



LEON COUNTY SHERIFF'S OFFICE

Standard Operating Procedure 450.K12 Visitation

EFFECTIVE:	REVISED:	RESCINDS:
1 October 1999	02 March 2018	06 April 2017

A. PURPOSE: The purpose of this procedure is to establish guidelines for Inmate Visitation.

B. SCOPE: This procedure shall apply to all Corrections members.

C. POLICY: It is the policy of the Leon County Detention Facility to encourage inmates to continue contacts with family, friends and others in the community that may assist with adjustments to incarceration and re-entry into the community. The facility shall provide procedures and assistance for visitation. Inmates in general population are allowed at least two hours of visitation per week and may have visitors at any time during normal operation of the program [FCAC 12.10, FMJS 9.04(a)]. Inmates shall be allowed visits by authorized persons as outlined in this written directive [FMJS 2.10(g)].

D. DEFINITIONS:

ATTORNEY - Shall mean Public Defender, Assistant Public Defenders, Conflict Attorneys or Private Attorneys.

MEDICAL PROFESSIONALS - Shall mean Medical Doctor, Psychologist, Psychiatrist and Licensed Certified Social Worker.

E. PROCEDURE:

1. General Information

- a. Visiting hours, and rules and regulations governing visitation conduct within the Leon County Detention Facility, are prominently posted in the Visitor Lobby [FCAC 12.09]. Facility rules and regulations will be made available to inmates upon being received into the facility [FMJS 9.04(a)].
- b. For purposes of this written directive inmate visitation will be viewed as contact, booth, conference call, video or hospital.
- c. Inmates that are allowed visits by family and friends are limited to thirty minutes each. Inmates who are being confined in special housing pods are restricted to two (2) visits per day.

- d. During the admission process, the Booking Unit will enter at least one, and up to five visitors names chosen by the inmate, into the Detention Facility Management System (JMS) for immediate approval to visit. Inmates may change their visitors list on the last day of each month, if desired.
- e. Friends and family who are authorized to visit are only allowed to visit the designated inmate and will only be allowed to visit one inmate per day.
- f. The Detention Facility Chief or designee may authorize visitation, when exigent or extenuating circumstances exist or deny a visitation in order to maintain the safety, security, and/or good order and discipline of the facility. All denials of visitation shall be documented, indicating why the visit was denied [FMJS 9.04(a)].

2. Identification

- a. Visitors shall be required to present a driver's license or other official picture identification, which must include their date of birth. Birth certificates or Social Security Cards shall not be acceptable as valid identification. Visitors' information shall be entered into the visitation system. This documentation shall include, but not limited to:
 - 1) The inmate's name and location within the facility; and [FMJS 2.09(a)]
 - 2) The visitor's name, address, phone number, relationship to the inmate and date and time in and out [FCAC 12.11, FMJS 2.09(a)].
- b. Lobby staff will retain all visitors' I.D. and issue them a visitor pass. A photograph of each visitor will be entered into the visitation system.
- c. Lobby staff shall do a JIS warrants check on each visitor. In the event a visitor has an active warrant in the system, the Watch Commander or designee shall be notified. Designated personnel will respond to the lobby and affect the arrest.
- d. Law Enforcement Officers and Officers of The Courts (Judges, Attorneys, Prosecutors etc.) shall be required to identify themselves by presenting their official identification and also a picture identification, if their official identification lacks a photograph.
- e. Lobby staff shall document the length of the visit and if the visit was a contact or non-contact visit [FCAC 12.11, FMJS 2.09(a)]

3. Contact (Barrier-Free) Visitation

- a. It shall be the Standard Operating Procedure of the Leon County Detention Facility to allow attorneys and medical professionals contact visitation with an inmate client pursuant to the procedures stated herein.

- b. Attorney investigators and paralegals possessing a letter stating the name of the attorney, the investigator or paralegal visiting and the inmate being represented will be allowed if space is available. In either case all procedures for attorneys will still apply.
- c. The schedule for the Public Defender's Office shall be Tuesday and Thursday from 9:00 a.m. until 11:00 a.m.
- d. The schedule for Conflict Attorneys and Private Attorneys shall be Monday from 9:00 a.m. until 11:00 a.m., and Wednesday from 2:00 p.m. until 4:00 p.m.
- e. The schedule for medical professionals shall be Monday thru Friday.
- f. The attorney/medical professional shall reserve a specific time period for a specific date with a specific inmate. The attorney/medical professional shall be responsible for staying within the prescheduled time period. No contact visit shall run longer than the prescheduled time period. Trading or transferring prescheduled time periods shall be prohibited. Visitation with inmates other than the inmate for which the time period was reserved shall be prohibited.
- g. A twenty-four (24) hour advance scheduling notice shall be required prior to an attorney/medical professional contact visitation, unless specifically authorized by the Detention Facility Chief or designee.
- h. Scheduling shall be made by contacting the Detention Facility Lobby Supervisor or designee.
- i. Requests by attorney/medical professional for contact visits after the referenced hours of operation (for contact visits) or on weekends shall be granted providing the requesting party articulates a necessary reason for the visit that justifies exigent or extenuating circumstances. Security shall be provided as an extra-duty detail and will be handled in accordance with the provisions outlined in Sheriff's Office General Order 22.3.
- j. Contact visitations that have been appropriately scheduled shall be held in designated Conference Rooms.
- k. Attorney/medical professional authorized to conduct contact visits must sign a Release of Liability Form relieving the Sheriff of Leon County of any and all liability. If the attorney/medical professional refuses to sign the Release of Liability Form, visitation shall be held in an Attorney/Inmate Visitation Booth. The Release of Liability Form shall be provided by Detention Facility staff at a time prior to the attorney/medical professional entering the secured areas of the Detention Facility. The attorney/medical professional may sign one form which will serve as a permanent release.

- I. Attorney/medical professional admitted into the Detention Facility for purposes of a contact visit:
 - 1) Shall be through the Detention Facility lobby;
 - 2) Shall present their Florida Bar Card, official credentials and a Picture identification which shall be copied by Detention Facility staff before the attorney/medical professional is allowed a contact visit;
 - 3) Shall register on the official visitor registration log;
 - 4) Shall be required to clear the walkthrough metal detector;
 - 5) Shall be issued a visitors badge which shall be worn by the individual while inside the Detention Facility;
 - 6) Shall leave all documents intended to be delivered to the inmate with visitor lobby staff in order to facilitate proper logging in, inspection, and distribution. Each item must be sealed (in an envelope etc.), and marked with the inmate's name, SPN and the name of the party leaving the item.

4. Security

- a. All brief cases, bags, packages and documents brought into the facility by attorney/medical professional and other non-law enforcement visitors shall be visually inspected for contraband and weapons by lobby staff before being allowed into the secure areas of the Detention Facility. Such inspections shall be conducted by designated staff in accordance with approved methods, practices and protocol.
- b. Contraband which is nuisance in nature (against Detention Facility rules but not illegal) is not allowed.
- c. The discovery of weapons, improvised explosive devices, or any item or device deemed as dangerous shall be reported immediately to the Lobby Supervisor and Watch Commander on duty.
- d. If deemed necessary, the visitor lobby shall be evacuated to protect staff and visitors. Weapons, improvised explosive devices, suspected illegal drugs or unlawful contraband discovered shall be seized by authorized personnel and appropriate criminal charges shall be pursued.
- e. Visitors who refuse to sign in, submit to a search as previously described or violate facility rules will not be permitted access to the facility.
- f. Documents shall not be read by Detention Facility staff, but shall be inspected for contraband before delivery to the inmate.

- g. Documents shall not contain staples, paper clips, alligator clips or any other item that may be considered contraband.
- h. Detention Facility staff will not supervise contact visits between attorney/medical professional and their clients. At the conclusion of the prescheduled time period, Detention Facility staff will escort the attorney/medical professional out of the secured area of the Detention Facility.
- i. The attorney/medical professional shall be required to sign out on the official visitor registration log and return the visitor badge before leaving the Detention Facility lobby.
- j. Inmate family members and friends shall not be allowed contact visitation with the attorney/medical professional.
- k. An attorney/medical professional who abuses these regulations may be subject to revocation of the contact visitation privilege.
- l. An attorney/medical professional shall not be allowed a contact visit with more than one inmate at the same time.

5. Attorney Booths

- a. Attorneys, their investigators/staff, medical professionals, or others approved for the use of a private booth for visits shall be required to exchange their picture I. D. in order to receive a visitor booth key. Approval to use an Attorney Booth may be granted by the Lobby Supervisor or higher authority for the following:
 - 1) Attorneys and/or their authorized representatives;
 - 2) Clergy as approved by the Chaplain, Bureau Commander or higher authority;
 - 3) State and local officials;
 - 4) Others as authorized conducting official business.
- b. Upon completion of the visit/interview, the visitor shall return to the visitor lobby, sign-out and return the attorney booth key.
- c. Attorneys are authorized access to attorney booths for the purpose of attorney client visitation Monday through Sunday, between 0500 and 2330 hours. No visitation or visitation related movement of inmates is authorized between 2330 and 0500 hours.
- d. Non attorneys are only authorized to access attorney booths, designated for official business, Monday through Sunday, between 0800 and 2000 hours. In the event that a non attorney is conducting a visit at 2000 hours, they will be directed to vacate by authorized agency personnel.

6. Attorney Video Booths (Video Visitation)

- a.** Attorneys or others who are authorized to use the Attorney video booth (Attorney video link) for visitation shall do so under the following provisions:
 - 1)** The attorney video booth program/service will only be available from 0500 to 2330 hours seven (7) days a week.
 - 2)** Visitors using this program/service may only see one inmate at a time.

7. Document Signatures

- a.** Housing areas with visitation booths are equipped with a document pass through. Individuals requesting inmate signatures on documents shall make the request through visitor lobby staff at the time they sign in. Arrangements for the service shall be made by a supervisor and will be coordinated with the correctional officer in the effected housing area. This service may continue during periods of pod lock downs as necessary, as authorized by the Watch Commander or higher authority.
- b.** A Correctional Officer shall be responsible for security of the program including, securing the pass through after each use and searching the inmate and the immediate area for contraband once the visit has concluded. A supervisor shall be responsible for controlling the pass through flap in "G" pod or other designated high risk pod(s).
- c.** The correctional officer responsible for security of the housing area shall be present when the pass though is unsecured. Items passed through the flap shall be inspected for contraband, by the attending Correctional Officer, prior to the inmate taking possession for signature(s) and review. Items will not be dropped off to inmates via the pass though, but shall be handled as outlined on page three (i, 6) of this S. O. P.

8. Restrictions

- a.** Inmates may have their visitation privileges revoked for disciplinary reasons.
- b.** Limited visitation for high risk inmates may be permitted as determined by the Detention Facility Chief or designee, as required for the security and order of the facility.
- c.** Permission for any person to visit may be denied if they have participated in any of the following activities:
 - 1)** Introduced or attempted to introduce contraband into the facility;
 - 2)** Assisted or attempted to assist an escape from the facility;

- 3) Committed serious or repeated violations of facility regulations during previous visits;
 - 4) If either the inmate or prospective visitor has given false information or has attempted to conceal the identity of the prospective visitor in order to obtain visiting privileges.
- d. Visits by the public may be denied on the basis of the prospective visitor's history of criminal convictions, rule violations or information supported by specific, objective facts that the visit would result in further criminal activity or rule violations. Documentation of such actions shall be forwarded to the Detention Facility Chief [FMJS 9.04 b].
- e. Inmates housed in the medical unit may have video visitation as permitted by their physical condition or as recommended by the Health Care Authority.
- f. Individuals **MUST** have reached their sixteenth (16th) birthday in order to be authorized to visit an inmate. Parents who have notified agency staff in writing that they do not want their minor child to visit an inmate will be denied visitation. Inmates housed in pods N, O, P and Unit Five (5), may have video visitation with children 15 years old and under. Visitors 15 years old and younger must be accompanied by their parent or legal (court appointed) guardian at all times while in the video visitation area. The parent or legal guardian is responsible for the child's conduct at all times. A certified copy of the birth certificate with the parents' names on it is required on the first visit. Court appointed guardians need to bring the original court ordered paperwork signed by a Judge, which names them as the child's guardian or notarized authorization of custody of child on their first visit. Only one child per adult is allowed to visit at a time per visit. At no time will the child be left unattended by an adult. The child must be listed on the inmate's visitation card in order to visit. Visitors under the age of 16 are prohibited in all other housing areas.

9. Employee/Family Visitation

- a. Employees who learn of an immediate family member's incarceration at the Detention Facility shall notify their supervisor as soon as practical. The supervisor shall notify their chain of command as soon as practical. The employee will not be allowed to supervise the incarcerated family member. Immediate family shall be defined as: father, mother, spouse, children, brother, sister, grandparents and grandchildren.
- b. Employees wishing to visit an incarcerated family member shall notify the Detention Facility watch commander or higher authority of their desire to visit. Such requests may be denied for extenuating circumstances. Authorized members will be processed in the same manner as previously described. Said

members shall do so while off duty and not in uniform or other apparel which identifies them as an employee of the Leon County Sheriff's Office.

- c. Any problem occurring during the employee's participation in the program shall be documented by the on-duty supervisor and forwarded to the participating employee's chain of command for resolution. In the event an on-duty supervisor deems it necessary to terminate the employee's participation for the good order and security of the facility they shall do so immediately and report the incident in writing through their chain of command [FMJS 9.04 b].
- d. Employees who violate or conspire to violate or allow others to violate visitation rules, telephone rules, or agency policy and procedures shall be subject to disciplinary action as outlined in Sheriff's Office General Order 26.1.

10. Rules and Regulation

- a. No visitor, including attorneys/medical professionals, shall be permitted visitation while in an intoxicated state or while exhibiting signs of being under the influence of other substances.
- b. Inmates who are violent or otherwise unmanageable may be denied visitation for safety and security reasons.
- c. No packages or clothing shall be accepted for inmates, unless specifically approved by a Bureau Commander or higher authority. Medical needs shall be addressed by the Facility Health Authority on duty.
- d. Provocative dress and clothing with suggestive, obscene, offensive or inflammatory designs, statements, logos, insignias or monograms which would disrupt the security and order of the facility shall not be permitted. Violations of the established dress code will be grounds to deny visitation.
- e. Removal of clothing, exposure of breasts or genitalia, or acts/actions for the purpose of sexual satisfaction or stimulation is prohibited and grounds to deny visitation and/or have the privilege revoked.
- f. Visitors that stay over the time limit shall be warned that any further occurrence of this nature will constitute a suspension of visitation privileges to any inmate within the facility as follows:
 - 1) First occurrence - warning up to seven (7) day suspension
 - 2) Second occurrence - fourteen (14) day suspension
 - 3) Third occurrence - twenty one (21) day suspension
 - 4) Fourth occurrence - one hundred eighty (180) day suspension

- 5) Fifth occurrence - three hundred sixty five (365) day suspension
- 6) Subsequent occurrence may result in indefinite suspension of visitation privileges.
- g. Violations of other visitation rules (other than overstaying the allotted time) may result in immediate indefinite suspension.
- h. Visitation violations by inmates will be handled through the internal Disciplinary Report (DR) process.

11. Staff Observed Rule Violations

- a. Staff observing rule violations will take the following measures:
 - 1) Approach the visitor and request to confer with them privately. If the visitor consents, the officer will politely but firmly explain the violation.
 - 2) If a visitor refuses to consent to a private discussion or refuses to abide by a rule after an explanation has been given, the staff member shall notify a supervisor immediately.
- b. Supervisors responding to a visitation rules violation will attempt to correct the situation by explaining the matter to the visitor and requesting their cooperation.
- c. If the visitor refuses to cooperate, the supervisor will take the following action:
 - 1) Attempt to escort the visitor from the facility.
 - 2) If the visitor refuses to leave, notify Central Control and request assistance.
 - 3) If there has been a criminal violation, a supervisor shall be notified immediately.
 - 4) In extreme circumstance the visitor may be issued a Trespass Warning. Documentation of such action shall be forwarded to the Detention Facility Chief.

12. Hospital Visitation

- a. For security reasons inmates admitted to a hospital will not be permitted visitors unless approved by the Sheriff, the Detention Facility Chief or their designee.
- b. If approved, visits shall be limited to thirty (30) minutes or less and in accordance with the hospital's visitation hours and rules. Attorney, clergy or other visitor may visit longer than thirty (30) minutes upon approval by the Detention Facility Chief or designee.

- c. Once it has been determined that an inmate is to be transported to the hospital, the Watch Commander and Central Control shall be notified. Central Control personnel shall be provided the inmate's name, SPN, charges and hospital destination. The transporting officer shall pick up a supply of visitation logs, telephone logs, a clip board, medical direct observation logs, and any other necessary paperwork.
- d. Approval of visitation shall be disseminated to the Medical Security Unit Supervisor, the Watch Commander and the LCSO member assigned to supervise the inmate at the hospital.
- e. All visitors shall be required to present a driver's license or other picture identification which includes their date of birth, and must, register in order to visit. Visitation records shall include but not be limited to:
 - 1) The inmate's name, SPN, and location within the hospital [FMJS 2.09(a)];
 - 2) The visitor's name, address, phone number, relationship to the inmate and date and time in and out [FCAC 12.11, FMJS 2.09(a)].
- f. All visitation rules and regulations pertaining to the visitor's demeanor, attire, time limits and other rules enforced at the Detention Facility shall be followed or the hospital visitation may be terminated.
- g. Once an inmate is discharged from the hospital, all visitor records and other logs shall be forwarded to the Medical Security Unit Supervisor and checked for accuracy. Visitation logs will be forwarded to the Lobby Supervisor and other logs will be forwarded to classification for archiving.

13. Security Staff Responsibilities (Hospital)

- a. Specific duties and responsibilities of security staff shall include:
 - 1) Accurately and thoroughly completing visitation, phone and observation logs as necessary;
 - 2) Monitoring of approved inmate visitation and approved telephone calls;
 - 3) Ensuring no food, contraband, or medication not provided or issued by the agency/medical provider is brought to the inmate.
- b. Security staff shall not leave their post or otherwise leave the inmate unattended unless properly relieved. Should a situation arise where the security officer must be relieved, they shall contact central control immediately. Central control shall contact the watch commander or shift supervisor who shall arrange relief for the effected member.
- c. Security staff shall properly document all events and incidents prior to being relieved.

- 14. Phone Calls (Hospital)** Inmates shall not be authorized to make or receive phone calls unless approved by the Detention Facility Chief or designee. The frequency and length of the phone call shall be communicated by the Detention Facility Chief or designee. All approved outgoing calls will be dialed by the LCSO member and documented on the phone log. If incoming phone calls are approved, the LCSO member will answer and document on the phone log.

APPROVED: _____

A handwritten signature in blue ink, appearing to read "K. Petersen", is written over a horizontal line.

DEPARTMENT OF DETENTION CHIEF