

BURLINGTON COUNTY DEPARTMENT OF CORRECTIONS



POLICIES AND PROCEDURES

TITLE: Visit Officers

Section 1306

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Note: For the purpose of Saturday & Sunday visits, the doors will open at 10:30 am to sign up for all visiting sessions.

- B. Two visit officers are assigned to conduct and supervise the visit program Monday thru Thursday on the 0900-2100 shift.
1. The visit #1 officer is the officer responsible for the security and distribution of inmate mail, maintenance of visitor pass cards, visitor registration & clean up of visit areas before the shifts completion.
 2. The visit #2 officer is responsible to assist visit #1 with the inmate mail, visitor pass cards, visitor registration, and clean up of visit areas before the shifts completion.
 3. Whenever available and/or instructed, the visit officer(s) shall assist in the other areas of the jail as needed.

Procedures

All officer(s) assigned as a visit officer shall be responsible to perform the following duties and responsibilities:

- A. Upon reporting, visit officer(s) shall inspect all visit areas for cleanliness, damages, contraband, and supplies, etc. An inspection of all visit areas shall be conducted before and after every visit program or seating time.
1. All areas of uncleanliness will be immediately cleaned and trash removed to promote a professional, clean, public appearance at all times.
 2. Report damages and findings of contraband or any unusual occurrence to a supervisor immediately.
 3. Replenish supplies necessary to conduct and continue all visit programs, i.e. visitor book, sign-in sheets, property receipts, etc.
- B. Supervise daily clean up detail utilizing inmate runners. All visit areas accessible to the public and inmates from main entrance to visit areas shall be swept and mopped daily, windows, counter, bathroom etc., washed daily, Soiled wall areas cleaned daily, trash removed daily and all counters cleaned to appear neat, organized and presentable to the public.
- C. Ensure the security of all interior security doors to prevent inmate escape and the operation of all external entrances to allow visitors to enter visit reception areas.
- D. Look up on the computer JMS the inmate that the visitor advises he/she wishes to visit. The visit officer(s) will be responsible to ensure that the inmate is in the facility and available for visit privileges.

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- E. Upon the arrival of a visitor, the visit officer(s) shall check the visitor's ID, compare signatures and other distinguishable information, DOB, address, etc. **NO ONE UNDER THE AGE OF 18 YEARS SHALL BE ALLOWED TO VISIT UNLESS THE INMATE IS THE PARENT OF THE CHILD LISTED ON THE BIRTH CERTIFICATE AND ACCOMPANIED BY AN ADULT PARENT OR LEGAL GAURDIAN.**
- F. Children under the age of eighteen (18) years will not be counted as visitors on the list. However, the following restrictions will apply:
1. No more than two (2) children/infants will be allowed.
 2. All children must be accompanied by an adult (parent/legal guardian) and the inmate is the parent of the child.
 3. All children must be controlled by the visitor and not allowed to roam around in the visiting room. Children must remain seated.
 4. Identification is required for each child (Birth Certificate).
 5. Infant strollers and baby carriages are not allowed in the visiting area.
 6. No changing of diapers will be allowed in the visit area.
- G. Acceptable forms of identification are those from a state or governmental agency which clearly states the visitor's name, address and date of birth. Enter the visitor in the computer JMS and do NOT duplicate the name.
1. Birth Certificate listing birth parent currently incarcerated, required for children having no other form of ID
 2. Current state driver's license
 3. Picture ID with address listed
 4. Whenever in doubt and questions exist, visit shall be denied. The jail is under no obligation to allow persons with questionable identities to visit inmates.
 5. ID cards purchased in local convenience/discount stores will not be acceptable.
- H. Direct each visitor to sign-in on visitor register book using clear, legible penmanship listing their name, complete address, the name of the inmate he/she wishes to visit. If the information is not legible, the visit officer shall request clarification.
- I. No outer garments are permitted in the visiting area. This includes pocketbooks, hats, baby strollers, cell phones, cameras, electronic devices, radios and any other excess baggage or personal property. All property shall be locked in the storage lockers available in the lobby area. The visit officer will **NOT** accept personal property for safekeeping.

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- J. No money will be accepted by the visit officers at any time. All visitors will be instructed to make deposits at the facility's designated money kiosk.
- L. Visitors shall be advised and not permitted to carry the following into any visit area:
1. No gum chewing or any other foods
 2. No cigarettes, matches, lighters and no smoking
 3. No cell phones, cameras, or other electronic equipment
 4. No diapers or toys
 5. No baby blankets
- M. Visitors shall register upon entry into the facility, and their belongings shall be searched or stored in lockers.
- N. Visitors may be searched under supervisory authority for the following circumstances:
1. Probable cause
 2. Reasonable suspicion
 3. Supervisory permission to search
- O. Whenever necessary to search, officers will perform a frisk or pat search in a private location which should not be demeaning to the visitor. All searches must be authorized by a supervisor. If the visitor refuses to be searched, visiting will not be permitted and visitor shall exit the facility and a report shall be submitted in accordance with policy.
- P. All visitors are required to be appropriately dressed. No bare feet, opened toe shoes, halter-tops, hot pants, bare chests, mini skirts, mini dresses, sleeveless shirts, sleeveless dresses, and shorts or skirts must be no more than 3 inches above the knee. Tight fitting and other seductive clothing shall not be permitted. Visitors will not be allowed to have obscene or inappropriate writing on their clothing or wear clothing orange in color that resembles an inmate uniform. The shift supervisors shall be made aware of any disputes and a report shall be submitted.
- Q. All visitors will be checked by metal detector and/or wand. Upon failure to pass through the metal detector/wand, contact a supervisor. The visitor will submit to a same gender pat search or be denied an opportunity to have a visit.
- R. The visit officers will ensure an accounting of all visit times by recording the time of visit start (In booth) and time of visit end (Out Booth) on the visiting JMS Computer.

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- S. Visiting will be allowed for a period not less than 15 minutes, but no longer than one (1) hour. The length of time that can be allowed is dependent upon the volume of visitors and how much time left in the open hours of visiting. Any questions or disputes shall be referred to a shift supervisor.
1. If visits must be cut off due to space and time considerations, it will be done by a first in /first out basis.
 2. No bathroom usage will be permitted once inside the contact visit area. If there is such a requirement, the visit shall be terminated.
- T. Inmates in disciplinary detention, pre-hearing disciplinary detention, pending classification will **not** be permitted to participate in the visit program unless it is a visit with their attorney.
- U. The visit officer(s) will ensure that all visitors promptly exit the visit area at the completion of the visit and not allowed to loiter after their visit.
- V. At the completion of visit hours, the visit officer will perform a thorough inspection of all visit areas to ensure that no inmates were left in these areas, search for contraband and inspect for damages, etc. Any problems shall be immediately reported to a supervisor.
- W. No contact between the visitor and the inmates shall be allowed during regular booth visiting.
- X. The visit officer shall ensure the safe and orderly operation of visitors at all times. All visitors as well as inmates shall be instructed to conduct themselves in an appropriate fashion; quiet and orderly. Immediate action shall be taken to quell a disturbance and prevent the damages and destruction of county property.
1. No seat or visit booth hopping or visits with other inmates.
 2. If a visitor is going to visit two different inmates, they will visit one inmate first. When finished, leave the visiting booth and get in line for visitors and sign in for the second visit. If the visit is with inmates that are brothers/sisters, they can visit one after the other without getting back in line.
- Y. The visiting officers shall always promote the co-ordinate functions of the jail and a professional, courteous and respectful appearance at all times when dealing with civilian visitors and acting representation of the jail.
- Z. Adhere, comply and enforce all other jail rules and regulations as prescribed in regard to all correction officers. Perform other assigned duties.