

## **Section 9: Visitation**

**Subject: Regular Visitation**

**Minimum Standard: 5120:1-8-07(A)(B)(C)(D)(E)(G)(H)(I)**

**Revised: 07/2017, 09/2018**

**Authorized:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Sheriff Paul A. Sigsworth**

### **POLICY**

It is the policy of the Erie County Sheriff to provide for a secure jail visitation area that allows for two-way, visually non-obscured communication between the inmate and visitor; that provides for visitor seating; and that physically separates the inmate from the visitor in an effort to prevent contraband from entering the jail. A registry shall be maintained that documents the following information for each inmate visit: date, visitor name(s), inmate name, and length of visit. Visitors shall be required to provide valid identification. Unless any restriction is noted in writing by the Jail Administrator or his/her designee—to include inmates or visitors whose behavior is deemed to present a threat to the safety, security, or best interest of the efficient operation of the jail, inmates will be provided the opportunity for sixty minutes of visitation per week.

### **DEFINITION**

Employee—for purposes of this policy, includes the Sheriff, any Deputy Sheriff whose duties are related to jail operations or criminal investigations, and any Corrections Officer.

### **PROCEDURES.**

#### **1. Visitation Kiosks:**

- a. Visits for male and female inmates will be conducted via audio/video visitation between video kiosks located in jail housing areas and video kiosks, supplied with seating, located in the jail lobby; or personal computers or other audio/video capable electronic communication devices located outside of the jail.
- b. Such video visitation provides for policy compliance by maintaining the physical separation of inmates and visitors and allowing for two-way, non-obscured conversation capability.

#### **2. Visitor Identification and Registration:**

Prior to the commencement of a visit, the visitor must produce verifiable state or other government agency photo identification. Visitors, upon initially establishing their unique personal account through the video visitation system, will be required to produce acceptable identification through the video system. That form of identification will then be examined and approved by an employee prior to any visit with an inmate by that visitor.

## **Section 9: Visitation**

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#### **3. Visitor Register (Log):**

The video visitation system will maintain an electronic registry of all inmate visits to include the date, visitor name, visitor address, inmate visited, and length of the visit.

#### **4. Visitation Schedule:**

- a. Each visitor may visit any inmate(s) who are not otherwise prohibited from visitation for a total of sixty (60) minutes per week, at no cost, from the video kiosks located in the lobby of the Sheriff's Office.
- b. Each visitor may visit any inmate(s) for a total thirty (30) minutes per day from a suitable electronic device outside of the jail for a fee.
- c. Video visitation hours are scheduled from 7:00 AM to 1:15 PM, and again from 2:15 PM to 5:30 PM.

#### **5. Food or Drink:**

The visitor shall not bring any food or drink in the lobby at any time.

#### **6. Children:**

For reasons of public safety and facility security, no person under eighteen years of age may visit an inmate or may be present in the Sheriff's Office lobby, with or without an adult, when the reason for the presence of the child within the building is related in any way to inmate visitation. Children may visit with an inmate via the video visitation system from any location outside of the jail, when a parent or legal guardian is present with the child during the visit.

#### **7. Inmate Visitation Notification:**

Inmates are notified of the presence of a visitor through messages transmitted through the video kiosks in the jail housing areas.

#### **8. Visitation Supervision:**

Video visitations may be monitored by jail employee(s) through the video visitation system.

#### **9. Monitoring and Recording of Inmate Visits:**

All video visits are archived and are subject to being viewed at any time by an employee or other law enforcement personnel.

#### **10. Denial of Visits:**

Visits may be denied if:

- a. The visitor or inmate is disruptive or displays inappropriate conduct or dress.
- b. The visitor has a history of disruptive behavior at the jail.

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- c. The visitor appears to be under the influence of alcohol or drugs.
- d. The visitor cannot or will not produce proper identification, or does not comply with the information requirements of the video visitation system during initial account setup.
- e. The inmate refuses the visit.
- f. Documented visitation restrictions have been placed on an inmate for reasons related to discipline, security, or other substantial reasons that are deemed necessary for the safety and/or security of the jail.
- g. Visitation privileges may be restored by the Jail Administrator or his/her designee based upon review of the circumstances that led to those privileges being suspended.

#### **11. Contact visits prohibited:**

- a. Contact visits, other than professional visits as defined elsewhere, are prohibited.