Detention Bureau		
	Access & Visitations	Order 29.110

A. Policy

Access to the holding facility should be limited to essential personnel only. Under no circumstances, unless directed by the on-duty detention sergeant or Detention Administrator/Lieutenant and under emergency circumstances only, will anyone be allowed to transport any weapons or prohibited devices into the Tempe Detention Facility.

B. Access

1. Prior to any person entering the holding facility secured area, all weapons will be secured in a gun locker.

2. Weapons and prohibited devices include, but are not limited to:

   a. All firearms.

   b. Tear gas or chemical agents (excluding pepper spray/foam).

   c. Knives or culinary equipment.

3. Essential personnel are designated as:

   a. Detention personnel.

   b. Booking officers.

   c. Detainees.

   d. Sworn police supervisors.

   e. Phlebotomists.

f. Other essential Police Department personnel (e.g., AZ AFIS site manager).

g. Contractors and other City personnel responsible for repairs or maintenance of the facility.

h. Other persons with the permission of the on-duty detention sergeant, as long as their presence will not hinder Detention operations.

4. If emergency access to the facility is necessary, keys are secured at the supervisor console in the Communications Bureau. These keys provide access through both sets of sally port doors (pedestrian gate/north door and west door/southwest door), and are only to be released by the on-duty Communications supervisor.

5. Detention personnel will ensure all non-essential persons who must access the holding facility do so only when their presence will not:

   a. Violate the detainee's privacy.

   b. Impede the facility operations.

   c. Obstruct or frustrate acquisition and development of information for presentation in court by either the prosecution or the defense.

6. During emergency situations, all non-essential persons are prohibited from entering the holding facility.

C. Visitation

1. Prisoners will not normally be permitted visitors while in the Tempe Detention Facility, however if a prisoner does have an authorized visitor, that visitor will not be allowed into the prisoner housing area.

2. Prisoners having visitors shall be removed from their cells and placed in the interview room. Visitors will be allowed to communicate from the visitation room.

3. Visitations shall be limited to attorneys and clergy; however exceptions may be made at the discretion of the on-duty detention sergeant or Detention Administrator/Lieutenant.

4. A detention officer shall supervise during visitation and supervision shall be reasonable and discreet.

5. Media representatives will not be allowed access to the holding facility without prior permission by the Chief of Police or designee.

6. Visitors who are allowed to enter the holding facility will not have direct contact with the prisoners.

7. Visitors are subject to a pat down of their outer garments and will not be allowed to take packages, except purses or wallets, into the holding facility.

8. In every case, each individual will be screened thoroughly and prior authorization must be obtained from an on-duty detention sergeant or the Detention Administrator/Lieutenant prior to any visitations.

    - Screening shall include a records check for warrants.

9. All visitations will be recorded on the Detention Shift Log. Visitors will be required to provide proof of identification prior to entering the facility.

10. Detention officers will be responsible for a pat-down search of the visitor and logging the visitor's name and relationship to the detainee.

11. Attorneys will occasionally request they be allowed to talk to their clients who are prisoners in the detention facility. When this occurs, the following procedures will be followed:

    a. Explain to the attorney we are a temporary holding facility and there is no private area for the attorney to talk with their client.

    b. Obtain written proof the attorney is in fact an attorney. Usually a bar card will be presented as proof.

        - Any question as to identity or current validity of the card will be referred to the on-duty detention sergeant or Detention Administrator/Lieutenant, to include a check for warrants.

    c. Make a copy of the bar card or other written proof and attach it to the prisoner's arrest record with a note of the time and date of the visit. If there is no written proof, the interview will be denied and so noted on the arrest record. In either case, the results will be noted on the shift log.

    d. If no contraband or weapons are found during a pat down search, allow the attorney a reasonable amount of time to talk with their client.

e. Place the prisoner in the interview room.

f. Place the attorney in the visitation room.

g. Instruct attorneys that a reasonable amount of time will be allotted (normally 15 minutes) for the interview.

h. Instruct the attorney to contact the Control Room at the conclusion of the interview.

i. Escort the attorney out of the visitation area following the interview.

j. If for any reason the operation of the Tempe Detention Facility is seriously disrupted due to the interview in progress, the detention officer may terminate the interview and reschedule it if so requested.

k. Disruptive prisoners will not be allowed interviews with attorneys. In this type of incident, the situation will be explained to the attorney who will be advised when their client will be released or transferred to the County Jail.

l. If Detention operations do not immediately allow an interview when an attorney requests one, the detention officer will advise the attorney approximately how long the delay is expected to last.