eligible for 4 paid visits per week as a part of video visitation only.

All potential inmate public visitors must have an email address to register for visitor approval and to schedule visitation.

- (a) All potential visitors must complete and electronically submit a Stanislaus County Sheriff's Visitor Request Form and be approved before visiting.
- (b) The request for approval includes a background clearance process.
- (c) Only approved visitors will be granted approval to visit.
- (d) If a visitor applicant is denied visiting privileges; they may appeal the denial to the Facility Commander.

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(e) Visitors must electronically review and agree to the visiting rules and policies before submitting a visitor approval application.

(f) Forms may be submitted any time after the inmate has been booked.

Inmates may have as many approved visitors as they wish listed on their visit screen.

(a) Due to space constraints, only 4 visitors per inmate may visit at one time.

(b) Minor children must be submitted for approval and do count towards the total number of approved visitors.

(c) Only 3 visitors per inmate may visit at one time in a contact visit. Minor children must be submitted for approval and do count towards the total number of approved visitors.

In relation to the Americans with Disabilities Act (ADA) and the Fair Employment & Housing Act (FEHA) and more specifically the issue of service animals; the following policy shall apply to visitors with disabilities:

(a) When it is not obvious what service an animal provides, only limited inquiries are allowed. Department members may ask two questions:

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

(b) Department members cannot ask about the person's disability or:

- a. Require medical documentation.
- b. Require a special documentation card or training documentation for the animal.
- c. Ask that the animal demonstrate its ability to perform the work or task.
- d. A person with disabilities cannot be asked to remove their service animal from the premises unless:
  - i. The animal is out of control and the handler does not take effective action to control it.
  - ii. The animal is not housebroken.

(c) Department members must offer the disabled person the opportunity to obtain goods or services without the animal's presence when there is a legitimate reason to ask that a service animal be removed.

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## DEFINITIONS

- (1) Facility Chaplain: a religious representative employed or contracted by the Stanislaus County Sheriff's Department and appointed by the Sheriff. The Facility Chaplain shall screen and approve all chaplain aides or religious advisors and authorized community clergy as well as coordinate the issuance of jail passes with the Programs Sergeant.
  - a. A jail pass is issued to these individuals once approved by the Facility Chaplain.
  - b. Once authorized; the Facility Chaplain shall submit documentation authorizing visitation between the advisor and the inmate.
    - i. The advisor must display a jail pass at all times and possess valid identification.
    - ii. Displaying a letter of introduction is not required at the time of the visit.
    - iii. The Facility Chaplain shall coordinate the number of inmates with whom an advisor can visit.
- (2) Authorized Community Clergy: lay or ordained ministers from a religious organization who are authorized for official visits by approval of the Facility Chaplain.
  - a. Identity and clergy status must be confirmed. The visitor must have a valid identification and be on the Jail Pass List in ICJIS.
  - b. Official visits in this capacity must be approved through the chain of command if the visitor is not on the Jail Pass List.
  - c. A notation is placed in the inmate pouch by the Facility Chaplain.
  - d. The Jail Pass Holder List is updated and approved by the Programs Sergeant.
  - e. The Chaplain must present an inmate request from the inmate requesting the visit.
- (3) Chaplain's Aide or Religious Advisor: a religious volunteer selected for specific duties. A chaplain's aide or religious advisor is afforded the same considerations as a staff chaplain, including access to housing areas in designated facilities. Volunteers in this capacity work directly under the supervision of the Facility Chaplain and must meet all of the criteria listed above for Authorized Community Clergy.
- (4) Community Clergy: lay or ordained ministers from a religious organization who are authorized for inmate visiting through the chain of command. These clergy have not been pre-authorized by the Facility Chaplain.

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- a. This type of visit will normally be treated as a special visit for family deaths, religious counsel, etc. Approval for these visits comes from the shift supervisor or higher authority.
- (5) District Attorneys and Public Defenders: attorneys with the District Attorney's Office or Public Defender's Office should have a county identification card and/or Bar Card along with valid identification. They must enter the facility through the public entries points. They must disclose all inmates they wish to visit upon entering the facility.
  - (6) Private Defense Attorneys: all should have a valid Bar Card and valid identification. They must enter the facility through the public entries points. They must also disclose all clients they wish to visit upon entry into the facility.
  - (7) Letter of Introduction for Legal Visitor Status: a formal letter, when presented with valid identification and a State of California Private Investigator's License, qualifies legal personnel for visitor status. Each form letter must be an original and signed by the attorney of record at the time of the visit.
    - a. The letter must be presented as an attachment to a signed original letter, if the attorney of record is not present at the time of the visit.
    - b. The original letter must be on official letterhead including a street address and business phone number of the legal firm sponsoring the visitor. This information must be confirmed by staff. The person signing the letter may or may not be the visitor.
    - c. The letter must state the name of the visitor, name of the inmate; the inmate's booking number and the purpose of the visit.
    - d. A separate letter is required for each inmate being visited. Each letter is valid for 90 days after its original issuance. A copy of the letter of introduction for legal visitors shall be placed in the inmate's pouch.
    - e. All visitors of this type will enter the facility through public access points and be screened in accordance with policy.
  - (8) Officers of the Court: professionals who are authorized to have official visits with inmates. These visits are not monitored. The visitor must produce valid identification along with the court documents ordering the inmate visit. The visitor will enter the facility through public access points and be screened in accordance with policy. Officers of the court include, but are not limited to the following:
    - a. Attorneys, Probation Officers, or State Parole Officers.
    - b. Legal assistants, attorney paralegals, mitigation specialists and investigators with valid identification and State of California Private Investigators License, and Stanislaus County Court Employees.

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- c. District Attorney or Public Defender Investigators must have a county identification card and valid identification.
- d. Private investigators with valid identification and a State of California Private Investigators License.
- e. Doctors, licensed psychiatrists or psychologists, and counselors with current Stanislaus County employee identification and valid identification, Wellpath identification or those who have court orders. Out of county or non-Wellpath medical staff may be approved by the Facility Commander or their designee.
- f. Court reporters, paralegals, and legal assistants from private law firms, and court appointed interpreters when accompanied by an attorney.

(9) Visitation types and methods used by the Stanislaus County Sheriff's Department:

- a. In-Person Visit: means an on-site visit including interactions in which an inmate has physical contact with a visitor, the inmate is able to see a visitor through a barrier, or the inmate is otherwise in a room with a visitor without physical barrier.
  - i. Pursuant to Title 15 Section 1006; an in-person visit does not include an interaction between an inmate and a visitor through the use of an on-site two-way audio or video terminal.
- b. Attorney Contact Visit: a visit authorized by request, except during emergencies or when the contact visit space unavailable. A court order is not required when an attorney is presenting audio evidence or video recordings to their client.
  - i. A court order is required if the Facility Commander denies a request for a contact visit. This includes contact visits by the attorney of record or their investigators.
  - ii. Attorney visits will not be restricted by the official visit schedule. Attorneys will be allowed access to the facility between the hours of 0800 and 2100 unless exigent circumstances exist.
  - iii. Facility staff must be able to articulate and will document any event that denies an attorney access. The decision to deny access will be evaluated by the shift supervisor.
- c. Contact Visit: a visit that authorizes limited physical contact between inmates and their visitors.
- d. Non-Contact Visit: a visit that allows communication between the inmate and their visitors through a secure barrier prohibiting physical contact. The inmate and visitor are usually separated by a transparent partition.

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- e. Video Visitation: inmate visitation conducted through a kiosk, terminal or other form of technology such as a tablet; utilizing a camera, speaker or receiver, and a video monitor.
  - i. Visitors may visit from an off-site location. Visitation can also be conducted from the visitor's home or office for professionals.
  - ii. Additional visiting above the normal allotment may be accomplished for a fee.
  - iii. All public visits are capable of being monitored and recorded.
  - iv. Official visiting is not subject to monitoring or recording.

(10) Categories of visitation are used by to identify specific details related to a type of visit.

- a. Regular: a visit made by an individual who resides within the State of California. Visits by friends and family members are regular visits.
- b. Out-of-State: a visit made by an individual who resides outside of the State of California. The visitor must be an approved visitor and the visit may occur during normal visiting hours unless otherwise approved by the shift supervisor.
- c. Public Visit: a visit made by an approved visitor on the inmate's approved visitor list. This can also be considered a regular visit. Public visits are subject to monitoring.
- d. Official: a visit made by officers of the court, attorneys, a consular or embassy officer, chaplain's aide, religious advisor, community clergy or authorized community clergy.
  - i. Official visiting is normally achieved through video visitation or non-contact visiting, regardless of the inmate's classification. These visits normally occur during regularly scheduled visitation hours and have no set time limit unless limiting the visit is required for safety and security reasons.
    - 1. Official visits do not count against the inmate's total number visits for the week.
  - ii. Prior approval must be granted by the Facility Commander before an official visitor is allowed to bring into the facility any specialized equipment: video, photographic equipment, or voice recorders.
- e. Special or Courtesy Visit: the Facility Commander or shift supervisor grants approval to an inmate or visitor for a visit that does not fall under normal visiting policies or procedures. Special visits can be accomplished through video visitation, contact visiting, or non-contact visiting in accordance with the inmate's security level.

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- i. Examples for approving this type of visit may include: a death notification by the family member or an out-of-state visit having unique circumstances.
- f. Medical Isolation: inmates in isolation may be allowed to receive visitors however; special conditions or limitations may be placed on their visitation privileges at the direction of medical staff.

**PROCEDURE**

Visitation schedules are posted in each facility lobby, online at stanislausca.gtlvisitme.com or at the Sheriff's Visitation Center.

(a) Sheriff's Detention Center East & West and the REACT Facility:

- a. This schedule applies to face-to face non-contact visits and video visitation.
  - i. Official Visiting Hours: 0800 to 2100 daily
  - ii. No visiting Wednesday.
  - iii. Thursday through Tuesday: 0800 . 1100, 1200 . 1600 & 1900 . 2100
  - iv. Visiting Closed: 1100 . 1200 & 1600 . 1900
  - v. All visiting shall be 30 minutes in length with a 30 minute break before the next visit begins (i.e. 0800 to 0830, 0900 to 0930, etc.).

(b) MHU1 & MHU2 – this schedule applies to contact visiting:

- a. The maximum number of inmates for each visit block is 10.
- b. Official Visiting Hours: 0800 to 2100 daily
- c. The maximum occupancy for the Minimum Housing Visit Room is 49.
  - i. Saturday:
 

Session 1: MHU2A	0700	0800
Session 2: MHU2A	0830	0930
Session 3: MHU2B	1100	1200
Session 4: MHU2B	1230	1330
Session 5: MHU2C	1400	1500
Session 6: MHU2C	1530	1630
  - ii. Sunday:

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Session 1: MHU1A	0700	0800
Session 2: MHU1A	0830	0930
Session 3: MHU1B	1100	1200
Session 4: MHU1B	1230	1330
Session 5: MHU1C	1400	1500
Session 6: MHU1C	1530	1630

(c) Sheriff's Detention Visitation Center (Video Visitation) 801 11<sup>th</sup> Street Modesto, CA 95354 .  
 Operating Hours:

- a. Closed Wednesday, Saturday & Sunday
- b. Open Monday, Tuesday, Thursday, & Friday
- c. Closed Holidays
  - i. Session 1: 0800 to 1030
  - ii. Session 2: 1200 to 1530

(d) Sheriff's Detention Visitation Center Staff Hours 0700 . 1700:

- a. Monday . Tuesday . Thursday . Friday (Closed Holidays)
  - i. 0700 to 0800: Administrative Hours
  - ii. 0800 to 1030: Visiting
  - iii. 1030 to 1130: Closed
  - iv. 1200 to 1530: Visiting
  - v. 1600: Closed to Public
  - vi. 1600 to 1700: Administrative Hours

Scheduling Visitation:

Visitors are encouraged to schedule their visit appointments online at [stanislausca.gtlvisitme.com](http://stanislausca.gtlvisitme.com). All visiting must be scheduled electronically online. A scheduling kiosk is available in the public lobby of the Sheriff's Detention Center, REACT facility, and Sheriff's Visitation Center to aid visitors in scheduling visitation.

(a) Official Visits:

- a. Official visits may be scheduled up to 3 days or 72 hours in advance of the visit.

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- b. Minimally, an official visit can be scheduled 12 hours prior to the actual visit time.
- c. Official visitors may make changes to their visit appointments 12 hours prior to the visit.

(b) Public Visiting:

- a. Public visits may be scheduled up to 7 days in advance of the visit.
- b. Minimally, a public visit can be scheduled 24 hours prior to the actual visit time.
- c. Public visitors may make changes or cancel their visit appointment up to 24 hours prior to the visit.

Visitor Approval, there are no exceptions for the following:

- (a) If it is determined that an individual is a victim of the inmate they are attempting to visit; they are prohibited from visiting that inmate.
- (b) If it is determined that an individual has a valid and active restraining order against the inmate, they are prohibited from visiting the inmate named on the restraining order until the order has expired or a judge has rescinded the order.
- (c) Visit request forms must be submitted online at [www.stanislausca.gtlvisitme.com](http://www.stanislausca.gtlvisitme.com).
  - a. Visitor Appeal Form: visitors can appeal denied visitor status.
    - i. The appeal form is available online at [www.scsdonline.com](http://www.scsdonline.com).
    - ii. This form must be filled out completely.
    - iii. There is a space for the individual to clearly explain the circumstances regarding the appeal.
    - iv. The form can be turned in at the Sheriff's Detention Center Lobby.
    - v. Appeals are administratively reviewed.
  - b. The visitor applicant's name may be run through ICJIS, CLIPS, and the local court databases to determine eligibility.
  - c. Visit request forms are processed by the visitor approval clerk. The clerk will review all requests for visitor approval.
    - i. Approval may take up to 24 to 48 hours.

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- ii. Special visits can occur prior to visitor approval at the discretion of the shift supervisor or facility commander.
- d. Visitor approval forms are retained for future reference and archival purposes. Forms are stored electronically in the visitation system.

Visitation:

- (a) If the visitor is approved to visit staff will determine the availability of a visiting room or kiosk and assign the visitor to the specified space.
  - a. The classification of an inmate and the number of operable visiting rooms, kiosks or phones will determine availability in some areas.
    - i. Staff will direct the visitor to their assigned visit area or kiosk.
    - ii. Staff will then place the visitation slip in the designated room identifier slot or write the inmate on a visiting roster.
    - iii. Staff will then notify the housing area of the inmate requested for visitation.
- (b) For visitors entering into a facility to visit; staff will notify the visitor to remove all items from their pockets and place those items into a locker. Items being brought into the facility are to be scanned through the package scanner and the visitor is to successfully pass through the metal detector.
  - a. Under no circumstances will staff accept any personal property from a visitor for safekeeping.
- (c) Minor children must be accompanied by their parent or legal guardian during visitation and listed as a scheduled visitor when registering.
- (d) The accompanying parent or legal guardian must be an approved visitor and present proof of guardianship if requested to do so by department members.
- (e) An inmate may refuse to visit.
  - a. If an inmate refuses a visitor; that person may be removed from the approved visitor list.
- (f) Inmates must submit an inmate request form to delete visitors from their approved visitor list.

All visitors will conform to the following rules:

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A visitor who does not conform to these rules will lose all privileges to visit. A visitor who violates visiting rules, regulations or procedures will be escorted from the facility and denied approval to visit. All visiting rules addressed in this section apply to all visiting offered by the Stanislaus County Sheriff's Department to include on-site, off-site, and visiting from home or an internet based connection.

(a) Visitation Dress Code:

- a. Visitors must conform to the dress code approved by the Facility Commander. This information is posted in the Inmate Orientation & Rules Manual, at the Stanislaus County Sheriff's Visitation Center, and in facility lobbies.
- b. Displays by visitors of gang colors, symbols, marks or attire representing gang affiliation are strictly forbidden in visiting areas or when visiting inmates during video visitation sessions.
  - i. Wearing or displaying clothing or paraphernalia which identifies a specific gang by name, color, or logo is prohibited.
  - ii. Any visible gang related tattoos must be covered.
- c. The visitation dress code will be strictly enforced prior to and throughout the visit. Questions concerning appropriate dress shall be referred to the shift supervisor to determine whether the visit will be permitted or not. Dress code violations include but are not limited to the following:
  - i. Wearing any swimming attire.
  - ii. Wearing clothing which is above mid-thigh, to include cutoffs, shorts, dresses and skirts.
  - iii. Wearing see-through clothing including but not limited to, sheer blouses or any other clothing considered to be revealing.
  - iv. Visitors must wear undergarments. No see through clothing or wearing clothes which make the breasts visible irrespective of the visitor's gender.
  - v. Wearing clothing such as a tube top, tank top or halter top which exposes excessive cleavage, the midriff, or the shoulders irrespective of the visitor's gender is prohibited.
  - vi. Having bare feet is prohibited.
  - vii. No hats of any kind are allowed.

(b) Termination or Suspension of a Visit:

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- a. A visit may be terminated or suspended at any time by facility staff. The shift supervisor may determine whether or not the visit is counted against the inmates' allotted visits for the week.
- b. Reasons for terminating or suspending a visit include, but are not limited to the following:
  - i. Disciplinary or medical restrictions.
  - ii. The visitor appears, in the opinion of staff, to be under the influence of alcohol or drugs.
  - iii. The visitor is refusing to submit to search protocol.
  - iv. The visitor is refusing to provide proper identification or has provided false identification or has registered a visit and allowed an unauthorized person to visit during their visit (video visitation).
  - v. The visitor is in violation of the visitation dress code, displays inappropriate behavior, or full or partial nudity.
  - vi. The visitor(s) and/or inmate are engaging in physical contact including but not limited to, removal of clothing, partial or full nudity, fondling, inappropriate touching or fighting.
  - vii. The visitor is disrupting other visitors.
  - viii. The visitor or inmate is violating facility rules.
  - ix. There is vandalism, destruction or damage to the visitation room, area or video visitation equipment. This will result in permanent removal from the visiting list and criminal prosecution.
  - x. Facility security.
  - xi. There is insufficient visitation space or visits are full.
  - xii. Children are not properly supervised or are left unattended during the visit.
  - xiii. Possession of prohibited items (firearms, explosives, alcoholic beverages, narcotics, controlled substances, etc.).

(c) Loss of Privileges:

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- a. A visitor found to be visiting any inmate, other than the specified inmate they signed-up to visit, will be escorted from the facility and denied approval to visit until re-approved by the Facility Commander.
- b. A visitor who is found to be destroying, damaging or de-facing any facility property shall lose visiting privileges. The visitor may be detained and arrested if the damage is determined to be a crime.

(d) Minors:

- a. Any visitor under the age of 18 must be accompanied by a parent or legal guardian at all times while inside of the facility, unless the visitor is married to the inmate. It is the responsibility of the visitor to provide proof of relationship to the satisfaction of staff.
  - i. Minors under 18 years of age are counted as visitors and must be submitted on the visitor's approval request form before being approved to visit.
  - ii. Minors under the age of 14 shall not be required to provide identification unless their age or identity is in question.
  - iii. Any minor between the ages of 14 and 18 shall be required to present a current ID such as a school ID or State of California ID card.
  - iv. A minor who is married to an inmate must provide a marriage certificate and valid identification. The minor is not required to be accompanied or supervised by an adult.

(e) Valid Identification:

- a. Visitor applicants must present valid government identification each time they request to visit an inmate. For identification to be considered valid, it must be issued to the bearer, be current and contain at a minimum a picture of the visitor and the visitor's name, sex, physical description, signature and date of birth. Any person, who falsely identifies him or herself, to gain admittance into a county detention facility is guilty of a misdemeanor and subject to prosecution.
- b. Personal identification not indicating a current address must be substantiated with other forms of identification or current postmarked mail with the individual's name and address on the envelope.
- c. The following are valid types of identification approved for visitation and facility access purposes; no other types of identification are acceptable unless authorized by the shift supervisor or facility commander:
  - i. State-issued driver's licenses.

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- ii. Federal, state and local government issued identification cards.
  - iii. Valid passport issued to the visitor with a photo.
  - iv. Valid United States Military identification card.
  - v. Valid Immigration identification card (green card) or any other valid identification card with a picture, physical description and signature.
  - vi. State of California Bar Association card in conjunction with another form of acceptable identification.
  - vii. Court orders in conjunction with another form of acceptable identification.
  - viii. Letters of Introduction in conjunction with another form of acceptable identification.
  - ix. High school identification cards if the visitor is under the age of 18 and does not possess any other valid identification.
  - x. Social Service Card with the bearer's photograph.
- d. Once identity is verified staff will check the eligibility of the inmate to visit and the inmate's approved visitor list. If the inmate has lost the privilege to visit or the visitor is not identified on the inmate's approved list, the visitor will be denied access.
- (f) Visitor Storage of Personal Property:
- a. A visitor shall not be permitted to bring anything into the visitation area. A locker or secured area will be provided for visitors to store personal property at their own risk. Personal property not allowed in the visitation area includes but is not limited to:
    - i. Excess clothing
    - ii. Cell phones
    - iii. Tablets
    - iv. Cameras
    - v. Keys, purses, cigarettes, wallets, jewelry and money
- (g) Subject to Search:

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- a. Visitors entering the facility are subject to search of their person, vehicle or property. The type and scope of the search is determined by the level of access being granted to the visitor.
- b. All visitors are subject to a search prior to, during or after a visit with an inmate. All visitors regardless of age must minimally pass through an electronic metal detector or be searched with a hand-held metal detector wand prior to entering the visitation area or the facility.
- c. Visitors who cannot clear a metal detector because of medical reasons (knee replacement, hip replacement, pace maker, etc.) may submit a signed letter from their physician explaining the medical condition.
- d. Refusal to be searched will automatically cause the visit to be canceled and all future visits to be denied.
  - i. A memorandum shall be completed and forwarded through the chain of command to the appropriate custody commander and the individual's name will be added to a list of prohibited visitors.

(h) Contraband:

- a. No items shall be brought into the visitation area. Any items located by staff shall be considered contraband and either destroyed, held until the visit is complete or placed in evidence.
  - i. At the completion of a visit; staff will check the visit area for damage or contraband before returning the inmate to their housing area.

Rules for Visitors:

- (a) See Appendix A on pages 17 . 18.

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Appendix A

Rules for Visitors:

1. All fields on the visitor request form must be complete. Incomplete forms will not be accepted or submitted.
2. Visit request forms and visitor appeal forms are available online at [www.scsdonline.com](http://www.scsdonline.com).
3. All visitors must have an email address to register for visitor approval and to schedule visitation.
4. Visitors must present valid governmental identification each time they visit an inmate. Acceptable ID must depict, at a minimum, the bearer's name, date of birth, physical description, and signature. Any person who falsely identifies themselves to gain admittance into a Stanislaus County detention facility, is guilty of a misdemeanor and may be prosecuted (4570.5 PC).
5. All visit request forms will be reviewed and processed within 72 business hours from the time of submission. Minors must be listed on the visitor's request form before being approved to visit.
6. Any visitor applicant who has been confined in a state prison facility within the last five years will not qualify for visitor approval. Visitor applicants who have been incarcerated in any county Jail may not visit within 30 days of their release. Any visitor applicant who has been incarcerated for charges involving weapons, violence or any felony controlled substances may not visit an inmate in Stanislaus County within 3 years of their release from custody, final disposition of sentence, or release from probation or other alternative to custody.
7. If it is determined that an individual is a victim of the inmate they are attempting to visit; they are prohibited from visiting that inmate.
8. If it is determined that an individual has a valid and active restraining order against an inmate, they are prohibited from visiting the inmate named on the restraining order until the order has expired or a judge has rescinded the order.
9. A maximum of 4 visitors are allowed at one time for visits at the Sheriff's Detention Center East & West, REACT, and the Sheriff's Visitation Center. A maximum of 3 visitors are allowed at Minimum Housing Units 1 & 2 (contact visiting).
10. Minor children must be accompanied by their parent or legal guardian during visitation. The accompanying parent or legal guardian must be an approved visitor and present a birth certificate or proof of guardianship at the time of the visit.
11. Visitors who are unable to adequately supervise their children while inside the facility will not be allowed to visit and will be asked to leave the facility. Visitors who are disruptive or cause disturbances that result in a crime may be arrested. If a visitor is escorted from the facility for disruptive behavior, the visitor will be denied approval to visit until re-approved by the Facility Commander.

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12. An inmate may refuse to see a visitor at any time. Inmates must submit an inmate request form to delete visitors from their approved visitor list.
13. Visitors must conform to the dress code approved by the Facility Commander and posted in public lobbies. Displays by visitors of gang colors, symbols, marks, or attire representing gang affiliation are strictly forbidden in visiting areas. Appropriate attire is required. No short shorts or dresses, no spaghetti strap tops or dresses, no inappropriate verbiage on clothing, shirts must cover the stomach area completely. Visitors who do not meet these criteria will not be allowed to visit.
14. Suspension of regular visitation for reasons of safety, security or under exigent circumstances may occur at the direction of the shift supervisor or facility commander.
15. Visitors who aid or assist, or attempt to aid or assist, an inmate in escape from jail will be permanently banned from visitation and may be prosecuted under California Law (4534 PC, 4535 PC, 4550 PC).
16. Bringing firearms, explosives, alcoholic beverages, narcotics and controlled substances into a detention facility is a crime and cause for arrest (2772 PC, 2790 PC, 4573 PC, 4573.5 PC, 4573.6 PC, 4573.8 PC, 4573.9 PC, 4574 PC).
17. Visitors who appear to be under the influence of alcohol or drugs will not be allowed to visit and may be subject to arrest.
18. Cameras, radios, cell phones, audio and video recording devices, purses, bags, baby strollers, car seats, diaper bags, oversized hats, keys, backpacks, briefcases, wallets, food or drinks, or similar objects that could be used to compromise facility security are banned from visiting and the secure perimeter areas within the grounds of the facility.
19. Visitors will not give or take anything from an inmate without prior approval from the shift supervisor (2540 PC, 2541 PC, 4570 PC, 4570.1 PC).
20. Any person found to be communicating, in any manner, with an inmate other than the inmate they signed up to visit; may be found to be in violation of a crime, which could be cause for arrest (4570 PC, 4570.1 PC).
21. Any visitor who destroys, damages, or defaces any facility property will lose visiting privileges and be escorted from the facility. If the damage is determined to be a crime, the visitor may be arrested (4600 PC).
22. Visitors entering a Stanislaus County detention facility may be subject to a search of their person, vehicle or property. The type and scope of the search will be based on the facility and the potential access the visitor has to the facility or inmates.
23. Hostages will not be recognized for bargaining purposes during escape attempts by inmates.
24. Visitors may only visit one inmate per day.

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## PURPOSE AND SCOPE

This policy establishes procedures for delivering and managing video visitation.

## POLICY

All visiting policies and procedures listed in 3-02.01 Rules for Visiting shall apply to video visiting.

The Stanislaus County Sheriff's Department and the video visitation vendor are not responsible for the quality of the visitor's internet and/or Wi-Fi connection. The Sheriff's Department is also not responsible for the set-up and/or operation of the visitor's home or work computer, web camera, or any other hardware being used for video visitation.

- (a) The Stanislaus County Sheriff's Department takes no responsibility regarding technical support of the visitation system. The visitation vendor is solely responsible to provide technical support of the visiting system, its operation, and the processes included within the system.

Paid visitation shall occur within the approved visiting schedule. Inmates may have a total of 4 paid visiting sessions in any given visitation week once standard visiting is completed.

- (a) Paid video visitation shall not occur when visitors are onsite and participating in video visitation. On-site is defined as the location where the inmate is housed. Paid visitation shall only occur from a kiosk at the Sheriff's Detention Visitation Center or when visitors use a mobile device or home computer to conduct video visitation.

The Stanislaus County Sheriff's Department is not responsible to collect or refund payments associated with paid visitation. All financial transfers shall occur between the visitor and the visitation vendor. It shall be the visitor's responsibility to settle financial disputes with the visitation vendor.

## DEFINITIONS

## PROCEDURE

The public can accomplish video visitation using the following methods:

- (a) Kiosk at the Sheriff's Detention Visitation Center during normal operating hours at 801 11<sup>th</sup> Street Modesto, CA 95354.
- (b) Kiosk in the Sheriff's Detention Center East Public Lobby during visiting hours.
- (c) From home or an office using a personal computer during visiting hours.
- (d) From a smart phone or tablet with the visitation application during visiting hours.

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Video Visitation:

- (a) Visitation will start at the precise scheduled time. No changes or modifications will be made once the visit has been assigned. If the visitor is late for a scheduled visit appointment, the visit will not take place. The cancelled visit will not count against the inmates' allotted visits for the week.
- (b) If the inmate or visitor ends the visit before time has expired, the visiting session is complete. The visit will not be restarted or rescheduled.
- (c) If it is determined that there is a malfunction, power loss or other problem with department scheduling or visitation equipment; the visit can be rescheduled at the discretion of the shift supervisor.
- (d) Inmates shall be restrained during movement to visitation appointments as is consistent with their classification status and department policy.
- (e) An inmate may only have one public visit per day, whether paid or free.
- (f) Inmates who have other pending appointments; medical, court, facility work, etc. will not be scheduled for visitation. Visits are to be scheduled when all appointments are complete.
- (g) Housing units will be contacted by visitation staff. Housing staff will escort or direct the inmate to the assigned video visitation room or kiosk.
  - a. Once the inmate is in place and ready for the visit; notification is made to visitation staff for the visit to begin.
  - b. Staff shall inspect equipment prior to and at the conclusion of each session for damage.

Scheduling:

When an appointment is scheduled the visitor is given an appointment time and kiosk location. The visitor must either report to or conduct the visit appointment from the specified location.

Visitors who wish to visit an inmate at any Stanislaus County Adult Detention Facility or from The Sheriff's Detention Visitation Center must schedule an appointment prior to the visit occurring. The appointment can be scheduled online at [stanislausca.gtlvisitme.com](http://stanislausca.gtlvisitme.com) or in person at the Sheriff's Detention Center East Public lobby, the REACT Facility lobby, or at the Sheriff's Detention Visitation Center.

- (a) The visitor must be on the inmates' approved visitors list.
- (b) Once scheduled, the visitor is issued an appointment time and a location for the visit to occur.

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Sheriff's Detention Visitation Center Hours:

- (a) Closed Wednesday, Saturday & Sunday (Closed Holidays)
- (b) Open Monday, Tuesday, Thursday, & Friday:
  - a. 10 visitation kiosks are located in the visitation center capable of hosting 70 total visits per day.
  - b. 0730 . 0800 open to the public, administrative preparation period
  - c. Session 1: 0800 to 1030 allows for 3, 30 minute visit sessions capable to host 30 total visit sessions.
    - i. 0800 to 0830 (visit appointment)
    - ii. 0900 to 0930 (visit appointment)
    - iii. 1000 to 1030 (visit appointment)
  - d. Each visit period is 30-minutes with a 30-minute break before the start of the next appointment
  - e. Closed: 1030 to 1130
  - f. 1130 open to the public, administrative preparation period
  - g. Session 2: 1200 to 1530 allows for 4, 30 minute visit sessions capable to host 40 total visit sessions.
    - i. 1200 to 1230 (visit appointment)
    - ii. 1300 to 1330 (visit appointment)
    - iii. 1400 to 1430 (visit appointment)
    - iv. 1500 to 1530 (visit appointment)
  - h. Each visit period is 30-minutes with a 30-minute break before the start of the next appointment.
  - i. Visitation Center closes at 1600 to the public
  - j. 1600 . 1700, closed to the public . administrative hours

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Sheriff's Detention Visitation Center Staff Hours:

- (a) Monday, Tuesday, Thursday, Friday (off holidays)
  - a. 0700 to 0800: Administrative Hours
  - b. 0800 to 1030: Visiting
  - c. 1030 to 1130: Closed
  - d. 1200 to 1550: Visiting
  - e. 1600: Closed to Public
  - f. 1600 to 1700: Administrative Hours

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**PURPOSE AND SCOPE**

This policy establishes procedures for conducting contact visiting.

**POLICY**

All visiting policies and procedures listed in 3-02.01 Rules for Visiting shall apply to contact visiting.

- (a) The Facility Commander shall establish the facility visiting schedule and specific contact visiting procedures for a facility choosing to allow contacting visiting.
- (b) Contact visiting may occur by one or more visiting sessions per week totaling at least one hour per week.
- (c) Program inmates may be eligible for contact visiting as a part of a specific program.
- (d) Due to space constraints; only 3 visitors per inmate may visit at one time in a contact visit. Minor children must be submitted for approval and do count towards the total number of approved visitors during a visit.

**DEFINITIONS**

- (1) Contact Visit: a visit between an inmate and a visitor, which permits the visit to take place without a secure barrier to separate the inmate from the visitor. This visit also allows for some minor contact between the inmate and the visitor.

**PROCEDURE**

Department members who supervise contact visits may allow the visitor to maintain possession of a jacket and car keys.

- (a) Visitors will not give to or take any item from an inmate without prior approval from the shift supervisor.
- (b) Visitors attempting to throw items over the fence into a secure perimeter may be detained and arrested.

Visiting Hours:

Please refer to each facility's posted contact visiting schedule and hours.

- (a) Minimum Housing Units 1 & 2 Visitation Hours:
  - a. Saturday:

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Session 1: MHU2A      0700    0800  
 Session 2: MHU2A      0830    0930  
 Session 3: MHU2B      1100    1200  
 Session 4: MHU2B      1230    1330  
 Session 5: MHU2C      1400    1500  
 Session 6: MHU2C      1530    1630

b. Sunday:

Session 1: MHU1A      0700    0800  
 Session 2: MHU1A      0830    0930  
 Session 3: MHU1B      1100    1200  
 Session 4: MHU1B      1230    1330  
 Session 5: MHU1C      1400    1500  
 Session 6: MHU1C      1530    1630

Contact Visiting:

- (a) Staff will open the visiting area at the scheduled session time.
- (b) Staff will verify the visitor's identity. The visitor will be denied approval to visit if the visitor's identity cannot be verified.
  - a. All visitors must be able to pass through a metal detector and establish identification to the satisfaction of staff. If either of these requirements cannot be met, the visitor will be denied.
- (c) Visitors participating in contact visits will follow all rules defined for regular visitors. Visitors are allowed to bring a jacket, identification and car keys into the visit area. All other items are prohibited in the visiting center.
- (d) Department members will not take any item or property from a visitor for safekeeping.
  - a. If circumstances dictate the need to secure property for a visitor; the visitor is to be made aware that the Sheriff's Department assumes no responsibility for the safekeeping of the visitor's property.
- (e) Department members will print the visitation schedule and verify each visitor's identity prior to starting visits.
- (f) Once the visitor's identity is verified; staff will check the inmate's eligibility to visit and the inmate's approved visitor list.
  - a. The visitor will be denied if the inmate has lost the visiting privileges or the visitor is not identified on the inmate's approved list of visitors.

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- (g) Department members will enter visit information into the ICJIS System.
- (h) Staff will close the visiting center door at the conclusion of the sign-up period.
- (i) Staff will advise facility housing areas, via the radio or telephone, regarding the inmates needed for visiting.
- (j) The housing deputy will page for those inmates with visits to report to the deputy station.
- (k) All of the inmates identified for a visit session will be moved at one time from their housing area to the visiting center.
  - a. Inmates who do not conform to this procedure will not be allowed to visit.
- (l) Any attempt by an inmate to leave the visiting center without permission from staff will be considered an escape and dealt with accordingly.
- (m) Any contact between an inmate and a visitor such as a hug, handshake or a brief kiss is at the discretion of staff supervising visiting.
  - a. Generally, contact is prohibited and should be discouraged by staff.
  - b. Staff will warn both the inmate and visitor once regarding prohibited contact.
  - c. If the behavior continues, the visitor will be ordered to leave the visiting area and denied future approval to visit.
  - d. The visitor must be re-approved by the Facility Commander.
- (n) Visits will be one hour in duration. Department members will monitor the length of each visiting session.
- (o) Staff will vacate visitors from the visiting center at the conclusion of the visit. Visitors will be directed to exit the facility.
- (p) All inmates will be subjected to search before returning to their housing areas once visiting has concluded.
- (q) Department members will search the visiting center for damage or contraband and report any noteworthy findings to the shift supervisor.

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**PURPOSE AND SCOPE**

This policy establishes procedures for admitting official visitors and conducting official or court ordered visiting.

**POLICY**

All visiting policies and procedures listed in 3-02.01 Rules for Visiting shall apply to official or court ordered visiting.

- (a) Official visitors will follow all rules defined for regular visitors.
- (b) Any visitor who cannot establish their identity to the satisfaction of department members will not gain entry into the facility.
- (c) All visitors, including law enforcement personnel and contract providers, are required to secure all weapons before entering the facility.
- (d) Official visitors will sign the visitor log before visiting and sign-out when the visit is complete.

Business hours are posted in each facility. Official and court ordered visitors are admitted to the facility during normal business hours, between the hours of 0800 and 2300 hours. Department members must be able to articulate and document any incident that denies an official or court ordered visitor access to the facility.

- (a) Any decision to deny access to an official or court ordered visitor shall be evaluated by the shift supervisor or the Facility Commander.

If an official or court ordered visit is in progress during an inmate count or meal; the visit will be allowed to continue, but no new visits are to be initiated. Under exigent, emergency or lockdown situations, all official visits will be cancelled, visitors will be directed out of the facility, and inmates returned to their cell or housing location.

Official visitors are encouraged to bring only those items into a facility that are necessary in regards to their visit. Visitors will not bring into the facility any item which could possibly compromise facility security.

- (a) All items brought into a facility by an official visitor are subject to search by staff.
- (b) The Facility Commander shall approve any questionable items before the items are brought into the facility.

Law Enforcement personnel must be in uniform or have a badge and their official law enforcement identification displayed prominently on their outer clothing when inside of the facility for visiting.

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- (a) Law enforcement personnel are exempt from searches as a professional courtesy.

Civilian visitors (non-law enforcement personnel) must display a current jail pass and any other valid government issued identification card with a picture, physical description and a signature, when entering a facility for an official or court ordered visit.

- (a) Attorneys must display valid identification with a picture, physical description and a signature; a current BAR card, and an official identification card which states their official capacity.
- (b) Official visitors will openly display their official identification, valid jail pass or facility identification badge at all times while inside of the facility.
  - a. If a private investigator does not have a valid jail pass, they must have a letter of introduction from the inmate's attorney. The letter of introduction must be on the attorney's letterhead and signed by the Facility Commander. A copy of this letter is to be kept in the inmate's pouch for future reference.

Inmates are to be searched when being moved from their cell or living area for an official or court ordered visit and before placement into an interview room.

- (a) Inmates will be searched before being placed back into their cell or living area after completing an official or court ordered visit.
- (b) The type of search is to be in accordance with established policy.
- (c) All administratively segregated, maximum security and medium security inmates are to be secured in leg irons, waist chains and a black box whenever they are out of their assigned housing unit for an official or court ordered visit.
  - a. These inmates are to be secured to the cuffing bench or stool in the interview room during the official or court ordered visit.

**DEFINITIONS**

- (1) Official Visit: a contact or non-contact visit between an inmate and an attorney, law enforcement officer, or other professional.
- (2) Court Ordered Visit: a special visit which is ordered by a superior court judge.

**PROCEDURE**

Official Visiting:

<b>Stanislaus County Sheriff's Department</b> <b>Policy &amp; Procedure Manual - Adult Detention Division</b>	<b>3-02.04 GDP</b>
<b>CHAPTER 3:</b> Rights, Visiting, Rules & Discipline, & PREA	<b>ISSUE DATE:</b> 04/01/11
<b>SECTION:</b> Official & Court Ordered Visits	<b>REVISION DATE:</b> 05/01/19
<b>RELATED ORDERS:</b> PC: 2601(b), 4570, 4571, 4573.5, 4573.6, 4574 CCR MJS 15: 1062	<b>ADMINISTRATIVELY APPROVED ANNUALLY</b>

Before entering the facility; the visitor must establish identification, secure any unnecessary belongings, be subject to search, and sign the visitor's log.

(a) Valid Identification:

- a. A valid Driver's License (United States)
- b. A State Identification Card (United States)
- c. A valid passport
- d. A valid United States Military Identification Card
- e. A valid Immigration Identification Card (green card)
- f. Any other valid identification card with a picture, physical description and signature.

(b) The visitor will sign the visitor log. When a visitor signs the log, the visitor will list their name, date, agency, time-in and the inmate's name.

(c) Items such as briefcases, audio and video recording devices, laptop computers, purses, smart phones and cameras are banned from the facility and non-contact attorney visiting booths, unless approved by the Facility Commander.

- a. These items are subject to search if approved by the Facility Commander.

(d) Official visits may be conducted in an interview room, a dayroom, multipurpose room, and a non-contact attorney visiting booth or any area specified by the shift supervisor.

(e) Inmates will be pat searched when moved from their cell for an official visit.

- a. Administratively segregated inmates are to be moved with 2 staff at all times to and from an official or court ordered visit.

(f) Upon completion of the visit; staff will secure the inmate and stand-by while the visitor leaves the area.

- a. Department members will use reasonableness and their discretion as to what type of search is conducted on the inmate before placement back into a housing unit or cell.

**Court Ordered Visit:**

(a) Department members will notify the shift supervisor when a superior court judge orders a visit for an inmate.

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<b>CHAPTER 3: Rights, Visiting, Rules &amp; Discipline, &amp; PREA</b>	<b>ISSUE DATE: 04/01/11</b>
<b>SECTION: Official &amp; Court Ordered Visits</b>	<b>REVISION DATE: 05/01/19</b>
<b>RELATED ORDERS:</b> PC: 2601(b), 4570, 4571, 4573.5, 4573.6, 4574 CCR MJS 15: 1062	<b>ADMINISTRATIVELY APPROVED ANNUALLY</b>

- (b) If the shift supervisor reviews the order and determines the visit to be within normal operating procedures, the shift supervisor will allow the visit to take place.
- (c) If the shift supervisor determines the court order to be unreasonable as it relates to staff, the inmate or facility security; the shift supervisor will notify the Facility Commander.
  - a. The Facility Commander may alter the court order to allow completion of the visit. The Facility Commander will define any special criteria and procedures for completing the visit.
- (d) The shift supervisor will note that the order was completed in the official visitor log and Sergeant's Watch Report.
  - a. Documentation of the completed order shall be retained in the inmate's pouch.

<b>Stanislaus County Sheriff's Department</b> Policy & Procedure Manual - Adult Detention Division	<b>3-02.05 GDP</b>
<b>CHAPTER 3:</b> Rights, Visiting, Rules & Discipline, & PREA	<b>ISSUE DATE:</b> 04/01/11
<b>SECTION:</b> Searching Visitors	<b>REVISION DATE:</b> 05/01/19
<b>RELATED ORDERS:</b> PC: 2601(b), 4570, 4571, 4573.5, 4573.6, 4574 CCR MJS 15: 1062	<b>ADMINISTRATIVELY APPROVED ANNUALLY</b>

## PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for searching visitors who are believed to be concealing weapons or in possession of contraband, controlled substances, escape instruments or similar items deemed illegal to possess.

## POLICY

All visitors are prohibited from possessing controlled substances, weapons, escape instruments, items deemed illegal to possess, or any item potentially capable of concealing weapons, controlled substances, escape instruments, or items deemed illegal to possess within the secure perimeter of the facility.

- (a) Any exceptions to this policy must be approved in writing by the Facility Commander.
- (b) Approval for visitors to possess such items inside of the facility, which could potentially impact facility security, must be based on clear justification.
- (c) All visitors attempting to enter the custodial facility shall be subjected to a metal detector search.

Where there is reasonable suspicion, based on specific and documentable facts, that any visitor is concealing a weapon, controlled substance or contraband or items deemed illegal to possess and that a strip search or a pat search could reasonably result in the discovery of these items; department members will advise the visitor they will not be allowed to enter the facility without first submitting to a pat search or an unclothed search.

- (a) The visitor is to be given the opportunity to leave the facility before being subjected to a search.
- (b) The type of search conducted shall be at the discretion of the shift supervisor and in accordance with established department search policies.

## DEFINITIONS

## PROCEDURE

Searching Visitors:

When a visitor refuses to submit to a pat down and thorough clothing search; documentation of the refusal shall be reported on an Authorization to Search form.

- (a) Department members will verbally advise all visitors of their right to refuse a search.

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<b>CHAPTER 3: Rights, Visiting, Rules &amp; Discipline, &amp; PREA</b>	<b>ISSUE DATE: 04/01/11</b>
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<b>RELATED ORDERS:</b> PC: 2601(b), 4570, 4571, 4573.5, 4573.6, 4574 CCR MJS 15: 1062	<b>ADMINISTRATIVELY APPROVED ANNUALLY</b>

- (b) The visitor is to be allowed to leave the facility.
- (c) The Facility Commander is to be notified of the incident in writing.
  - a. A copy of the completed Authorization to Search form and supporting incident reports, documenting the visitor's refusal to submit to being searched, shall be forwarded to the Facility Commander for review.
- (d) The visitor is to be denied visiting privileges until re-approved by the Facility Commander.
  - a. The completed Authorization to Search form and supporting incident reports shall be maintained at the facility where the attempted search occurred.

In the event that a visitor agrees to being pat searched; staff conducting the search will be of the same gender as the visitor. The staff member that conducts the search will generate an incident report to include the following:

- (a) The time, date and location where the search was conducted.
- (b) The name, gender and badge numbers of the staff members conducting or participating in the search.
- (c) The visitor's name, gender, date of birth, and California Driver's License number.
- (d) The reasonable suspicion and circumstances that produced the need to search.
- (e) A statement of the search results including a list of any items removed from the visitor.

In the event that a visitor agrees to a strip search, the following procedures are to be followed:

- (a) Note; an exact description of the circumstances causing reasonable suspicion for a strip search of the visitor should be well documented and supported on the Authorization to Search form.
  - a. The visitor is required to sign the Authorization to Search form.
  - b. The staff member conducting the search of the visitor is to be a peace officer of the same gender as the visitor and generate an incident report.
  - c. The report will articulate the reasons for the search and what, if anything was recovered. The Authorization to Search form is to be attached to the incident report.
  - d. The incident report will include:
    - i. The time, date and location where the search was conducted.

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<b>CHAPTER 3:</b> Rights, Visiting, Rules & Discipline, & PREA	<b>ISSUE DATE:</b> 04/01/11
<b>SECTION:</b> Searching Visitors	<b>REVISION DATE:</b> 05/01/19
<b>RELATED ORDERS:</b> PC: 2601(b), 4570, 4571, 4573.5, 4573.6, 4574 CCR MJS 15: 1062	<b>ADMINISTRATIVELY APPROVED ANNUALLY</b>

- ii. The name, gender and badge numbers of the staff members conducting or participating in the search.
- iii. The visitor's name, gender, date of birth, and California Driver's License number.
- iv. The reasonable suspicion and circumstances that produced the need to search.
- v. A statement of the search results including a list of any items removed from the visitor.
  - 1. Any items recovered during the search are to be recorded on the Authorization to Search form and the incident report.
- e. A copy of the Authorization to Search form and the incident report is to be retained at the facility where the search occurred.
- f. An entry shall be made in the Strip Search and Visual Body Cavity Search Log referencing the search and results of the unclothed search.
- g. In the event that the search produced a weapon, controlled substance or a similar item deemed illegal to possess; dispatch is to be notified and a patrol deputy requested to take a crime report.
  - i. The person searched is to be detained until a patrol deputy arrives and takes custody of the person.
  - ii. Any criminal conduct by a visitor may result in the visitor's arrest.

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<b>CHAPTER 3:</b> Rights, Visiting, Rules & Discipline, & PREA	<b>ISSUE DATE:</b> 04/01/11
<b>SECTION:</b> Special Visits	<b>REVISION DATE:</b> 05/01/19
<b>RELATED ORDERS:</b> PC: 2601(b), 4570, 4571, 4573.5, 4573.6, 4574 CCR MJS 15: 1062	<b>ADMINISTRATIVELY APPROVED ANNUALLY</b>

## PURPOSE AND SCOPE

This policy establishes procedures in which the Facility Commander or shift supervisor may grant approval for visits not defined within established visiting policies.

## POLICY

The Facility Commander or shift supervisor may approve a special visit at their discretion. A special visit is any visit not falling within an established visiting category or visiting policy.

- (a) A visitor who is granted a special visit will follow all rules pertaining to visitors.
- (b) When a special visit is approved, the Facility Commander or shift supervisor will define the criteria and the procedures in which the visit is to be completed.

## DEFINITIONS

- (1) Special Visit: a visit between an inmate and a visitor that is not defined by a specific visiting policy.

## PROCEDURE

Special visits may occur by video visiting, contact visiting, or non-contact visiting.

- (a) The special visit is to be noted as taking place in the Official Visitors Log, for record keeping and documentation purposes.
- (b) The inmate's security level is to be considered when defining the visiting method.
  - a. Inmates will not be called upon for translation.
- (c) Special visits should occur during regular visitation hours if at all possible.
- (d) The visit does not count against the inmate's total visits for the week.

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<b>CHAPTER 3:</b> Rights, Visiting, Rules & Discipline, & PREA	<b>ISSUE DATE:</b> 04/01/11
<b>SECTION:</b> Legal Server or Public Notary Visit	<b>REVISION DATE:</b> 05/01/19
<b>RELATED ORDERS:</b> PC: 2601(b), 4570, 4571, 4573.5, 4573.6, 4574 CCR MJS 15: 1062	<b>ADMINISTRATIVELY APPROVED ANNUALLY</b>

## PURPOSE AND SCOPE

This policy establishes procedures for a legal server or a public notary to serve an inmate legal documents.

## POLICY

Only legal servers or public notaries with current identification credentials are approved to serve legal documents within the detention facilities. A jail pass is not required, but their notary license and credentials must be current.

- (a) If a regular visitor requests this type of service, they are to be directed to mail the documents to the inmate or hire a legal server or public notary to formally serve the documents.

## DEFINITIONS

## PROCEDURE

Legal Server or Public Notary Service:

- (a) When a server is required to serve an inmate legal documents, the server will schedule the service through the facility operations sergeant if possible, but it is not required. The facility operations sergeant will define a specific location or process in which this service is to take place.
  - a. This service is conducted during regular visiting hours.
  - b. Service of documents is to be completed using the following method:
    - i. The server is escorted to the inmate's housing area:
      1. The server will complete service in one of the interview or multi-purpose rooms.
      2. Staff will stand by with the server until the process is complete.

Deputy Sheriff Service:

- (a) Upon request of a legal server or notary; Deputy Sheriff-Custodial personal are not to serve legal documents to inmates. Only Deputy Sheriffs from the Civil Division will complete the service of

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documents to an inmate. Legal servers or public notaries must arrange this service through the Civil Division.

Service using a non-contact visiting booth with a pass window:

- (a) The legal server or notary can complete service through a pass window in a non-contact visiting booth.
  - a. The server is directed to the specified visiting room.
  - b. Staff will move the inmate to the visiting room. Staff will unlock the pass window and stand by with the inmate until service is complete.
  - c. Staff will lock the pass window and move the inmate back to their assigned housing location once service is complete.