

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: VISITING - SPECIAL

E-400

| EFFECTIVE: | REVIEWED: | REVISED: | UPDATED: |
|-------------------|------------------|-----------------|-----------------|
| June 30, 1990 | 07-11-24 | 07-11-94 | 07-11-24 |

APPROVED BY: Detentions Bureau Chief Deputy Cindy Cisneros

REFERENCE: Title 15, Section 1062, C.C.R.

POLICY

All requests for special visits will be referred to the on-duty Shift Supervisor. Visiting will not be allowed during incarcerated people feeding periods.

DEFINITION

A special visit is any visit outside normal visiting hours, when the visit exceeds the allotted number of weekly visits, or when unusual circumstances exist.

Procedure A. Personnel Duties and Responsibilities

Clerical Staff or Officer Receiving the Request will:

- Notify the Shift Supervisor.

The Shift Supervisor will:

- Evaluate the merits of the request and approve or deny it.
- If approved, make the necessary arrangements for the visit.