

PENOBSCOT COUNTY SHERIFF'S OFFICE

TITLE: VISITS FROM FAMILY AND FRIENDS

NO. F-151

EFFECTIVE DATE: October 6, 2016

Page 1 of 2

APPROVED BY: *Sheriff Troy Morton™*

STANDARDS: K.13 K.14

I. POLICY

Inmates of the Penobscot County Jail have the right to visit with family, friends and others in a manner that is consistent with the security and safety of the Jail.

II. PROCEDURE

Procedure A: Visits from Family and Friends

- 1) Inmate visits with family, friends and others will be conducted in accordance with Policy F-150: Inmate Visiting. Special visits, outside of regular visiting hours shall be managed on a case by case basis.
- 2) Inmates must be incarcerated for four (4) days in the Penobscot County Jail before they are eligible for a visit. An inmate incarcerated in the Penobscot County Jail (minimum four [4] days), who is transferred to another facility (without break in custody) and then returned to the Penobscot County Jail within thirty (30) days, is eligible for visits. Inmates being admitted directly from another correctional facility must complete the four (4) day waiting period.
- 3) The Corrections Officer(s) will ensure that visits are conducted according to inmate classification assignments and/or special management needs:
 - a) Minimum, medium and maximum security inmates are permitted non-contact visits; and
 - b) Special Management inmates may be permitted visits pursuant to Policy D-243: Special Management Inmates.
- 4) At a minimum, inmates will have the opportunity for at least two hours of visiting each week, to include at least one weekend day and one evening during the week. The scheduled days and times for inmate visits shall be posted in the lobby. The Control Officer will not allow visitors to enter the lobby through the public entrance until forty-five (45) minutes before the first visiting session is scheduled to begin. Visitors must be signed in at least fifteen (15) minutes before to the visiting session is scheduled to begin (i.e. 1830 hours for session beginning at 1845 hours).
- 5) Visiting sessions will commence fifteen (15) minutes before the hour and shall be forty-five (45) minutes in length. A minimum of two (2) sessions, but no more than four (4) sessions, will be conducted on any one (1) night. Inmate Helpers assigned to the kitchen are ineligible for the first visiting session.
- 6) Inmates will only be allowed to participate in one (1) visitation session on any given visitation night.

- 7) Unless space is available, jail personnel will not allow more than two (2) adults to visit with an inmate at any given time during a scheduled visit.
- 8) If an inmate has more visitors than allowed in at a given time, and/or the visiting time is to be split between the visitors.

Procedure B: Approved Visitation

- 1) For each visitor eligible to visit, the Corrections Officer will complete the Visitor Log Table of the PSIMS.
- 2) Prior to the completion of the visit, the Corrections Officer will conduct a warrants check (Local and NCIC) for each visitor.
- 3) If a warrant is discovered, the Corrections Officer will confirm with Communications that the warrant is active. If the warrant is active, the Corrections Officer will notify the Shift Supervisor who will ensure that the visitor is arrested and taken into custody by a duly-commissioned officer.

Procedure C: Non-contact Visitation

- 1) All visitors are subject to approval prior to being allowed to visit. Visitors must show proof of age and identity and, if a former PCJ inmate, meet the conditions outlined in Policy F-156: Visits by Former Inmates, before being authorized to visit. Corrections Officers will not allow unapproved individuals to visit inmates..
- 2) For inmates eligible for visitation, a list of up to six (6) adults will be maintained. A list of the inmate's birth and/or adopted children (no limit) approved (in accordance with Policy F-155: Visiting by Persons Under Eighteen) for visitation will also be maintained.
- 3) Inmates may obtain a Request for Visitation Form (Form F-151.1) from the Housing Officer. It is the inmate's responsibility to gather the required information. Once the form has been completed, it will be forwarded with photocopies attached to the Housing Officer. The Housing Officer will review and return any incomplete requests. The Housing Officer will forward all properly completed requests to the Programs Division.
- 4) The Programs Corporal will ensure that checks for warrants and previous incarcerations are conducted, before giving final approval of visitors. Once approved, a ID number will be issued and a list will be established with the visitor's name, date of birth and ID number. The list will be provided to the Jail Clerical Specialist for use when scheduling visits
- 5) All requests for Visitation will be processed within five (5) business days and the inmate will be notified in writing of the results. It is the inmate's responsibility to inform visitors that they have or have not been approved for contact visitation.
- 6) Inmates will be given the opportunity to revise his/her Visitation list every thirty (30) days.