

KERN COUNTY SHERIFF'S DEPARTMENT
Central Receiving Facility
Policies and Procedures Manual

TITLE: VISITING: CLERGY L-400

EFFECTIVE DATE: 10-3-98

REVISED:

APPROVED BY: C.R.F. Division Manager

REVIEWED: 1-15-03

REFERENCE: Title 15, Section 1070, C.C.R. DBPPM E-200

POLICY

Visiting by members of the clergy should be done during general visiting hours. If this is not possible, these individuals shall be referred to the Shift Supervisor for other arrangements. However, visiting will not be allowed during inmate feeding periods.

DIRECTIVE 1:

Clergy members must be pre-approved for visiting by the Detention Bureau Chaplain or the visit will count against the inmate's allotted weekly visits. Any exception must be approved by the Shift Supervisor or Facility Manager.

Visiting will be done in the public visiting area, unless a different location is requested and approved by the Shift Supervisor.

PROCEDURE A. PERSONNEL DUTIES & RESPONSIBILITIES

Staff receiving a request to visit from a clergy member will:

- Refer the clergy member to the Detention Bureau Chaplain.

The Detention Bureau Chaplain will:

- Notify the on-duty Shift Supervisor of the identity of the Clergy member who is approved to visit.
- Notify the Jail Office of the anticipated date and time of the visit on a clergy visit authorization form.

When the clergy visitor arrives, the Clerk will:

- Call the Shift Supervisor and verify the visit has been approved.
- If a memo has been provided by the Chaplain, a phone call to the Shift Supervisor is not necessary.
- Verify that the identification of the visitor is valid as defined in the posted visiting rules.
- Contact the Shift Supervisor if the visitor cannot provide complete identification.
- Check the computer to see if the inmate is in the Facility.
- Time stamp the back of the Clergy Visit Authorization slip.
- Write the inmate's location and booking number on the Clergy Visit Authorization slip.
- Immediately call the appropriate Deck Officer and give the officer the following information:
 - Clergy visit scheduled
 - Location of visiting area
 - Inmate's location
 - Inmate's name
- Call the clergy visitor to the window and direct the visitor to the visiting location.
- File the visit slip.

DIRECTIVE 2:

Should the Clergy be allowed to visit in the secure area, the Clerk will follow the procedure outlined in Section L-100.

**KERN COUNTY SHERIFF'S DEPARTMENT
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TITLE: VISITING - SPECIAL HANDLING

L-500

EFFECTIVE DATE: 10-3-98

REVISED:

APPROVED BY: C.R.F. Division Manager

REVIEWED: 1-15-03

REFERENCE: Title 15, Section 1052

POLICY

Medical staff will determine whether an inmate with special medical needs may visit. Whenever possible, these inmates shall be allowed two, thirty (30) minute visits per week.

Medical staff will determine if an inmate is non-ambulatory. Any inmate determined to be non-ambulatory shall be transported to visiting in a wheelchair or forfeit the visit.

PROCEDURE A. INMATES CONFINED WITH SPECIAL MEDICAL NEEDS.

The Visiting Clerk will:

- Accept and check the visitor request form for completeness.
- Check the C.J.I.S. computer to see if the requested inmate is eligible for a visit.
- Check the computer under display record (IMDSPREC) to determine if the inmate has special medical needs.

If the inmate has special medical needs, the Visiting Clerk will:

- Ask the medical staff if the inmate can be moved for a visit. If not, advise the visitor.

If the inmate can visit:

- Enter the visit in the computer.
- Notify the Deck Officer that the inmate may have a visit per the medical staff.

The Deck Officers and Visiting Clerk will:

- Follow the visiting procedures outlined in Section L-100 of this manual.

**KERN COUNTY SHERIFF'S DEPARTMENT
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TITLE: VISITING: PROFESSIONAL, LEGAL & PEACE OFFICERS L-600

EFFECTIVE DATE: 10-3-98

REVISED: 5-12-03

APPROVED BY: C.R.F. Division Manager

REVIEWED: 5-12-03

REFERENCE: Title 15, Article 6, Section 1068

POLICY

Attorneys and their representatives shall have unlimited visitation.

Every effort will be made to allow Attorney visits at any time and in a timely manner. Activity occurring within the facility may delay or prevent visitation. Emergency situations as well as scheduled activities may limit availability of visiting rooms or the inmate.

Denial of Professional visits will only occur when there are special circumstances that warrant the denial. No Professional visitor will be denied a professional visit without the Shift Supervisor's approval. Any person denied a Professional visit will be referred to the Shift Supervisor for explanation.

All visitors entering the secure portion of the facility are subject to search (pat down) at the discretion of the Shift Supervisor. A hand held electronic metal detector may be used as an alternative search method with the approval of the Supervisor.

All items hand carried into the secured area of the facility by Attorneys and Professional visitors are subject to search for weapons and contraband.

DIRECTIVE 1:

Attorneys shall register with the Visiting Clerk who will record the time in the Facility for each visit.

Every effort will be made to cooperate with Attorneys and their representatives who want to photograph or tape record their clients. A court order will not be required to use such equipment. The Shift Supervisor will be notified whenever such equipment is brought to the Facility.

TITLE: VISITING: PROFESSIONAL, LEGAL & PEACE OFFICERS L-600

The following individuals are allowed to visit in the manner shown below:

TYPE OF VISITOR	Public Visiting Area	Full Contact Booth	Downstairs Security Area
General Public	XX		
Attorney Assistants		XX	
Private Investigator Assistant	XX		
General Professional (Welfare Case Worker)	XX		
D.A. Investigative Aide	XX		
Bail Bond Agent	XX		
Notary Public	XX		
Volunteers	XX		
LARP (except classes)	XX		
Private Investigators	XX		
Public Defender Investigators	XX	XX	
Attorneys	XX	XX	
Public Defenders	XX	XX	
C.Y.A. Agents	XX	XX	XX
D.A. Investigators	XX	XX	XX
Law Enforcement Officers	XX	XX	XX
Parole Agents	XX	XX	XX
Probation Officers	XX	XX	XX
U.S. Border Patrol Agents	XX	XX	XX
Welfare Investigators	XX	XX	XX

PROCEDURE A. PROFESSIONAL/PEACE OFFICER VISITS

NOTE: Professional or Peace Officer visits are not limited to one-half hour.

The Clerk will:

- Verify the identity of the professional visitor or the peace officer through the use of his/her agency's identification card.
- Check the computer for the inmate's housing location and verify that the inmate is not in court or out to the hospital.
- Give peace officers a gun locker key and have the officer place any weapons in the gun locker.
- Notify the Deck Officer:
 - Of the type of visitor, the inmate's name and location
- Direct the visitor to the appropriate visiting area.
 - General visiting area or the A-Deck Contact visiting booth.
 - Admit the visitor to the secured area through door #1

The Deck Officer will:

- Notify the inmate that he has a visit.
- Escort the visitor to the visiting area (if in the secured area).
- Allow the inmate to exit his cell, check the inmate's wristband and compare the picture on the station card to ensure the correct inmate responded.
- Escort the inmate to the visiting area (attorney booth, interview room, etc.).
- Monitor the visit periodically.

When the visit is over, the Deck Officer will:

- Return the inmate to his/her cell.
- Escort the visitor back to the public exit.

**KERN COUNTY SHERIFF'S DEPARTMENT
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TITLE: VISITING GUARDED HOSPITALIZED INMATE L-700

EFFECTIVE DATE: 10-3-98

REVISED:

APPROVED BY: C.R.F. Division Manager

REVIEWED: 1-15-03

REFERENCE: DBPPM E-500

POLICY

Security and safety of the inmate and guarding officer is of the utmost importance. If the guarding officer determines a security or personal safety problem exists, the officer may refuse to allow the visit to occur. The officer will contact the on duty Shift Supervisor and advise the supervisor of the situation as soon as possible.

When inmates are admitted to a hospital for medical reasons, visits are generally NOT allowed if the inmate is going to be in the hospital for less than 10 days.

Visits must be approved by the Facility Manager or Shift Supervisor.

Approved visitors will be allowed to visit a hospitalized inmate during regular hospital visiting hours as long as they possess a visitor's pass signed by the Facility Manager or Shift Supervisor.

DIRECTIVE 1:

Under special circumstances, persons requesting to visit a guarded hospitalized inmate will be referred to the Shift Supervisor. Visitors will be limited to a maximum of two adults and two children or one adult and three children.

Any person requesting to visit an inmate may be denied a visit if proper identification is not provided. Proper identification shall consist of a Government issued picture identification card.

All visitors are expected to follow the hospital visiting rules, rules issued by the officer guarding the inmate and rules issued by the Shift Supervisor. The visit can be terminated by the officer at the hospital if the visitors violate the rules or the officer deems it necessary for security reasons.

PROCEDURE A: REQUESTS FOR HOSPITAL VISITS

When a person is requesting a visit with a hospitalized inmate, staff will:

- Verify the inmate is in custody and currently admitted to a hospital for a period of longer than 10 days.
 - If the inmate has been in the hospital for less than 10 days, tell the requestor the visit is denied.
- Obtain picture identification for positive identification of the visitor.
- Fill out an "Authorization of Hospital Visit" slip and give it to the Facility manager or Shift Supervisor for their approval.
- If approved by the Facility Manager or Shift Supervisor, return the signed slip to the visitor.
 - Advise the visitor the slip is only good for that date unless a special four day pass is issued by the Facility Manager or Shift Supervisor.
- If denied, tell the visitor it is denied.
- If a four day pass is requested, following Directive A.

PROCEDURE B. SPECIAL FOUR DAY PASS

A four day pass may be issued by the Facility Manager or Shift Supervisor under the following conditions:

- Per a doctor's decision that an inmate will be admitted for a considerable length of time (Longer than 10 days) and:
 - The visitor is handicapped or has limited regular movement due to age, illness, or other medically related problems.
 - A family member must travel in excess of 100 miles of the general Bakersfield area.
- Any special circumstances that the Facility Manager or Shift Supervisor believes warrants a four day pass.

PROCEDURE C. HOSPITAL GUARD

The Hospital Guard Officer will:

- Obtain the “Authorization for Hospital Visit” form from the visitor.
- Confirm the visitor’s identification by checking their picture identification.
- Enter the information on the pass into the hospital guard log book.
- Retain the pass in the log book for reference.
- Advise his/her relief of any four (4) day passes.
- Advise the visitor that the same rules for visiting at Pre-Trial apply at the hospital.
 - Correct rule violations when necessary.
 - Terminate visits for rule violations or security reasons if necessary.

DIRECTIVE 2: Terminating Visits**Visits will be terminated when:**

- The Doctor/Hospital requests.
- Visiting interferes with security measures or hospital procedures.

DIRECTIVE 3:

- Officers will stay alert to escape attempts.
- Write a Crime and Incident Report on any unusual circumstance regarding the visit.
- Verbally brief the Shift Supervisor on any unusual activity.

PROCEDURE D.**On subsequent visits, the Hospital Guard Officer will:**

- Confirm the visitor's identification with a valid picture identification.
- Verify that any four (4) day passes in the log book are still valid.
- Enter the visit by time and date in the log book.

DIRECTIVE 4: Visiting Rules for Inmates in the Hospital**VISITING RULES FOR INMATES
IN THE HOSPITAL**

- When inmates are admitted to a hospital for medical reasons, visits are generally NOT ALLOWED if the inmate is going to be in the hospital for less than 10 days. All visits must be approved in writing by the Shift Supervisor.
- Use of the telephone by inmates while at the hospital is not allowed without approval of the Shift Supervisor.
- Possession of any weapons during the visit is prohibited.
- All visitors must obey the orders of the Hospital Guard. He has the authority to terminate the visit at any time.
- Physical contact with the inmate is not allowed.
- All adult visitors, over the age of 18, must have I.D. Acceptable I.D. is State or Government issued picture identification. Check cashing cards or birth certificates are not acceptable.
- Visitors under the age of 18 must be accompanied by an adult. The adult must be the visitor's legal guardian or parent unless prior approval is received from the Facility Manager or Shift Supervisor.
- No more than two (2) adults may visit at a time. No more than two (2) children may accompany the adults during the visit.
- Visitors are not allowed to bring anything to the inmate. This includes gifts, food and drink.
- When one visitor leaves the visiting area for any reason, the visit is over.
- Purses, large wallets, cameras, bags and similar items will not be allowed.

- Visitors will be required to dress modestly.
- Clothing worn by visitors at the hospital will be required to meet the same standard of dress as required for visitor at the Central Receiving Facility.

KERN COUNTY SHERIFF'S DEPARTMENT
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TITLE: VISITING - LEGAL RUNNER

L-800

EFFECTIVE DATE: 10-3-98

REVISED:

APPROVED BY: C.R.F. Division Manager

REVIEWED: 1-15-03

REFERENCE:

POLICY

Legal Runners will not be authorized contact visits. When a Legal Runner requests a visit with an inmate, the Jail Clerk will call the Court of Jurisdiction and have the Court Clerk confirm that the Judge assigned this person as the inmate's Legal Runner. Confirmed Legal Runner visits will not be counted against the inmate's regular weekly visits. If the person has not been appointed as a Legal Runner by the Court, the runner may visit as a regular visitor during normal visiting hours. The visit will be applied to the inmate's weekly visits. Legal Runners will be given non-contact visits in the public visiting area. Should the runner have papers to deliver to the inmate, the Deck Officer will deliver the papers to the inmate, and have the inmate sign the papers when necessary.

DEFINITION:

Legal Runners are defined as persons who are designated by the Court to transport legal documents for inmates who are Pro-Per or Co-Counsel.

PROCEDURE A. PROCESSING A LEGAL RUNNER VISIT

The Clerk will:

- Have the runner fill out a professional visit request form.
- Time stamp the slip.
- Check the C.J.I.S. computer to see if the requested inmate is in the Facility.
- Write the inmate's location and booking number on the visit slip.
- Confirm the inmate to be visited is Pro-Per or Co-Counsel.

- Check identification and confirm the legal status of the visitor.
 - Ask the visitor if they have a copy of the court order assigning them as Legal Runner for this specific inmate.

If the visitor cannot provide this information, the Clerk will:

- Check the inmate's folder for a Court document that assigns the visitor as Legal Runner.

If there is no paperwork in the inmate's folder, the Clerk will:

- Call the Court of Jurisdiction, using the court case number, and ask if the visitor was assigned by the Judge as a Legal Runner.
- The visitor must also provide an acceptable government issued picture identification card.
- Contact the Shift Supervisor if the visitor cannot provide complete identification and insists on visiting.
- Advise the visitor that they will be held accountable for the rules and regulations.
- Immediately call the appropriate Deck Officer and give him/her the following information.
 - Legal Runner visit.
 - That there is a location of visit.
 - Inmate's name.
 - Inmate's location.
- Call the visitor to the window and direct them to the visiting room.

File the visit slip.

NOTE: These visits are not entered into the computer or on the Weekly Visiting List.

The Deck Officer will:

- Have the inmate pulled for a professional visit.
- Deliver the inmate to A-Deck.
- Notify the A-Deck Officer that papers need to be transported back and forth.
- Notify clerical staff when the inmate is ready.

The Clerk will:

- Direct the professional person to the Visiting Room.
- File the visit slip behind the appropriate date in the Visiting File.

**KERN COUNTY SHERIFF'S DEPARTMENT
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TITLE: DOCUMENTATION OF VISITS

L-1000

EFFECTIVE DATE: 10-3-98

REVISED:

APPROVED BY: C.R.F. Division Manager

REVIEWED: 1-15-03

REFERENCE:

POLICY

All public visits will be entered into the C.J.I.S. computer. There are two thirty (30) minute visits allowed per week. The new visiting week begins on Saturday of each week.

Extended visits are one hour visits. An extended visit will be entered into the computer twice and count as both visits for that week.

PROCEDURE A. ENTERING A VISIT INTO THE COMPUTER.

The Jail Clerk will:

- Access the C.J.I.S. Main Menu and select the Inmate Add Visit screen.
- Enter the visitor's identification number and name.
- Press enter.
- Enter the inmate's booking number or name.
- Press enter.
- Check the screen to make sure that the inmate has not exceeded his visits for the week or is other wise ineligible.
- Press enter. The visit is now entered in the computer.

**KERN COUNTY SHERIFF'S DEPARTMENT
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TITLE: VISITING - COURT ORDERED, DHS / CPS L-1100

EFFECTIVE DATE: 05-14-01

REVISED: 6-12-03

APPROVED BY: C.R.F. Division Manager

REVIEWED: 6-12-03

REFERENCE: DBPPM E-300 and E-400.

POLICY:

The Superior Court-Juvenile Division and Department of Human Services/Child Protective Services (DHS/CPS) are mandated to provide a means for minor children that are adjudged to be dependents of the court to visit an incarcerated parent. The Superior Court issues a court order to compel these visits. The court order is directed to DHS/CPS, not to the Kern County Sheriff's Department; however, the Sheriff's Department Detention Bureau will cooperate with DHS/CPS to facilitate the visits per the court order.

DIRECTIVE: 1

The Sheriff's Department Detention Bureau has entered into an agreement with the Superior Court-Juvenile Division, Department of Human Services, Child Protective Services, Public Defenders Office, and County Counsel that provides guidelines for DHS/CPS court ordered visits.

DIRECTIVE: 2

All court ordered visitations shall be conducted in accordance with CRFPPM L-100. Visitors shall adhere to current visitation rules and dress codes. Visitations between incarcerated parents and DHS/CPS staff will be considered "Legal/Professional Visits" and will be conducted in accordance with [CRFPPM L-600](#).

DIRECTIVE: 3

Requests for special visits outside this policy shall be referred to the on-duty Shift Supervisor pursuant to [CRFPPM L-500](#).

Procedure A: DHS/CPS Supervised Visits

Directive A-1:

“Court Ordered” visitations between incarcerated parents and children, supervised by DHS/CPS staff, will be facilitated under the following guidelines:

- Visits will take place on Monday. There will be two (2) visiting sessions available to accommodate in-school and out-of-school children. The morning session will be 0900 to 1100 hours. The afternoon session will be 1500 to 1700 hours.
- DHS/CPS staff will access the CJIS/IMS system and enter an appointment (code **CPSVS** – Child Protective Service Visit) for the incarcerated parent having the court ordered visit.
 - Appointments for each Monday will be entered in CJIS/IMS no later than midnight Friday prior to the visit day.
 - DHS/CPS staff will also fax a list of visits scheduled for Monday to the Shift Supervisor at 868-6859.

The Court 1 Officer will:

- Check the court list on Monday mornings for **CPSVS** appointment codes for a list of DHS/CPS visit appointments for that day;
- Include those appointments in the court lists distributed to the appropriate C.R.F. deck officers;
- Notify the shift supervisor if there are any other appointments for the inmate that conflict with the court ordered visit.

The Deck Officer will:

- Check with the inmate after court pull is completed to determine if the inmate wants the court ordered visit;
- If the inmate refuses the visit, notify the shift supervisor.

The Shift Supervisor will:

- Notify DHS/CPS as soon as possible by fax (copy attached) that a conflict exists or the inmate refuses the visit and the court ordered visit cannot take place.
 - Medical and court appointments take precedence over court ordered visits.

The Visiting Clerk/Clerical Staff will:

- Record as a “Legal Visit” (code CPSV) in the CJIS/IMS “Maintain Visit” program when the visit occurs.

Procedure B: Caretaker Supervised Visits

Directive B-1:

Court ordered visitations between incarcerated parents and children, supervised by “Caretakers” (i.e.: Guardians, Foster Parents, Relatives), will be conducted with the general public visitations during normal visiting times in accordance with [CRFPPM L-100](#). Caretakers presenting a court order, or if a court order is in the inmate’s file, shall be given priority processing for the visit during normal visiting hours.

The Visiting Clerk/Clerical Staff will:

- Receive the court order regarding the supervised visit from the caretaker;
- Place the visit as a priority over other pending normal inmate visits;
 - Visits already in progress will not be interrupted;
- Process the visit to arrange for the visit to occur;
 - If an inmate refuses the visit, notify the caretaker;
- Record as a “Legal Visit” (code CPSV) in the CJIS/IMS “Maintain Visit” program when the visit occurs.

Procedure C: Loss of Visiting Privileges or Inmate Refusal of Visit

Directive C-1:

Any inmate who has lost their visitation privilege due to disciplinary status WILL NOT be permitted "Court Ordered" visits. An inmate may also refuse the visit. The inmate cannot be forced to have the visit since the court order is not directed to the inmate.

The Shift Supervisor will:

- Ensure a CJIS Incident is completed explaining the circumstances of the refusal/denial.
 - Incident type # is **4031** (Refusal/Denial CPS Visit).
- Complete a "Refusal or Denial of Visit" form (see [attachment CRFPPM L-1100a](#)).
- FAX the completed "Refusal or Denial of Visit" form to DHS/CPS @ 661/631-6575 (name & number on form).
- Forward the original "Refusal or Denial of Visit" form, the FAX confirmation report, and a copy of the Incident Report to the Administrative Sergeant.

The Administrative Sergeant will:

- Review the Incident Report and "Refusal or Denial of Visit" form.
- Review the FAX confirmation report to ensure it was properly delivered to DHS/CPS.
- File the "Refusal or Denial of Visit" form, the Fax confirmation report, and the Incident Report in the appropriate file.

**KERN COUNTY SHERIFF'S DEPARTMENT
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**TITLE: CAMERAS, RECORDING EQUIPMENT
 COURT ORDERED DOCTOR VISITS**

L-1200

EFFECTIVE DATE: 10-3-98

REVISED:

APPROVED BY: C.R.F. Division Manager

REVIEWED: 1-15-03

REFERENCE:

POLICY

The policy of the Central Receiving Facility is to cooperate fully with all Attorneys, Doctors appointed by the Courts and the Courts.

Any examination by an outside Doctor, the taking of photographs or the use of recording equipment must have the approval of the Shift Supervisor or Facility Manager. Any denial by the Shift Supervisor will be for good cause and will be documented on a memorandum to the Facility Manager.

Doctors ordered by the Court to examine an inmate, will not be required to have a Court Order. They must show proof they have been appointed by the Court.

Attorney or their agent requesting to photograph their client or to use a tape recorder with their client, will not require a court order.