



GENERAL ORDER

Loudoun County Sheriff's Office

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| Chapter: Correctional Services | Section: 506.8 |
| Subject: Inmate Programs and Services | Topic: Inmate Visitation |
| Accreditation: 6VAC15-40-680, 6VAC15-40-690, 6VAC15-40-700 | |
| Enacted: 12/01/2007 | Revised: 09/23/2016 |
| Last Review: | Reaffirmed: |
| | Review: |

I. PURPOSE

The purpose of this General Order is to provide directives for inmate visitation at the Loudoun County Adult Detention Center.

II. POLICY

It shall be the policy of the Corrections/Court Services Division to provide visits to inmates. Visits are subject to the limitations necessary to maintain the safety and security of the facility. All visitation areas shall be searched prior to and following visitation. All inmates shall be searched prior to visitation and upon returning to their assigned housing unit. While being moved to and from the visitation area, inmates must be dressed in their inmate uniform. All rules, regulations, conduct, and visiting times shall be posted and strictly adhered to.

All visitors are subject to search upon entering the visiting area, pursuant to Virginia State Code 53.1-127. This requirement and all other rules of conduct shall be posted in a visible place within the visitation area. The only item permitted in the visitation area is their identification and/or a key to the coin operated locker.

Inmates may refuse any visit. If the visit is refused, the visitor will be verbally notified, and it will be logged in the Visitation Log as an inmate refusal.

Children under the age of fifteen (15) are not required to be on the Visitation List to visit an inmate. Children under the age of eighteen (18) shall be accompanied by a parent or legal guardian and provide proof of such. In the event the juvenile is under the age of fifteen (15) then either a birth certificate or legal court papers must be obtained to verify the juvenile.

Persons under the age of eighteen (18) who are legally married to an inmate may visit the inmate providing they show documentation of such marriage, produce photo identification, and are on the inmate's Visitation List. They must be treated as adults for the purpose of this policy. Emancipated minors, with proof of emancipation (i.e., court order), shall be treated as adults for the purpose of this policy.

Any visitor who is known to be on active probation, parole, pre-trial services or other forms of conditional release (including, but not limited to, furlough or Work Release) shall not be allowed to visit until written authorization is obtained from both the individual and agency supervising the conditional release and the Division Commander. Former inmates of the Loudoun County Adult Detention Center or Work Release Center shall be prohibited from visiting for ninety (90) days following their release from confinement. Former employees of

the Loudoun County Sheriff's Office shall be prohibited from visiting for ninety (90) days following separation from employment.

III. PROCEDURE

A. Visitation Forms

1. Upon initial classification, each inmate must complete a Visitation Form on which they may provide up to six (6) names of proposed visitors. This list must include each visitor's name, date of birth or age, address, and relationship to the inmate.
2. Inmates not yet classified will only be allowed visits with the approval of a supervisor.
3. Inmates wishing to add or delete names from their visitation list may do so the first day of each month by submitting a new Visitation Form to the post deputy. No names will be changed, added, or deleted during the month.
4. When all Visitation Forms have been collected, the paper copy will be entered by the post deputy and then sent to the Records Section for filing.

B. Guidelines for Visitors

1. Coin operated lockers will be provided for the public to secure items prior to visitation. If the visitor has a purse, briefcase, book bag, or other container, they will be asked to secure it in their vehicle or the lockers provided in the Main Public Lobby. If not, the individual will be asked to leave the facility and no visit will be granted. The deputy conducting visitation will complete an In-House Incident Report outlining the circumstances.
2. All visitors must show photo identification. The deputy must verify that acceptable identification is presented, acceptable forms must be a valid U.S. government issued photo identification, to include, state issued driver's license, state issued identification, passport, or military identification.
3. The deputy conducting visitation will verify that each visitor is currently on that inmate's Visitation List prior to the commencement of any visitation.
4. The number of visitors will be limited to three (3) people at one time per inmate. Only one (1) visitor will be allowed in the visitation area, other visitors will remain in the Main Public Lobby. Juveniles will be allowed to remain with their parent or legal guardian at all times.

5. When an individual on an inmate's Visitation List is denied visitation, both the inmate and individual must be given a verbal explanation for the denial. The deputy must notify a supervisor prior to denying a visit. The supervisor will make the final determination.

C. Frequency of Visits

1. Inmates in general population may have visits two (2) times per week.
2. The Division Commander will determine the visitation time schedule. This schedule will be incorporated into the Inmate Handbook.
3. The normal visitation duration is thirty (30) minutes per inmate.
4. Exceptions to these rules may be approved depending on such factors as the distance the visitor must travel or other extenuating circumstances. Such exceptions will be at the discretion of a supervisor.

D. Visitation Log

1. All visitors will be logged into the visitation log to include the name of each visitor, the name of the inmate being visited and their housing assignment, as well as the beginning and ending time for the visit.

E. Special Visits

1. An inmate who desires a special visit may submit an Inmate Request Form to a supervisor explaining the circumstances and date of visit.
2. The supervisor will review the request form. Three (3) copies of the request with the supervisor's approval or denial will be made. One copy will be sent to the inmate prior to the visit, one posted at the visitation window at Central Control, and one to the post deputy where the inmate is housed.
3. Special visit requests must be submitted at least forty-eight (48) hours prior to the requested visit, unless the inmate can justify extreme circumstances to the supervisor.

F. Suspension, Termination, and Denial of Visits

1. Visits may be terminated or denied for any of the following reasons:
 - a. Inmate yells at, talks to, or disturbs other inmates or visitors while being escorted to visitation.
 - b. Inmate or visitor yells or causes a disturbance before or during their visit.

- c. Inmate or visitor violates facility and/or visitation rules.
 - d. Inmate or visitor tampers with security equipment (may be subject to additional charges).
 - e. Inmate or visitor exposes themselves inappropriately.
 - f. Visitor is under the influence of drugs or alcohol (may be subject to arrest).
 - g. Visitor refuses or fails to produce sufficient identification.
 - h. Visitor litters inside the Adult Detention Center.
 - i. Visitor brings unauthorized items to the visitation area.
 - j. Visitor's inability to control the actions of any accompanying children.
 - k. Inmate or visitor's actions are determined by the supervisor to be inappropriate and are believed to be in conflict with the safety and security of the facility.
2. If a visit is suspended, terminated or denied, the deputy must notify a supervisor. The supervisor will make the final determination. The supervisor must document the information on an In-House Incident Report and the Visitation Log.

G. Allowable Items

1. Prior to any items being accepted, any requests in question must be submitted to a squad supervisor for approval.
 - a. Only money orders are acceptable. These may be mailed directly to the Inmate Account Clerk or they may be brought in Monday – Friday (excluding holidays) 0900 – 1600 hours and turned over to the Inmate Account Clerk or use the Offender Connect Kiosk in the front lobby 24 hours a day.
 - b. Court clothes (If the inmate already has a set in property, it must be exchanged. Only one set of court clothes per inmate is permitted.)
2. Any items taken through visitation must be entered on the inmate Property Record, the inmate must sign for the property addition and a copy of the sheet will be given to the inmate.

IV. DOC STANDARD #

6VAC15-40-680: Visiting Opportunities

Written policy, procedure and practice shall ensure the maximum visiting opportunities limited only by facility schedules, space, personnel constraints and inmate disciplinary status. Attorneys shall be permitted to have confidential visits with their clients.

Compliance Documentation:

- Review written policy and procedures
- Review visitor logs/records
- Observation of space
- Interview staff/inmates

The amount and length of visits of visitors must be consistent with the institutional schedule of activities, space available, personnel constraints, or substantial security concerns sufficient to justify any restrictions. Visitors under a certain age, as determined by the facility, should not be permitted access to the facility without an accompanying adult, unless authorized by the managing official or designee. Reasonable restrictions may also be placed on visitor attire and behavior to minimize potential problems. Attorney visits should be in accordance with §53.1-127 Code of Virginia.

6VAC15-40-690: Approved Items that Visitors may Bring Into the Facility

The facility shall have a list of approved items that visitors may bring into the facility. Items brought into the facility by visitors for inmates shall be subject to inspections and approval.

Compliance Documentation:

- Review approved list
- Review inmate handbook

Items allowed to be brought by visitors (if any) should be posted or made available to both inmates and visitors.

6VAC15-40-700: Requirements of Visitor Registration and Visitor Searches

Written policy, procedure and practice shall specify requirements for visitor registration and the circumstances and methods under which visitors may be searched.

Compliance Documentation:

- Review written policy and procedures
- Review registration records
- Review visitor search records (if applicable)

This General Order becomes effective September 23, 2016, and rescinds all previous rules and regulations pertaining to the subject.