

KERN COUNTY SHERIFF'S OFFICE

Detention Bureau Policies and Procedures

TITLE: VISITING - PEACE OFFICERS **E-100**

EFFECTIVE DATE: 06-30-90 **REVISED:** 07-11-94

APPROVED BY: Detention Bureau Chief Deputy

REFERENCE:

POLICY

Peace officers will be permitted official visits with inmates inside the security area. These visits will be in areas designated by staff. Visiting will not be allowed during inmate feeding periods.

Procedure A. Personnel Duties and Responsibilities

Staff will:

- ! Verify the identification of the peace officer through the use of agency identification card.
- ! Check the computer for the inmate's housing location.
- ! Check with the appropriate officer to determine if the inmate is in the facility.
- ! If the inmate is not available, advise the peace officer.
- ! If the peace officer enters the secured area, issue them a visitor I.D. tag/slip.
- ! Have the peace officer place any weapons in the gun locker.
- ! Allow the peace officer to enter the visiting area.
- ! Police officers normally will not be permitted official visits in the inmate housing area; cells, day rooms, dormitories or barracks. Such visitation will be permitted only with the approval of the Shift Supervisor having the rank of sergeant or above.

- ! Notify the inmate to prepare for a visit.
- ! Escort the inmate to the visiting area.
- ! Return the inmate to their housing location upon completion of the visit.

KERN COUNTY SHERIFF'S OFFICE

Detention Bureau Policies and Procedures

TITLE: VISITING - CLERGY **E-200**

EFFECTIVE DATE: 02-01-93 **REVISED:**

APPROVED BY: Detention Bureau Chief Deputy

REFERENCE: [Title 15, Section 1070, C.C.R.](#)

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. Visiting will not be allowed during inmate feeding periods.

DIRECTIVE

Visiting clergy members will follow the applicable facility procedure with the following exceptions:

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

Procedure A. Personnel Duties and 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 Shift Supervisor of the anticipated date and time of the visit.

The Shift Supervisor will:

- ! Notify (in writing) the Shift Supervisor who will be on duty at the time of the intended visit.

KERN COUNTY SHERIFF'S OFFICE

Detention Bureau Policies and Procedures

TITLE: VISITING - LEGAL **E-300**

EFFECTIVE DATE: 06-30-90 **REVISED:** 07-11-94

APPROVED BY: Detention Bureau Chief Deputy

REFERENCE: [Title 15, Section 1068, C.C.R.](#)

POLICY

Attorneys and their representatives shall have unlimited visitation with inmates. Attorneys and their representatives will be allowed to visit at any time of the day or night, including feeding times. The shift supervisor shall have the discretion to deny, or delay, an attorney visit with an inmate if in the opinion of the shift supervisor the visit cannot be conducted safely at the time or the request. They shall register with the appropriate staff who will record the time in and out of the facility for each visit.

Attorneys and their representatives shall not bring into the facility any recording equipment or camera equipment without the approval of the Division Commander or Shift Supervisor. Legal visitors will allowed confidential consultation with the inmate.

DEFINITION

Legal Personnel are defined as: Attorneys, legal aides, legal clerks, paralegal, and private investigators employed by law firms.

Procedure A. Attorneys

Staff will:

- ! Check the identification and confirm legal status of the attorney. They must possess:
 1. A California State Bar card.
 2. A valid state Driver's License or identification card.
- ! Contact the Shift Supervisor if the attorney cannot provide complete identification.

- ! Check computer for the inmate's housing location.
- ! Have the legal personnel sign a visitor's slip.
- ! Allow the attorney into the designated area.

The Officer will:

- ! Allow the attorney into the designated area.
- ! Examine all briefcases and hand carried items for contraband and weapons.
- ! Notify the inmate that they have a visit.
- ! Escort the inmate to the attorney's visiting area.
- ! Return the inmate to the appropriate housing area upon completion of the visit.

DIRECTIVE #1

Staff will follow the guidelines established under Attorney Visiting, in addition to the following:

Procedure B. Legal Aides, Legal Clerks and Paralegal**Staff will:**

- ! Check the identification and confirm legal status of visitor. They must have:
 1. A letter of authorization from the inmate's attorney on the attorney's office letterhead or a court order.
 2. A valid state Driver's License or picture identification.
- ! Contact the Shift Supervisor if the visitor cannot provide complete identification.
- ! Check the computer for the inmate's housing location.

- ! Contact the appropriate officer and verify the inmate is in the facility.
- ! Have the visitor fill out a visitor's slip and issue them an ID tag/slip.

Procedure C. Private Investigators Employed by the Law Firms**Staff will:**

- ! Check the identification and confirm legal status of the private investigator. They must possess all of the following:
 1. A letter of authorization from the inmate's attorney on the attorney's office letterhead or a court order.
 2. A valid state Driver's License or picture identification.
 3. Private investigators credentials issued by the Department of Consumer Affairs.
- ! Contact the Shift Supervisor if the visitor cannot provide complete information.
- ! Check the computer for the inmate's housing location.
- ! Contact the appropriate officer and verify the inmate is in the facility.
- ! Have the visitor fill out a visitor's slip and issue them an ID tag/slip.

KERN COUNTY SHERIFF'S OFFICE

Detention Bureau Policies and Procedures

TITLE: VISITING - SPECIAL **E-400**

EFFECTIVE DATE: 06-30-90 **REVISED:** 07-11-94

APPROVED BY: Detention Bureau Chief Deputy

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 inmate 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

The Clerk 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.

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: VISITING HOSPITALIZED INMATES E-500

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
June 30, 1990	03-22-21	03-22-21	03-22-21

APPROVED BY: Detentions Bureau Chief Deputy James Morrison

REFERENCE: DBPPM E-600, DBPPM H-250, DBPPM H-350

POLICY

Inmates admitted to a hospital for treatment may be allowed visits while they are hospitalized. If an inmate has been hospitalized for ten days or less, the request will be denied unless approval is granted due to special circumstances as outlined in Directive A-1 below. All visits for hospitalized inmates must be authorized by the Hospital Guard Shift Supervisor.

Authorized visitors will be allowed to visit a hospitalized inmate during regular hospital visiting hours, as long as they possess a Hospitalized Inmate Visit Authorization Form (Attachment A) that has been authorized (signed) by the Hospital Guard Shift Supervisor.

DIRECTIVE #1

The safety and security of the inmate and guarding deputy is of the utmost importance. The guarding deputy shall have the discretion to refuse or terminate a visit if it is determined that a safety or security issue exists. Upon any refusal or termination of a visit, the guarding deputy will contact the on-duty Hospital Guard Shift Supervisor and advise them of the situation as soon as practical.

DIRECTIVE #2

The guarding deputy shall remain in the same room as the inmate at all times (except in the case of a pregnant inmate who is in labor or delivery, in which case Directive F-1 of Section H-350 of this manual will be adhered to).

DIRECTIVE # 3

In addition to all applicable normal visiting rules as outlined in Section E-600 (Visiting – Public) of this manual, the following shall apply to all visits of hospitalized inmates:

- All visitors must present valid photo identification to the guarding deputy;
- Only the persons listed on an approved visiting form will be allowed to visit;
- Approved visits shall only occur during regular hospital visiting hours;
 - If the visitor is approved as a support person for a pregnant inmate in labor or delivery as described in Section H-100 of this manual, the visitor may be present during labor and delivery if allowed by hospital rules;
- All visitors are required to abide by all hospital rules and regulations and any special conditions imposed by a section manager, the Hospital Guard Shift Supervisor, hospital staff and/or the guarding deputy;
- Visitors will not be allowed to:
 - Bring anything into the hospital room other than keys and their identification (purses or other bags will **not** be permitted in the hospital room.)
 - Take pictures of the inmate or inside of the hospital room;
 - Make any phone calls from inside the hospital room;
 - To give the inmate any food, drink, or other items.
 - Have any physical contact with the hospitalized inmate, except as noted below:

Note: At the discretion of the guarding deputy, a brief hug or limited contact (e.g., holding hands) may be allowed between the inmate and visitor if such contact does not present a security concern in the judgement of the guarding deputy.
- If an inmate has had visiting privileges restricted or revoked at the facility, visits at a hospital may be denied;

- Hospital staff may terminate visits at any time without notice, as necessary.

Procedure A: Hospitalized inmate visit requests**When a visit is requested with a hospitalized inmate, clerical staff will:**

- Verify that the inmate is in custody;
- Determine which facility the inmate is assigned to (housed at);
- Verify that the inmate is currently admitted to a hospital;
- Obtain valid photo identification to positively identify each visitor;
- Conduct a pre-visit screening as outlined in Procedures A and B of Section E-600 (Visiting – General) of this manual;
- Complete a Hospitalized Inmate Visit Authorization Form;
- Scan the completed form and email it to the Hospital Guard Shift Supervisor.

Note: If the inmate is a federal inmate, clerical staff shall email the completed Hospitalized Inmate Visit Authorization Form to the Federal Liaison Supervisor.

The Federal Liaison Supervisor or their designee will:

- Review the Hospitalized Inmate Visitation Authorization Form;
- Contact the applicable federal agency (US Marshal, Bureau of Prisons, etc.) for approval of the hospital visit;
- Approve or deny the visit;
- If approved, sign the Hospitalized Inmate Visit Authorization Form;
- Advise the visitor(s) of the approval or denial of the requested visit;
- Email a copy of the Hospitalized Inmate Visit Authorization Form to the Hospital Guard Shift Supervisor.

The Hospital Guard Shift Supervisor will:

- Review all received Hospitalized Inmate Visit Authorization Forms;
- Verify that the inmate is currently admitted to a hospital;
- Approve or deny the visit. If the inmate is a federal inmate, ensure that the Federal Liaison Supervisor has approved the visit;
- If one or more visits are approved, provide a copy of the signed Hospitalized Inmate Visit Authorization Form to the visitor(s) and advise them that the form is only valid for the date(s) listed;

Note: If the person or persons requesting the visit are not present, use provided contact information to make contact with them via telephone and advise that the approved authorization form can be picked up at the Central Receiving Facility public lobby.

- Contact the on-duty deputy currently guarding the hospitalized inmate. Provide the following information for entry into the hospital guard log book:
 - Approved visitor(s) name(s);
 - Identification card type(s) and number(s);
 - Address(es) listed on identification card(s).
- Route the original Hospitalized Inmate Visit Authorization Form to clerical staff for placement in the inmate's file;
- Direct a Central Receiving Facility staff member to deliver a hand-held metal detector to the current hospital guard deputy assigned to the inmate the visit has been approved for;

Note: Upon notification of release from the hospital, the Hospital Guard Shift Supervisor will direct a staff member to retrieve the hand-held metal detector from the hospital guard deputy and return it to the Central Receiving Facility.

- Notify the Section Manager of the facility where the inmate is currently housed of the approved visit.

DIRECTIVE A-1**Visits may be authorized for up to four (4) days, under the following conditions:**

- As a result of a doctor's decision that the inmate will be admitted for a considerable length of time.
- When the visitor is disabled or has limited mobility due to age, illness or other medical issues.
- When the visitor or visitors are family members traveling in excess of 100 miles to the general Bakersfield area.
- When a special circumstance exists that merits additional visits, as determined by the Hospital Guard Shift Supervisor.

Procedure B: Confirming authorized visits**The hospital guard deputy will:**

- Obtain the Hospitalized Inmate Visit Authorization Form from the visitor;
- Confirm visitor identification by verifying photo identification and confirming that the visitor is the same person listed on the Hospitalized Inmate Visit Authorization Form;
- Conduct a metal detector search of each visitor in accordance with Detentions Bureau Policy and Procedures C-500 Searches – General;

Note: If a visitor refuses to submit to the search, that person's ability to visit will be cancelled and documented as outlined in Procedure C of this section.

- Retain the Hospitalized Inmate Visit Authorization Form in the hospital guard log book for reference;
- If future visits have been authorized, advise the relieving deputy.

On subsequent visits, the hospital guard deputy will:

- Verify that the Hospitalized Inmate Visit Authorization Form in the log book is still valid and confirm any visitors are the same person(s) listed on the form;

The Central Receiving Facility Deputy will:

- Return the hand-held metal detector to the Central Receiving Facility.

Procedure C: Documentation of cancelled visits**The hospital guard deputy will:**

- Document the search refusal and the cancellation of the person's ability to visit in the hospital guard log book;
- Document the visit cancellation on the visiting slip which will be retained in the hospital guard log book;
- Notify the Hospital Guard Shift Supervisor of the visit cancellation.

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: VISITING - GENERAL **E-600**

EFFECTIVE DATE: 07-11-94 **REVISED:** 4-8-16

APPROVED BY: Detentions Bureau Chief Deputy Shelly Castaneda

REFERENCE: [Title 15, Section 1062, C.C.R.](#), DBPPM C-500

POLICY

Inmates will be allowed no fewer than two visits totaling at least one hour per inmate each week. Each facility will establish and implement visiting schedules to provide for these visits.

Members of the public entering a Sheriff's detention facility are subject to a search of their person and/or vehicles in accordance with Procedure E of Section C-500 of this manual.

DIRECTIVE #1 - Visiting Rules

To ensure the safety and security of all visitors and inmates, general public visitors and inmates must comply with all facility visiting rules. Visits may be terminated if the visiting rules are not followed. Facility visiting rules will be posted on site, and are viewable by the public on the Kern County Sheriff's Office website www.kernsheriff.com.

DIRECTIVE #2 - Minor Visitors

Minors will only be allowed to visit when they are accompanied by a parent or court appointed legal guardian. Minors must be under direct adult supervision at all times.

DIRECTIVE #3 - Identification

All general public visitors 16-years and older must present at least one form of valid and current photo identification. Identification that has expired, or appears to have been altered will not be accepted. Any visitor without proper photo identification may be denied visitation privileges. Any identification not listed below must be approved by the Shift Supervisor on a case by case basis.

Acceptable forms of photo identification include:

- State Issued Drivers License
- State Issued I.D. Card
- Passport
- U.S. Government or Military I.D.
- Permanent Resident Card (Formerly referred to as a 'Resident Alien Card')
- High school students may use their high school identification card.

DIRECTIVE #4 - Visitor Dress Code

All visitors shall abide by a dress code during visiting. Failure to abide by the dress code will result in the cancellation of the visit. Section managers have the discretion to determine the appropriateness of clothing not specified in this policy. In the event of a disagreement regarding the acceptability of a particular item of clothing the Shift Supervisor will make the determination.

DRESS CODE FOR VISITORS

If an item of clothing is determined by staff to be a security hazard, offensive, or inappropriate, visitors will be given the option of removing, replacing, or covering up the item in question, or leaving the facility.

- No tank tops or see through clothing is allowed.
- Clothing must be worn so that no skin is visible on the midriff, buttocks, breast, or genitalia.
- Shirts/Blouses must not reveal excessive cleavage.
- Clothing must be worn so that no undergarments are visible.
- No clothing that depicts pictures or words that are sexual or lewd in nature will be permitted.
- Shorts, skirts, and dresses must cover down to the mid-thigh level.
- Shoes must be worn while on facility grounds.
- No bathing suits will be allowed.

Procedure A: Pre-Visit Screening

Prior to being allowed to enter the visiting area, all visitors will be screened in CJIS Function Involved Persons Display (INVPDSP) using the identification provided.

The Shift Supervisor shall have the discretion to allow or deny the visit when such person:

- Was recently released from KCSO Custody (within last 60 days).
- Is known to be subject of an active investigation.
- Is currently released on bail.

Procedure B: Previously Convicted Felons

A person who is a previously convicted felon, **and** has been confined in any California state prison, will be denied access to Sheriff's Office facilities unless granted permission by a Detentions Bureau Section Manager as outlined in Procedure 'C' below.

Any staff member receiving a request from a previously convicted felon to be on facility grounds for visiting or any other reason shall:

- Provide the requesting person with a PC 4571 application (Attachment 'A').
Note: PC 4571 applications are available at the Lerdo Main Gate, the Central Receiving Facility (CRF) public lobby and online at www.kernsheriff.com.
- Instruct the person to return the completed application via mail for routing to the appropriate Section Manager of the facility housing the inmate they wish to visit.

Procedure C: Section Manager Review of Completed PC 4571 Applications

Upon receipt of a completed PC 4571 application, the Section Manager or their designee will:

- Utilize CJIS, CLETS and/or other resources to determine if the PC 4571 application shall be approved or denied.
- Approve or deny the application.

- Make two copies of the application.
- Route one copy to the Lerdo main gate for posting.
- Attach the second copy to any supporting documents, and retain the packet for 5 years.
- Return the approved or rejected original application to the requestor via mail.

Note* An approved PC 4571 application will be valid for any KCSO facility the inmate is transferred to during the inmate's current booking.

Any PC 4571 application shall be denied if the applicant:

- Is currently on parole.
- Provides incomplete or misleading information.
- Has active warrants.
- Is listed as a keep away in the inmate's record.
- Is involved in any current case with the inmate as a co-defendant, victim or witness.
- Has an active restraining order or keep away involving any inmate at the facility they wish to visit.
- Has prior criminal history involving smuggling drugs or other contraband into jail, or past escape attempts.