

MORROW COUNTY SHERIFF OFFICE POLICY AND PROCEDURES MANUAL CORRECTION DIVISION	
SECTION: Communication, Mail, and Visitation 15-02	TITLE: Inmate Visitation
REFERENCE: Ohio Jail Standards 5120:1-8-07	EFF. DATE: January 1, 1996 REV. DATE: July 7, 1998 October 15, 1998 September 9, 1999 December 22, 2008 09/08/2015, 05/05/2017

I. POLICY:

Inmate visitation (family members, friends and professionals) provides a means by which the inmate can maintain contact with family and friends and receive professional consultation to cope with personal and legal problems.

Visits shall be restricted only if the jail administrator or designee determines that a visit is a threat to safety, security or best interests of the jail. The jail administrator or designee shall document restrictions in writing.

Visits between inmates and members of the public shall be monitored And may be recorded by any means for safety and security reasons.

Visitors shall be required to provide valid identification.

II. PROCEDURE:

A. Non-Contact Visits/Non-Professional

1. All visitation shall be done by video visitation. The visit must be scheduled at least 12 hours in advance. All visits will be terminated 10 mins after the visit was scheduled if the visitor fails to log in online.

2. Non-contact visits will be held in the Visitation Area located in the public lobby as well as online via internet. An inmate entrance is located within the security perimeter. The area is located just inside the lobby. This area can be observed from the booking office without listening to conversations yet maintaining security and is secure that physically separates the inmate and visitor with capability for two-way conversation and non-obscured and/or video visitation.

3. Visitation Requirements:

- a. Visitors are required to be 18 years of age, or if under 18, to be accompanied by a parent or guardian. A legal spouse that is under 18 years of age may visit if they show legal proof of marriage. Visitors shall register upon entry into the jail lobby. The registry shall include the date, visitor name, inmate visited and length of the visit.
- b. Persons with criminal records shall not be excluded from visiting.
- c. Persons shown, by substantial evidence, to constitute a threat to the inmate or security of the jail will be excluded from visitation privileges.
- d. Intoxicated (drugs or alcohol) visitors will not be allowed to visit an inmate.
- e. Persons on Probation/Parole will not be allowed to visit without written permission from their Probation/Parole Officer.
- f. Parents are responsible for the conduct and safety of their children. Disruptive behavior by children is grounds for termination of the visit.
- g. Visitors may be subject to a search upon entering or leaving the facility.
- h. Loud, disruptive, or inappropriate behavior is grounds for termination of the visit.
- i. Corrections staff has the authority to seat visitors or inmates at their discretion..
- j. Visitors are expected to wear appropriate attire. The Visitation Officer has the right to deny visitation for inappropriate attire.
 1. No see-through clothing
 2. No provocative shorts (such as short-shorts, Speedo's etc.)
 3. No clothing with gang/club insignia
 4. No clothing with obscene gestures and/or language

5. No tank tops, tube tops, or muscle shirts
 6. No bare midriffs
 7. Shoes must be worn
 8. Shirts must be worn
 9. Appropriate undergarments must be worn (bra, slip underwear)
 10. Skirts and dresses must be at the middle of the knee
- k. Personnel supervising visits may give a verbal warning to inmates or visitors who fail to comply with the Jails' visitation rules. If a rule is broken for a second time, the visit will be terminated and the visitor(s) will be asked to leave. Some violations will not require a warning.
3. Number of visitors: 1 adult and 2 children or 2 adults and 1 Child or 3 adults.

Visitation times / scheduling procedures:

The jail shall provide general visitation hours that provide inmates the opportunity for thirty minutes of visitation per week. If the jail utilizes video visitation, it will provide weekly general visitation hours that are supported by the visitation system utilized, no less than twenty minutes per per visit. A schedule of visiting hours shall be posted in inmate and visitor areas or the jail website.

Inmates will be permitted 2 hour a week in 30 minute blocks, unless circumstances dictate a temporary suspension of visitation. Visitation will be allowed 7 days a week and times: 8am - 11am, 1pm - 2pm, 6pm - 8pm

The visiting times and rules will be posted in the public lobby Area, in the Inmate Rules and Regulations and on our website.

- A. visitor must make an appointment by scheduling online or in the lobby on the visitation kiosk.
- B. For video visitation in the lobby, each visitor will be Positively identified at the inmate information window and Then be directed to the visitation kiosk.
- C. No cell phones are permitted during visits.
- D. Proper identification:
 1. Driver's License
 2. Ohio I.D. Card

3. Military I.D.
4. Valid verifiable photo identification card
5. Valid Passport

b. If questions arise over what constitutes acceptable identification, the Shift Supervisor/O.I.C. shall be contacted and resolve all issues.

5. Visitor Registration / Log Book:

- a. All visitors are required to register online.
- b. A computerized log will be maintained. The computerized log will note the name of the inmate, visitor's name, relationship to the inmate, the time the visit is scheduled and the time the visit ends. The information in the computerized log will be entered into the inmate's computer record.

6. Viewing of visitation:

The jail administrator or designee will monitor all scheduled visits. Any misconduct will result in the visitor losing the privilege of visiting any inmate in the facility.

7. Search of Visitors:

- a. A sign shall be posted in the lobby warning the general public that any person who attempts to bring contraband, weapons or otherwise violate the security of the jail shall be subject to a search and prosecution.
- b. A pat search may be conducted under the conditions cited in "7.a" above (with the Shift Supervisor/O.I.C. approval). Males will search males and females will search females. The visit will be denied if contraband or weapons are found on the visitor.

The Shift Supervisor/OIC shall be summoned and the visitor turned over to them for the filing of criminal charges.

- c. Inmates shall be informed in writing that the visit was denied including the rationale for denial.

B. Special Visits and or Contact Visits:

1. Eligibility for Special Visit and or contact visits: Any special visit must be approved by the Sheriff or Jail Administrator. All visits, whether approved or denied, will be documented by utilizing the **Special Visit Request** form. This form will be completed by the Shift Supervisor/OIC and forwarded to the Jail Administrator for approval or denial. This document will be on file in the inmate file and visitation log. Visitors

shall give at least twenty-four (24) hours' notice of when they would like the special visit. Such visits will be conducted in the visitation area. Special visits may be granted when:

- a. An event of personal significance has occurred for the inmate (i.e., death of spouse, sibling or parent), and the visit may help to reduce the ill effects of the event on the inmate.
- b. Other such circumstances which have prevented a visit from taking place at the regular scheduled time. No personal property or money will be taken or handed out during any visiting periods.

C. ICE detainees/Inmates may make requests for contact visits using the Special Visit Request form. These contact visits must be approved by both the Sheriff or Jail Administrator and the ICE Field Office. Due to the approval being needed by ICE these requests must be made three (3) business days in advance of the requested visit.

Procedures for Special/Contact visits:

Conducting the Visit

a. Once the visitor has been checked into the system the Visitation Officer will contact the Control Room Officer. The Visitation Officer will prepare the inmate who has visitors for movement to the visitation area. The Visitation Officer will deliver the inmate to the visitation area. The visitor will be searched before entering the jail and taken to the contact visitation room.

b. Minimum Security inmates will be called via the housing officer to report and an officer will escort the inmate to the visitation area.

c. The shift supervisor or designee shall supervise visitation in a manner that he can visually observe visit without overhearing the conversation, observation can be done either from booking at the reception area or from the hallway outside the inmate entrance to visitation.

d. The Officer will notify the inmate when their sixty (60) minute visitation period has ended and will return the inmate to their assigned housing unit. The escorting Officer will conduct a pat search of the inmate before the inmate re-enters the housing pod. A strip search will be conducted if necessary in the dress out room (in booking).

e. Children of visitors will not be left unattended by the visitor in the Jail Lobby.

C. Professional Visits - Attorneys, Bondsmen, Doctors, Clergy

1. Professionals will be permitted to visit inmates at any reasonable hour, day or evening, after presenting proper credentials and identification to the Shift Supervisor/O.I.C. Professional visitors and their personal property will be subject to search prior to entering the security perimeter. Refusal to allow the search will result in refusing the visit. Visits that are refused will be documented in the daily jail log, an incident report made out, and submitted to the Shift Supervisor.
2. Professional visits will be recorded in the daily log. The professional's name, title and the date and time of arrival and departure will be recorded.
3. Attorney visits will be given priority as long as there is no breach of security occurring in the facility. The visit will occur/continue as soon as the situation is under control.
4. Professional visiting will be held in the Attorney/Counseling room near Visitation. This room is equipped with lighting a minimum of 20 foot candles and a surveillance camera (no sound) to ensure security. The room is also equipped with an intercom to contact the Control Room if required.
5. There will be no time limitation on professional visits.
6. Every effort will be made to accommodate professional visits, as long as jail security is not compromised and levels of staffing are adequate to move inmates and provide security.
7. Jail personnel will consider professional visits confidential. Jail personnel will remain in the immediate area, but outside of the visiting room.
8. Inmates shall be searched (pat or strip) after a visit and prior to being returned to the housing area. All papers will be searched to prevent entry of contraband into the jail.
9. Law enforcement officials that are not members of the Morrow County Sheriff's Office or the arresting agency must have permission from the Jail Administrator before visiting an inmate.

D. News Media Interviews and Tours

1. The public and the media will be informed of operations and events within the facility's areas of responsibility.
2. The privacy of detainees and staff will be protected, including the right of a detainee to not be photographed or recorded. Media representatives shall obtain a signed release from the detainee before photographing or recording his or her voice.
3. Before a tour of an area housing ICE detainees or an interview of an ICE detainee is conducted the media representative must

have approval of both the ICE Field Office Director and the Sheriff.

4. Reasonable and necessary interaction with the news media will be provided while maintaining the security and safety standards, control, supervision and oversight of all inmates confined to this facility.

E. Suspension and/or Termination of Visits:

1. Visiting privileges will be suspended only by the Jail Administrator except where the suspension is imposed as part of a formal disciplinary proceeding. Prior to the suspension of a visit a written notice shall be given to the inmate stating the reasons for and the length of suspension.
2. A visit may be terminated or denied under the following circumstances:
 - a. Visitor(s) are under influence of drugs/alcohol.
 - b. Visitor(s) refuse to submit to search procedures.
 - c. Visitor(s) refuse or fail to produce sufficient identification.
 - d. Visitor(s) do not prevent children from disturbing other persons in the visiting area.
 - e. The visitor has a past history of disruptive conduct at the jail.
 - f. The inmate refuses the visit.
 - g. Visiting restrictions have been placed on the inmate for reasons involving discipline or security.
 - h. The visitor fails to log in online for the scheduled visit.
 - i. Other reasons exist for denying, terminating, or suspending a visit which are necessary to preserve the security of the jail and order in the visiting area.
 - j. Whenever a visit is terminated a report will be prepared by the Correction Officer taking the action. The report shall state the specific reasons for the action.

III. Restoration of Visitation

In the event that visitation is temporarily suspended due to safety/security issues visitation will be restored as soon as the safety and security of the visitor(s) can be ensured. In the event of a weather emergency visitation will resume as soon as weather conditions permit.

SPECIAL VISIT REQUEST

Inmate Name: _____ I.D. # _____

Visitor(s) Name: _____

Reason for Visit: _____

APPROVED

DENIED

If denied, reason: _____

Shift Sergeant/OIC: _____

Jail Administrator: _____

Date: _____