

## **VISITATION - SCHEDULE, PROCEDURES AND RULES**

All visitors will register with the Visitation Officer in the jail lobby. Visitors will remain in the lobby after registration until the inmate's name is called.

The following rules apply to all visitors:

1. Each inmate will be allowed a total of four (4) visitors on their visitation day.
2. Each visit will be limited to thirty (30) minutes. The Shift Supervisor must approve any extended visit.
3. Only four (4) visitors will be allowed in the visitation booth at one time, children included.

This will include small children. Children or infants that must be held will not count in visitor total. It will be the responsibility of parents to control their children. Children who are causing a disturbance for other visitors must be removed and the visit terminated.

4. Visitors under the age of seventeen (17) must be accompanied by a parent or legal guardian.
5. There will be no contact visits.
6. No weapons, knives, food, drink, cameras, packages, or purses are allowed in the visitation area.
7. Money orders may be left for the inmate at the visitation registration desk during visitation or anytime on the day of visitation.
8. All visitors will be properly attired before being allowed to enter the visitation booth. Male visitors will be attired in shirt, trousers and shoes. Female visitors will be attired in conservative clothing and shoes. No running or short shorts, halter tops or swim suits will be allowed.
9. Intoxicated visitors will not be allowed to visit and may be subject to arrest.
10. Smoking is not allowed in the jail lobby or the visitation booths.
11. Visitation requests may be denied at anytime due to volume, disturbances or time limitations.
12. In cases of emergency within the facility, visitors will be asked to immediately terminate their visit and leave the building. Any visitor failing to comply with ban order from security staff is subject to having visitation privileges permanently revoked.

### **SCHEDULE**

Visitation times are from 9:00 am – 11:00 am, from 2:00 pm – 4:00 pm, and from 7:00 pm – 10:00 pm for the following scheduled days.

Tuesday : All "A" Sections

Wednesday All "B" Sections

Thursday All "C" Sections

Friday All "D" Sections

Saturday All "E" Sections and the Female Housing Unit, inmates last names "A" – "L"

Sunday All "F" Sections and the Female Housing Unit, inmates last names "M" – "Z"

FAILURE TO COMPLY WITH ANY OF THESE RULES MAY RESULT IN

IMMEDIATE

TERMINATION OF THE VISIT AND THE TEMPORARY OR PERMANENT BARRING OF THE VISITOR FROM FURTHER VISITATION.

THE FOLLOWING RULES APPLY TO ALL INMATES:

1. The deputy will notify inmates in general population when they have a visitor. If the inmate receiving the visit doesn't come to the cell door in plain view after a second call is made, the visitor will be asked to come to the next scheduled visit.
2. When an inmate's name is called for visitation, they will present themselves to the cell door, dressed out properly in their Jail Uniform. It will be worn correct side out and trouser legs will not be rolled up past the ankle or pants worn below the waist.
3. Food or drinks are not allowed in the visitation area.
4. Jail personnel will closely monitor visitation (visually). Improper conduct of any kind will result in immediate termination of the visit and the temporary or permanent loss of visitation privileges.