

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: VISITING- GENERAL

E-600

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

REFERENCE: Title 15, Section 1062, C.C.R., DBPPM C-500

POLICY

Incarcerated people will be allowed no fewer than two visits totaling at least one hour per incarcerated person 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 incarcerated people, general public visitors and incarcerated people 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.org.

Note: Incarcerated persons have been issued tablets and allowed to conduct remote visitation. All directives and procedures listed in the policy apply to the Incarcerated Tablet visiting.

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:

- Valid State Issued Drivers License
- Valid State Issued I.D. Card
- Valid Passport
- Valid U.S. Government or Military I.D.
- Valid 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
- 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 using the JMS 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 Justice Facility public lobby and online at www.kernsheriff.org.

- Instruct the person to return the completed application via mail for routing to the appropriate Section Manager of the facility housing the incarcerated person 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 JMS, 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 incarcerated person is transferred to during the incarcerated person'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 incarcerated person's record.
- Is involved in any current case with the incarcerated person as a co-defendant, victim or witness.
- Has an active restraining order or keep away involving any incarcerated person at the facility they wish to visit.
- Has prior criminal history involving smuggling drugs or other contraband into jail, or past escape attempts.