

UMATILLA COUNTY CORRECTIONS DIVISION
POLICY AND PROCEDURE

SUBJECT: INMATE VISITATION

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Policy Number: 5.060

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Revised:01-20-09

Approved by: John A.Trumbo, Sheriff

- I. POLICY:** To set forth and establish procedures for administering inmate visitation which permits prisoners to maintain contact with family members, attorneys, and ministers, while meeting the requirements set for ensuring the safety and security of the Umatilla County Jail (UCJ).

Responsibility is not assumed for personal property which is lost or stolen on facility property. Neither is the privacy of the visit guaranteed, or offered, by the UCJ or any of the facility personnel.

II. DEFINITIONS:

- A. Security Visiting: The opportunity for an inmate and approved visitor to see and talk with each other on a scheduled basis for a thirty (30) minute period or sixty (60) period of time, with no physical contact.
- B. Special Visiting: A visit granted due to a family emergency; an extra visit granted to an approved visitor beyond established limits; and/or a visit granted to occur at an hour and/or place when/where visits are not normally permitted.
- C. Approved Visitor: A visitor who has been placed on an inmate's Visitation Request Form and has met the facility's visitor guidelines.

III. PROCEDURE:

- A. Application: Any inmate (except inmates serving weekend/work release sentences) may apply for visits. After an inmate is booked in and housed, he/she may request an Inmate Request Form, and put up to four (4) names on his/her visiting list.
1. More information may be requested of the proposed visitor, the inmate, police agencies, or other reliable sources, and/or the inmate, or proposed visitor, may be interviewed.

2. An inmate may delete a name from his/her original visiting list at any time, by submitting a written request to the jail receptionist. When a name is deleted from a visiting list, that name may not be returned to the list for a minimum of thirty (30) days.

B. Approval/Denial of Proposed Visitors: The UCJ jail reception office shall investigate each proposed visitor, to ensure the visitor meets the facility guidelines. If the visit is cleared, the UCJ jail reception office shall place the name on the visiting list. A request for security visiting shall be approved, unless there is documented evidence that such visitation would jeopardize the safety of other inmates, staff, visitors within the facility, and/or the general security of the facility. Reasonable grounds to deny the visitation will be found when:

1. The proposed visitor has previously introduced contraband into a penal facility, jail or prison;
2. There is documented evidence that the proposed visitor will introduce contraband into the facility through the visiting process;
3. The inmate has previously introduced or attempted to introduce contraband into the facility through the visiting process;
4. The inmate has previously introduced or attempted to introduce contraband into a penal facility, jail or prison through a visiting process;
5. The proposed visitor has previously disrupted the visiting process or violated visiting rules and regulations within the facility;
6. There is documented evidence that the proposed visitor will disrupt the visiting process or violate visiting rules and regulations within the facility;
7. There is documented evidence that would lead one to believe that the inmate will disrupt the visiting process, or violate visiting rules and regulations within the facility;
8. The requested visitor does not meet the visitor guidelines set for (i.e., age requirement);
9. The requested visitor is a victim of the crime for which the inmate is currently incarcerated, for a valid restraining order, or a no contact order which is in effect between the requested visitor and inmate.

C. Hearing Request: The proposed visitor who is denied security visiting, or the concerned inmate, may seek review of the decision by the facility administrator or designee.

D. Visiting: Contact visits are not allowed between inmates and approved visitors at this facility. All visits are conducted by telephone with provisions for the inmate and visitor to view each other through a glass partition.

- E. Visitors shall not be required to submit to an unclothed search as a condition of visiting.
- F. All visiting is by appointment only. An inmate may have up to four (4) approved visitors on his/her visiting list. Inmates are limited to one (1) thirty (30) minute visiting period four times a week, or 2 one (1) hour visits, with no more than one (1) visit per day. No more than two (2) adults, or one (1) adult and two (2) children may visit at one time.(Children under the age of one (1) may accompany a mother without being counted as a visitor.)

Note: If one (1) adult comes to visit and has two (2) or fewer children, who are also on the list, the children may visit at the same time, as long as they remain supervised.

1. An approved visitor must telephone the facility, requesting a visit, during business hours, of the business day preceding the visit day. A visitor may not visit more than one (1) inmate per day.
2. The staff member answering the phone will confirm that the caller is on the inmate's approved visitor list and, before entering the visit on the Visitor Schedule, ensure another visit for the inmate has not been previously set.
3. An approved visitor arriving at the facility for visitation must present a driver's license or other form of identification which displays a picture of the visitor, the visitor's name, and the visitor's date of birth.

Exception: Children accompanied by parent or guardian under the age of eighteen (18).

4. Visitors are not allowed to take any items into the visiting area.
5. The staff member shall require visitors to empty the contents of their pockets onto a table, and walk through the metal detector, prior to entering the visiting area of the facility.
6. Pay lockers are provided for the public in which to store any personal property not allowed into the visiting area of the facility. Staff shall not accept, nor hold, any personal property from the public.
7. In the visiting area, the inmate and visitor shall be seated in order to allow visual observation of each other through the glass partition. Verbal communication will be accomplished via the two-way telephone.
8. The visit shall be timed by a staff member. At the end of the visiting period, a staff member shall terminate the visit and shall direct the inmates back to his/her housing area. The visitor(s) shall exit the visiting area at the end of said visit.

G. Visiting for Maximum Security and Special Circumstance Inmates: Inmates in

maximum security classification shall be allowed visitation based on their individual circumstance and assessment plans. Special Circumstance visits shall be considered only if pre-approved by the facility administrator or designee.

- H. Special Visits: Special visits are defined as visits requested outside of regularly scheduled visiting hours. The facility administrator or designee must approve all special visits. Special visits may be authorized for the following reasons:
1. Emergencies in the inmate's immediate family.
 2. Persons traveling long distances where it is obvious that information regarding visiting days could not have been received.
 3. Other situations when a supervisor deems it necessary because of special circumstances.
 4. Prisoners confined in a hospital or a location other than a facility under the authorization of the facility administrator or Umatilla County Sheriff for purposes of housing prisoners shall be under special visiting approval as authorized above. Exceptions will include:
 - a. UCJ prisoners being held in other correctional facilities will visit according to the rules of that facility.
- I. Marriage Ceremony: To be performed during Inmate Visitation time slots. All existing inmate visitation rules will be applicable, with few exceptions, some of the exceptions may be as follows:
- a. The allowance of four (4) visitors at the same time - this special allowance is to include; the intended spouse, two (2) official witnesses, and the judicial officer performing the ceremony.
 - b. No minor may attend the ceremony unless said minor is the intended spouse. The rules for minors visiting at this facility will apply in this situation as well.
 - c. The intended spouse and the two adult witnesses to the ceremony must all be pre-approved visitors on the inmates visiting list.
 - d. The inmate, and/or intended spouse, shall be held responsible for finding an official to perform the ceremony; this department shall not be involved in this matter in any form, other than to schedule a time slot for the event, and to uphold the standard visitation rules.
- J. Clergy Visits:
1. Clergy must fill out the appropriate paperwork in order to become approved, by the jail administrator, for visitations with an inmate lodged in this facility. After administrative approval, clergy shall be allowed visits with inmates in the Family Visiting Area with the same rules which apply to the general public.
 2. Clergy may request a special visitation privilege for confidential religious purposes only. This request shall be pre-approved by an administrative

agent only.

- K. Attorney Visits: Any attorney who is licensed to practice law in the U.S.A., and who states that he/she legally represents the prisoner, shall be entitled to visit his/her client as follows:
1. Hours for attorney visits are from 7:00 a.m. to 11:00 a.m. and from 1:00 p.m. to 4:30 p.m., Monday, Tuesday, Thursday, and Friday. Visiting hours on Wednesday are from 7:00 a.m. to 11:00 a.m. Attorney visits outside of the above scheduled times must be approved by the facility administrator or Undersheriff, in advance of the visit.
 2. Attorneys shall visit in the "Attorney Visiting Area". Attorneys shall not be permitted inside the facility's security perimeter, without approval of the facility administrator or Sheriff.
 3. An attorney, upon entering UCJ, shall present a valid bar card and/or a UCJ identification card to UCJ staff.
 4. Law clerks or private investigators who work for the representing attorney have the same visiting privileges as the attorney.
 5. Attorneys or representatives may be requested to walk through the facility metal detector, prior to entering the visiting area if jail reception deems it necessary.
- Professional Visits: Visits for non-social purposes by law enforcement officers, judicial officers or their designees shall be approved as special visits, subject to visiting criteria. Every effort will be made to accommodate professional visits.
- L. Prisoner-Victim Visits: Visits between a prisoner and his/her victim shall not be allowed. Visits between members of the inmate's immediate family may be denied, if the court has ordered no contact.
- M. Visiting by Sheriff's Office Employees: Employees shall generally not be approved for visits, unrelated to official duties, with inmates, unless the inmates are members of the employee's immediate family.
- N. Refusal or Termination of Visiting: A visitor may be refused a visit; or a visit may be terminated, if the shift supervisor has reasonable evidence which would lead to a belief that the visit would jeopardize the safety of inmates, visitors, and/or staff within the facility and/or the general security of the facility.
1. When an approved visitor is refused a visit, the inmate shall be advised of the reasons for the refusal.
 - a. The refusal or termination of an individual visit is not subject to a review hearing.
 - b. Documentation of the decision shall be recorded in the jail computer management system.

2. Violation of rules of disciplinary conduct by the inmate is grounds for refusal or termination of a visit.
 - a. A Misconduct Report shall be initiated if the grounds for the action was on the part of the inmate. The Misconduct Report will be prepared and processed according to Rules of Prohibited Conduct. Violation of any rules of conduct for visitation by inmates is a Class B Major rule violation.

O. Monitoring of Visitation Telephones: The UCJ reserves the authority to monitor and tape conversations conducted on the visitation telephones. All visitations conducted in the family visiting area shall be recorded and monitored.

1. While monitoring the conversation, if the corrections staff learns of information which concerns the introduction of contraband to the facility, escape plans, rules of prohibited conduct, threats of violence, or the commission of any offense proscribed by law, the corrections staff shall take the following steps:
 - a. If the information concerns a matter which is of an emergency nature, the shift supervisor shall be notified immediately, and take the proper course of action.
 - b. If the information contains a matter which is not of an emergency nature, then the corrections staff shall complete a detailed report, obtain information, mark any evidence, and submit it to the shift supervisor.
 - c. All such information shall be submitted to the Facility Administrator (or designee). The facility administrator (or designee) shall take the information to the proper authority.
2. If the visitation telephones are used for legal matters, the telephones shall NOT be monitored or taped.
3. The inmates and visitors use of the visitation telephones constitutes consent to monitoring.
4. The following information shall be posted in the visitation area. "The UCJ reserves the authority to monitor and tape conversations on this telephone. Your use of this institution telephone constitutes consent to this monitoring. If this telephone is used to speak with your attorney or client, the conversation shall not be monitored."

P. Removal: An approved visitor's name shall be removed from the inmate's list upon request of:

1. The inmate; if an inmate removes a name from his/her visitor list, said name cannot be reinstated for a period of thirty (30) days.
2. The visitor.
3. By staff, if the visitor fails to show up, or is late five (5) minutes beyond

the scheduled visiting time) for two (2) scheduled visits within a thirty (30) day period.

- a. When a visitor fails to show up or is late for said visit, this information will be recorded on the "Visitor's Schedule", as well as in the visitor screen of the jail computer management system, by a staff member. Any name removed from the list shall not be reinstated for a minimum of thirty (30) days.

Visitors are subject to removal from the facility, by law enforcement officials, because of inappropriate conduct.

If a visitor's name is removed from the visitors' list because of inappropriate conduct, he/she shall not be approved to visit again.

An approved visitor's name shall be removed if the facility administrator or designee determines, based upon documented evidence, that continued visiting of all types will jeopardize the safety of other inmates, staff, or visitors within the facility and/or the general security of the facility.

1. Within three (3) days of making this determination, the facility administrator or designee shall provide notice of this action to the inmate and visitor.
2. If an approved visitor is removed from the visitation list for inappropriate conduct, the visitor shall not be allowed to visit for the duration of the inmate's incarceration.

Q. Rules of Conduct for Visitation: Rules for visitation shall be posted in the lobby of the jail and in the hallway of the visiting area where they are clearly visible to both visitors and inmates

1. Inmates are allowed one (1) thirty (30) minute visit four times a week or two (2) one hour visits twice a week for a total of two (2) hours of visiting per week.
2. Inmates are allowed no more than two (2) adult visitors or one (1) adult and two (2) children at the same visiting time.
3. Only approved visitors may visit inmates.
4. No person under the age of 18 years shall be allowed to visit at this facility, with the exception of the inmate's children (biological) and/or step-children, and siblings (biological) and/or step-siblings, who must be accompanied by an adult who is on the approved visiting list.
Exceptions:
 - a. This does not apply to a person under the age of 18 who is married to the inmate he/she intends to visit. However, the visitor must produce a marriage certificate verifying the relationship: along with his/her picture I.D., each time he/she visits.

5. Visiting shall be by appointment only. Approved visitors shall telephone the UCCD and schedule an appointment to visit with a specific inmate during business hours on Monday, Tuesday, Thursday or Friday. The telephone call must be received on the visiting day prior to the scheduled visit.

Exception: The jail visiting office shall be closed and there shall be no visits scheduled on holidays.

6. Upon arrival at the facility, visitors must present a driver's license or other form of identification which displays a picture of the visitor, the visitor's name and the visitor's date of birth.

Exception: Children under eighteen (18) years of age accompanied by parent or legal guardian.

7. Visitors waiting for their scheduled visit shall wait in the UCJ public lobby.
8. Visitors shall be respectful of staff.
9. Visitors shall submit to a metal detector search.
10. Visitors shall not carry onto the grounds of the facility explosive devices, firearms, ammunition, alcoholic beverages, narcotics, dangerous drugs, or objects or material of any kind, which might be used to compromise the safety and security of the facility.
11. No purses, coats, or other unauthorized items may be taken into the visiting area. Pay lockers are provided to the public for storage in the waiting area. The Umatilla County Jail shall not be responsible for any items left in any waiting areas.
12. Visitors shall wear clothing which is not unduly suggestive, does not resemble inmate attire, and does not create a security hazard, i.e.
 - a. No tank tops
 - b. No Spaghetti Strapped Tops
 - c. No Halter or Tube Tops
 - d. No low cut or revealing necklines
 - e. No shorts
 - f. No Bib Overalls - Bibs (pants or shorts)
 - g. Dresses/skirts must be **No More** than three (3) inches above the knee.
 - h. No coats
 - i. No hats of any kind
13. Visitors shall not be under the influence of intoxicants.
14. No smoking is permitted in UCJ.

15. Visitors and inmates may not take any food or beverages into the visiting area.
16. No vandalism shall occur.
17. No disturbances or disruptions shall occur.
18. Visitors shall control children in order to avoid disturbing other inmates and/or visitors. Should a situation arise when the removal of said children becomes necessary, then this action must be taken by the visitor who is accompanying the children.
19. Visitors wishing to provide money to an inmate, must do so in accordance with the procedures established by the facility to govern the receipt of funds.
20. Visitors and inmates shall leave visiting rooms as soon as staff announces the visit to be over.
21. Visitors who supply, or attempt to supply, contraband to prisoners, are subject to prosecution under ORS 162.185. Supplying contraband is a Class C Felony.
22. No correspondence or pictures shall be accepted for the inmate through the visitation process. All correspondence, to and from an inmate, must be sent through the postal system, and comply with the established procedures for receiving/sending mail. Exception:
 - a. Attorneys may give their clients legal documents, subject to a contraband inspection, in the presence of the inmate.
23. The Corrections Staff reserve the right to conduct searches of all persons who enter this facility - in accordance with the UCJ policies and procedures.
24. No indecent or lewd conduct by the visitor(s) or the inmate.