



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services	Section: 506.13
Subject: Inmate Programs and Services	Topic: Professional Contact Visits
Accreditation: 6VAC15-40-680, 6VAC15-40-700	
Enacted: 04/16/2008	Revised: 09/23/2016
Last Review:	Reaffirmed:
	Review:

I. PURPOSE

The purpose of this General Order is to provide directives for contact visits within the Loudoun County Adult Detention Center between inmates and professional visitors.

II. POLICY

It shall be the policy of the Corrections/Court Services Division to provide space and opportunity to conduct a contact visit between professional visitors and inmate(s). All professional visitors and their property are subject to search at any time pursuant to the Virginia Code 53.1-127. Professional visitors shall pass through a walk-through magnetometer prior to being allowed access into the secured areas of the facility. Only the case files pertaining to the inmate being visited will be authorized to enter the secure confines of the facility. All professional visitors requesting a contact visit must gain approval prior to the contact visit to verify that adequate space is available and does not interfere with the normal operations of the Adult Detention Center. In the event that an inmate refuses a professional visit, documentation will be made on the duty post activity log in Central Control and the visitor will be verbally notified.

Professional visitors requesting contact visits must provide ^{i ii} prior notification to the Classification Section, at least twenty-four (24) hours in advance, either in writing or by telephone, of their intent to have a contact visit with an inmate. It will be recommended that professional visitors schedule their visit(s) between the hours of 0900 – 1600 and 1900 – 2100. Professional visitors must provide two (2) forms of identification. Forms of identification must be current professional credentials; a valid U.S. government issued identification card with photograph, i.e. state issued driver's license or identification card, passport, or military identification. It shall be at a shift supervisor's discretion to allow visits before or after the recommended times based on the urgency of the visit. Inmate visitation booths shall be offered as the initial option for visiting inmates. Professional Visitors shall not be authorized to escort family members or friends into the Adult Detention Center unless approved by the Division Commander.

Attorney visits with inmates shall be held in a confidential manner. Only their current counsel for current cases awaiting adjudication shall be allowed contact visitation privileges.

Attorneys shall have the opportunity, with prior approval of the shift supervisor, to enter the facility with a camera for the sole purpose of photographing their client. Such approval shall be documented on the duty post activity log in Central Control. No other inmates are permitted to be photographed.

It shall also be policy that bonding companies requesting visits shall be non-contact and conducted solely in the visitation area.

In the event that audio or video recording is required, a shift supervisor shall be responsible for reviewing and approving such requests. Documentation of such requests shall be forwarded to the Assistant Division Commander of Confinement through the chain of command.

III. DEFINITIONS:

Contact Visit: Visitation without a barrier to separate the parties, conducted in the secured confines of the Adult Detention Center.

Professional Visitor: Persons acting in an official capacity. Professional visitors include: Practicing attorneys with current Bar Association Identification card; active sworn law enforcement officials; clergy; probation officers; doctors; bondsmen; mental health personnel; and members of the press with professional credentials. Professional visitors must maintain current and active credentials within their profession.

III. PROCEDURE

A. Contact Visits

1. Upon presenting proper credentials, professional visitors must be signed in and out on the Visitation Log located at the customer service window (Central Control after normal business hours).
2. The staff member checking the professional visitor in will verify if this is their first time visiting at this facility. If so, the staff member will review visitation procedures and provide a brief security overview to the professional visitor.
3. The professional visitor will be issued a visitor badge by Central Control, which must be displayed at all times while they are in the facility. Central Control will maintain their identification until the visit is completed and the visitor badge is returned.
4. Upon completion of the visit, the professional visitor must be signed out on the Visitation Log at the customer service window (Central Control after normal business hours).
5. Professional contact visits are optional and an inmate has the right to decline.

B. Visits by Members of the Press

1. These visits must be submitted to the Assistant Division Commander of Confinement for consideration, which will be based on the following conditions:
 - a. The inmate must be willing to hold the visit.
 - b. The visit is between the hours of 0900 – 1600 and 1900 – 2100.
 - c. They can provide a valid U.S. government issued photo identification along with proper media credentials.
 - d. Their media credentials can be verified.
 - e. Approved visits will be non-contact conducted in the visitation booth area.

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.

6VAC15-40-700: 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.
