

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: VISITING- HOSPITALIZED INCARCERATED PEOPLE**E-500**

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
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APPROVED BY: Detentions Bureau Chief Deputy Cindy Cisneros

REFERENCE: Title 15, Section §1029, DBPP C-500, E-600, H100, H350

POLICY

Incarcerated people admitted to a hospital for treatment may be allowed visits while they are hospitalized. If an incarcerated person 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 incarcerated people must be authorized by the Hospital Guard Shift Supervisor.

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

DIRECTIVE #1

The safety and security of the incarcerated person 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 incarcerated person at all times (except in the case of a pregnant incarcerated person 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 incarcerated people:

- 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 incarcerated person 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 incarcerated person or inside of the hospital room;
 - Make any phone calls from inside the hospital room;
 - To give the incarcerated person any food, drink, or other items.
 - Have any physical contact with the hospitalized incarcerated person, except as noted below:

Note: At the discretion of the on duty Supervisor, a brief hug or limited contact (e.g., holding hands) may be allowed between the incarcerated person and visitor if such contact does not present a security concern in the judgement of the guarding deputy.

- If an incarcerated person 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 incarcerated person visit requests

When a visit is requested with a hospitalized incarcerated person, clerical staff will:

- Verify that the incarcerated person is in custody;
- Determine which facility the incarcerated person is assigned to (housed at);
- Verify that the incarcerated person 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 Incarcerated person Visit Authorization Form;
- Scan the completed form and email it to the Hospital Guard Shift Supervisor.

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

The Federal Liaison Supervisor or their designee will:

- Review the Hospitalized Incarcerated person 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 Incarcerated person Visit Authorization Form;
- Advise the visitor(s) of the approval or denial of the requested visit;
- Email a copy of the Hospitalized Incarcerated person Visit Authorization Form to the Hospital Guard Shift Supervisor.

The Hospital Guard Shift Supervisor will:

- Review all received Hospitalized Incarcerated Person Visit Authorization Forms;
- Verify that the incarcerated person is currently admitted to a hospital;
- Approve or deny the visit. If the incarcerated person is a federal incarcerated person, ensure that the Federal Liaison Supervisor has approved the visit;
- If one or more visits are approved, provide a copy of the signed Hospitalized Incarcerated person 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 Justice Facility public lobby.

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

- Notify the Section Manager of the facility where the incarcerated person 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 incarcerated person 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 Incarcerated person 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 Incarcerated person 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 Incarcerated person Visit Authorization Form in the hospital guard logbook for reference;
- If future visits have been authorized, advise the relieving deputy.

On subsequent visits, the hospital guard deputy will:

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

The Inmate Reception Center Deputy will:

- Return the hand-held metal detector to the Inmate Reception Center.

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 logbook;
- Document the visit cancellation on the visiting slip which will be retained in the hospital guard logbook;
- Notify the Hospital Guard Shift Supervisor of the visit cancellation.