

PENOBSCOT COUNTY SHERIFF'S OFFICE

TITLE: INMATE VISITING

NO. F-150

EFFECTIVE DATE: February 5, 2009

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APPROVED BY: *Sheriff Glenn Ross*

STANDARDS: K.12 K. 15 K.16 K.20

I. POLICY

Visits from family members, friends and others are beneficial to both the inmate and the Penobscot County Jail. Visiting provides the inmate with the means by which he/she can keep in contact with his/her family and friends and receive professional help to cope with personal and legal problems. The Penobscot County Jail provides suitable visiting areas necessary to provide scheduled visiting for the number of inmates housed in the facility.

Visiting helps to reduce the tension and anxiety of confinement. Inmates have the right to visit, with limited privacy, with family, friends and others, consistent with the security of the Penobscot County Jail and the safety of visitors, inmates and jail personnel.

II. DEFINITIONS

Contact Visit: A visit in which limited physical contact between the inmate and the visitor is permitted.

Non-Contact Visit: A visit in which physical contact between the inmate and the visitor is not permitted.

III. PROCEDURE

Procedure A: Inmate Visiting, General

- 1) Jail personnel will not deny an inmate his/her right to visit unless there is reasonable belief that said visit would violate the security of the Penobscot County Jail or endanger the safety of inmates, visitors or staff.
- 2) The Corrections Officer will ensure that visits are conducted according to inmate classification assignments which may include non-contact and/or contact visits. All visits will be conducted under staff supervision.
- 3) The Jail Administrator will ensure that visiting rules and hours are posted in the visiting and lobby areas in plain view.
- 4) No audio or visual recording devices will be allowed during visits except for attorneys whom have obtained prior approval from the Shift Supervisor.
- 5) The Activities 1 Officer will notify the appropriate Housing Officer who will ensure that the inmate(s) to receive a visit is (are) brought to the elevator/or stairs as directed. The Housing Officer will ensure that the inmate(s) is (are) patted down and that they bring nothing out of the housing unit except legal mail/materials for a legal visit or religious material for a religious visit.
- 6) The Escort Officer will escort inmates receiving visitors to the visiting area according to the inmate's classification.

- 7) After visits, inmates will be escorted to their appropriate housing floor where they will be met by the Housing Officer(s) who will return the inmates to their respective housing units.
- 8) Non-Contact Visits: After visits, all inmates will be searched by the Housing Officer before being returned to their housing unit. This may include a strip search.
- 9) Contact Visits: After visits, all inmates will be strip searched (Exception: contact visits with religious volunteers and all other programs will be subjected to random strip searches) by Corrections staff in the Intake Area before being returned to their housing unit. The Booking, Escort and/or Activities Officer(s) will, if available, assist in strip searching inmates after contact visits.
- 10) Media Visits: Inmates wishing to be interviewed by members of the media may do so only under the following conditions:
 - a) Prior approval has been given by either the Jail Administrator or Sheriff.
 - b) Permission will not be granted for an inmate interview to complain about the operations of the jail. The inmate has an established legal outlet for such correspondence.
 - c) That the inmate has provided an inmate request form requesting permission to be interviewed by the media.
 - d) Telephone communications between the media and inmate shall be through the normal inmate phone system or mail. Unless otherwise authorized, no special arrangements shall be made for inmate media telephone calls.
 - e) No interview shall be allowed without the express written consent of the inmates's defense attorney.
 - f) Newspaper media may interview without electronic audio/visual devices during a regularly scheduled inmate visit provided it is consistent with this policy.
 - g) Inmates being recorded by electronic media will be accompanied by a Corrections Officer for security purposes. The officer is not responsible for the content of the inmates words to the media.
 - h) Media personnel will be treated as a professional visitor.
 - i) All interviews shall be within the secure confines of the jail.

Procedure B: Receiving Visitors

- 1) Visitors will enter the jail through the public entrance.
- 2) Written visiting rules governing visitors' conduct and responsibilities shall be posted in the lobby. A visit maybe refused or terminated if there has been a violation of the visiting rules or there is reasonable belief that the visitor poses a threat to the safety or security of the facility, staff or inmate.
- 3) All visitors must be at least eighteen (18) years of age (Exception: Procedure B.5) and be positively identified before being allowed to visit. If there is a question regarding the age or identity of the visitor(s), the Corrections Officer will require the visitor(s) to show proof of his/her age/identity prior to being allowed a visit. Proof of age/identity may be in the form of:
 - a) State driver's license;
 - b) State identification card;
 - c) Approved agency identification card;
 - d) Military identification card; or
 - e) Valid Passport

- 4) The Corrections Officer will hold all visitors in the lobby until they have been cleared for visits.
- 5) The Corrections Officer will allow a visitor under the age of eighteen (18) to visit an inmate in accordance with Policy F-155: Visiting by Persons Under Eighteen.
- 6) The Corrections Officer will not allow any visitor who appears intoxicated or "acting out" to visit with an inmate.
- 7) The Corrections Officer will require that all visitors secure their property (lockers are provided). If a locker is needed by the visitor, the Corrections Officer will issue a token to the visitor and note the locker number next to the visitor's name on the visitation log. The visitor will maintain possession of the key. Key will remain in the visitor's pocket (failure to do so shall result in termination of the visit) or, if no pocket, will remain in the Control Room drawer.
- 8) The Corrections Officer will electronically search all visitors (except attorneys) before entering the secure perimeter. If there is reasonable belief that a visitor may be trying to pass contraband, a pat search may be conducted.
- 9) Visitors will leave the jail through the public entrance upon completion of their visit, unless notified to do otherwise.
- 10) Before leaving the jail, visitors will retrieve any secured personal property. Any unauthorized items or personal property which the visitor fails to collect following visitation with an inmate may be destroyed. After each visitation session, the Corrections Officer will ensure all lockers are empty and locker keys are returned. Master key to the lockers is maintained on the outside visit key ring.
- 11) When contraband is found, the Shift Supervisor will be notified. Contraband shall be handled in accordance with Policy D-220: Search Procedures.

Procedure C: Supervising Inmate Visits

- 1) The Corrections Officer will search the visiting area before and after each visiting session.
- 2) The Corrections Officer will supervise visits in a manner that reasonably ensures the privacy of both the inmate and visitor, without compromising the safety and security of the facility. Corrections Officers assigned to supervise visits shall remain in the visitation area.
- 3) The Corrections Officer supervising visits will ensure that all inmates and visitors comply with the visiting rules.
- 4) If a disturbance should take place during a visit, the Corrections Officer supervising visits shall take the necessary steps to bring the situation under control. The Shift Supervisor will be notified of the situation as soon as possible. Corrections Officers involved in the incident shall document the situation and any action taken.
- 5) Contact Visitation: Inmates will be seated before visitors are brought to the area. Visitors will enter the contact visiting area one (1) at a time and will be seated across from the inmate before additional visitors are allowed in the area. There will be no contact between the inmate and his visitor(s) during the visiting session. At the end of the visit, one at a time, the inmate and visitor(s) will be directed to leave the room. They may briefly embrace and kiss upon exiting the contact visiting room, in the presence of a Corrections Officer.

Procedure D: Documentation of Visitation

- 1) The Corrections Officer conducting visitation according to Policy F-151: Visits from Family and Friends will ensure that the following information is recorded in PCLES:
 - a) Name and ID Number of inmate visited;
 - b) Visitor's Name and address(Street & Number, City/Town, State);
 - c) Visitor's Date of birth;
 - d) Visitor's relationship to the inmate;
 - e) Visitor's telephone number;
 - f) Date of visit; Time visit begins and ends;
 - g) Type of visit (contact or non-contact) and;
 - h) Locker Key number (can be entered in PCLES under comments)

- 2) The Corrections Officer conducting visitation according to Policy F-152: Visits From Professionals and Policy F-153: Special Visits will ensure that the following information is recorded in the Intake Log:
 - a) Name and ID Number of inmate visited;
 - b) Visitor's Name;
 - c) Reason for visit;
 - d) Date and place of visit;
 - e) Time visit begins and ends; and
 - f) Type of visit (contact or non-contact).

- 3) When an inmate and/or visitor is denied a visit or the visit is terminated, the Corrections Officer denying or terminating the visit will document the incident, with a copy to the inmates' file. Notation in the Intake Log will be made of the denial/termination and the reason why. When appropriate, the Corrections Officer will initiate disciplinary procedures.

- 4) When an inmate refuses a visit, a refusal slip will be completed by the Corrections Officer and signed by the inmate. The completed slip will be placed in the inmate's file. Notation in the Intake Log will be made of the refused visit.