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<b>DETENTION FACILITY POST ORDERS</b>		
<b>DETENTION DIVISION CHIEF</b> <i>CHRIS LAWS</i> <u>C.G. Laws 1903</u>	<b>EFFECTIVE DATE</b> 12/01/1996	<b>REVISED DATE</b> 07/01/2013 09/29/2021
<b>NUMBER 189</b>	<b>TITLE</b>	<b>POSTS INVOLVED</b>
<b>PAGES 7</b>	<b>VISITORS</b>	<b>ALL POSTS</b>

**1. PURPOSE:**

There are various forms of inmate visitation throughout the Facility. The following types of visits are allowed but regulated by specific procedures unique to each type of visit; Social visits to inmates from family and friends. Social Visits may be cancelled at any time due to impropriety on the part of the visitor or inmate.

Professional visits to inmates conducted by representatives from within and outside of the criminal justice system, and visits to juveniles housed within the Facility by Court Order. Only visits from attorneys and clergy are protected.

Vendors, Contract Workers, Volunteers and other visitors to the facility, but not necessarily visiting inmates, also have specific procedures governing their access to the Facility.

**2. PROCEDURE:**

Any visitor may be refused a visit at any time whenever current conduct, previous conduct, or appearance would threaten the security or orderly running of the facility.

The Front Desk personnel control all visiting. Visiting can be revised at any time for efficient operation of the Facility. All visitors entering the Facility are required to register at the Front Desk.

Bus schedules are posted at the front desk for visitor information. The address of the facility is 150 North 19<sup>th</sup> Avenue Brighton CO 80601.

- a. An electronic log shall be maintained of every visitor to the Facility, regardless of nature or purpose of visit, and shall be completed prior to the visitor entering the Facility. The log shall include the following:

- First and last name of the visitor.
  - Destination (area to be visited).
  - ID Number – the number on the ID the visitor exchanges for a facility ID tag, where appropriate.
  - Tag Number and Color of tag issued to visitor.
  - Date/time in.
  - Date/time out.
- b. Any person allowed unescorted access to this facility must have a security check which includes a clearance and criminal history query through NCIC/CCIC and authorizations through the Detention Manager, or designee.
- c. Law enforcement (LE) officers shall be presumed to have clearance on presentation of a valid agency issued picture ID card.
- d. Briefcases, files, containers, overcoats, purses, etc., belonging to non-criminal justice visitors shall be visually inspected for unauthorized items if they are to be taken past the security doors.
- e. Lockers for personal property of any visitor are available in the visiting area waiting room.
- f. Non-criminal justice visitors are subject to being scanned with an electronic detector. If cause exists, the visitor may be 'pat searched' by a deputy. The visitor may decline their visit rather than submit to a search. Any visitor who refuses to consent to requested searches will be denied access to the facility.
- g. The following Adams County employees shall be given unescorted access to the secure portion of the Facility by displaying their County ID Tag and checking in/out at the Front Desk. No other visitor tags are necessary.
- County Attorney's Office
  - County Telecommunications Office
  - County Facilities Staff
  - County Purchasing
  - County IT
  - County Contract
- h. When authorized, some visitors may be permitted to enter the facility through the employee entrance of F module. These people are selected vendors and business persons and will be required to check in using the same process as at the Front Desk.

### **3.FACILITY VISITATION TAGS**

- a. Inmate social visitation shall be conducted on-site by video from the Front Lobby or off-site via a personal computer. Visitors utilizing the lobby video visitation stations shall not be issued a visiting badge. There are rare instances, however, where a social visitor may be sent to the housing unit visiting room. When that occurs, the visitor shall be issued a **Pink "Restricted"** tag and escorted to the appropriate destination by records personnel.
- b. **PALE-YELLOW "VISITING OFFICER"** ID tag-Visiting law enforcement officers, parole officers, or

other POST certified officers.

- c. **GREEN "PROFESSIONAL"** ID tag-District Attorneys, public defenders, other attorneys, investigators, probation officers, and bonding agents allowed access to the inmate housing units for visiting purposes. Judges are allowed unescorted access to the booking area and shall be given a green professional tag if they have a need to go to booking.
- d. **ORANGE "COURT"** ID tag-Judges and Court personnel are allowed unescorted access to the courtrooms only.
- e. **BRIGHT YELLOW "VISITOR"** ID tag-Contract workers, vendors, construction workers, and repair persons who are not issued a Sheriff's Office ID. These persons must have previously had a NCIC/CCIC clearance and criminal history check completed before their name is added to the official Cleared List.
- f. **PINK "RESTRICTED"** ID tag-Persons allowed access to secure areas of the facility only when accompanied by a facility employee. *Persons issued yellow visitor tags shall not escort persons issued pink tags without Detention Facility Supervisory authorization.*
- g. **BLUE "GYM"** ID tag-Persons authorized to use the weight room. *Persons issued blue tags shall only be permitted access to the weight room via the upper corridor.*
- h. **PURPLE "VOLUNTEER"** ID tag-Volunteers authorized by the Programs Coordinator. These persons must have previously had a NCIC/CCIC clearance and criminal history check completed before their name is added to the official Cleared List. *Volunteers may only access the programs rooms, library, and staff dining. They will require employee escort to access any other part of the facility.*
- i. Front Desk personnel shall inventory all ID tags at each shift change. Completed inventories are electronically stored in the designated folder. If any ID tag is discovered to be missing, a report will be immediately written, and the Duty Sergeant and Records Supervisor notified.

#### **4. SOCIAL VISITORS- ONSITE VISITING**

- a. Visitors age 18 or over must present a valid government issued picture ID. Social visitors will be limited to no more than 2 at a time. This includes children over the age of 5. An adult may hold a child (aged 5 or under) on their lap while visiting. An adult with a child on their lap shall constitute one visitor.
- b. A visitor may visit only once per calendar week. The calendar week runs from Sunday through Saturday.
- c. Social visitors must fill out a Request to Visit Inmate form (*Ref: Form No. 4213*) for the inmate they wish to see. Minor children must also have a form filled out in order for them to visit.
- d. Social visits are limited to 20 minutes.
- e. Video visits are computer controlled and will automatically terminate the visit at 20 minutes.
- f. Onsite visitation schedules are subject to change and are approved by the Detention Manager.

- g. The schedules are posted in the facility for the inmates and public to access and on the internet.
- h. Inmates in the writ pod or in disciplinary segregation are not allowed to have social visits.
- i. Each visitor is limited to **one (1)** onsite visit per week.
- j. Each inmate is limited to **one (1)** onsite visit per week.
- k. Participation in the Onsite Visitation Program is based on availability directly influenced by the remote terminal activity for that day. **There is no guarantee that an onsite visit will be granted due to limited visiting kiosks.**
- l. No visit will start later than 20 minutes before the visitation closing time.
- m. Visitors who are deaf or hard of hearing or who are visiting an inmate that is deaf or hard of hearing may request to use the face to face visiting area in the housing units if they are unable to communicate using video visitation. A written notice explaining this will be made available to a deaf visitor at the Front Desk. Visitors using these areas will be screened according to this Post Order prior to entering the secured area of the facility. There are no phones available for these visits; they are strictly for visitors and/ or inmates who utilize a sign language or lip reading.
- n. Special social visits, to include visits on days and at times other than scheduled, longer visits than ordinarily permitted, and/or contact visits shall be approved only at the discretion of a Records Supervisor, or designee. These should be reserved for rare cases when visitors have out-of-state identification and have never visited the inmate previously.
- o. Records personnel will enter all Special Visits in the Unit's electronic pass-on log.
- p. Whenever the visitation rooms with phones must be utilized, the Floor Deputy/F Module Control personnel shall prepare the visiting room immediately prior to allowing inmates into the area.
- q. Deputies shall identify items of contraband (which shall be removed) and or damaged phones will be looked for.
- r. The Deputy will call each inmate to the sally port for the visit. The door shall be closed and locked once the inmates enter.

## **5. SOCIAL VISITORS- OFFSITE / REMOTE VISITING**

- a. All non-professional visits will be monitored and recorded.  
Offsite visitation is scheduled as follows:
  - i. Access to a computer, web cam, microphone and high-speed internet are required via Homewav.com. To schedule the time and day of the visit and pay for the visit per pre-arraigned funding.
- b. Engaging in illegal or illicit behavior (to include disrobing and/or sexual behavior) will result in the visit being terminated. The offending visitor will be blocked from any further visits to any inmate confined in The ACDF and is subject to criminal charges. The inmate may also be charged with violation of the visiting rules and their visiting privileges terminated for the duration of their incarceration.
- c. Inmates are allowed up to three (3) Remote Visits per Day.
- d. Inmate availability is based on housing unit rules and/or disciplinary status.
- e. Inmates in the writ pod or in disciplinary segregation are not allowed to have social visits.
- f. Visiting may be canceled at any time.

- g. A credit voucher may be issued for unforeseen circumstances that result in the cancelation of a remote visit by the facility.
- h. Once a visit has started and is canceled or terminated by The ACDF for failure to comply with visiting rules a credit voucher **will not be issued.**
- i. Remote visits are **non-refundable**.

## 6. PROFESSIONAL VISITORS

- a. Professional visitors must fill out a Professional Visiting form (Form No. 4203) for each inmate they wish to see. Professional visitors include, but are not necessarily limited to attorneys, public defenders, district attorneys, parole officers, probation officers, and other criminal justice staff acting in an official capacity as well as Social Services personnel, Bonds people, Psychiatrists and psychologists, and clergy acting in official capacity. Professional visitors are allowed unescorted access only through the upper corridors and are issued ID tags as designated below. Anyone accessing the lower level may need to be escorted and shall be given an appropriate ID tag. Professional visitors are described as follows:
  - i. Law Enforcement is police officers, district attorneys, district attorney investigators, parole, ATF, DEA, NMDF, CIA, FBI, INS, and any other individual representing law enforcement interests. They must lock weapons up in a gun locker before entering the secured area of the Facility. They may carry their pagers, cell phones, recorders and laptop computers.
  - ii. All weapons shall be locked in the gun locker armory room across from the Front Desk. Briefcases, overcoats, purses, etc., belonging to criminal justice visitors, may be taken past the security doors without inspection. The Facility reserves the right to search any article to be taken past the security door.
  - iii. Detectives and Deputies from Adams County SO and the NMDF or other officers working in an undercover capacity may access the facility through the booking area when meeting with inmates. They will still fill out a Professional Visiting form (Form No. 4203) for each inmate they wish to see. They will also secure their weapons in their vehicles or in the booking gun lockers prior to entry.
  - iv. Law Enforcement Officers (LEOs) may request to use the Interview Room, if the room is available. LEOs can obtain a copy of the interview recording from The ACDF detectives via a request by telephone or email.
  - v. If a LEO needs to have a larger room for the interview it must be scheduled prior to the interview.
- b. Attorneys and attorney investigators must provide a valid state or court picture ID or an Attorney General card with an ID number.
- c. Public defenders must have state-issued picture ID's; if they do not, call the record supervisor/duty sergeant for approval.

- d. Attorney visits are not limited in time and shall be held in a regular visiting booth or may use

an attorney's pass through. Attorneys will not be permitted to have contact visits unless a special need is clearly demonstrated. These contact visit requests must be scheduled with prior notice to the facility. Such visits will be entered / scheduled in the Contact Visit Calendar at the Front Desk.

- e. Attorneys may visit their clients at any time of the day or night. They may only be delayed access to their clients by facility emergencies.
- f. Public Defenders or Private Counsel appearing at first advisal hearings shall have access and sufficient time with their client(s) prior to the hearing in order to prepare.
  - i. Public Defenders appearing for first appearance will be required to show their state issues ID, but will not be required to complete a professional victor slip on each individual they will be meeting with for advisal preparation.
- g. Clergy must provide a picture ID and a business or minister's card.
- h. Psychiatrists must have state-issued ID to show their certification as psychiatrists.
- i. Bonds persons must have state issued ID and a copy of their bonding license.
- j. Social Services must have a state issued ID.
- k. If proper ID is not provided, call the duty sergeant for approval.
- l. Clergy visits are limited to a reasonable time and must be held in the attorney's booths.  
*NOTE: Clergy with Sheriff's Department ID tags are authorized contact visits.*
- m. Visits by bonds people must be held in the regular visiting sections or in the attorney's booth, **NOT** the contact room. Front Desk Personnel will inform the tower officer not to allow bonds people access to the contact room.
- n. Non-Attorney Professional visits are allowed throughout the day but are limited during night time lock down. Non-Attorney Professional visits during night time lock down hours may be approved by a supervisor for extraordinary circumstances.
- o. Each visitor's time in and out is to be logged in the computer.

## **7. JUVENILE VISITATION**

- a. Juvenile visitation shall be granted to immediate family onsite on any regular visiting day and offsite according to offsite visitation rules. Immediate family includes grandparents (both paternal and maternal), mother, father (may include stepmother and stepfather), brothers, and sisters. Non-immediate family may visit, onsite or offsite, according to regular visitation rules. Non-immediate family or friends must be at least 18 or, if not 18, accompanied by an adult for onsite visits.
- b. Each immediate family visitor will be allowed one (1) onsite visit per visiting day for up to twenty (20) minutes. All other standard visitation rules/procedures will be in effect. Visiting times will be the same as general onsite social visitation.
- c. Offsite visitation rules are the same as general social visits.
- d. Special visitations will only be permitted as long as it does not interfere with the orderly running of the Facility. These are primarily scheduled through a Records Supervisor. However, the Duty Sergeant may also approve a special visit.

## **8. CANCELING VISITS**

Whenever an employee recommends the canceling of *current or* future visitation due to impropriety on the part of the visitor, a report of the justification and facts will be forwarded to the Records Supervisor for a review and final decision. The Duty Sergeant may be consulted and enter decisions whenever the Records Supervisor is unavailable, or the situation requires immediate intervention.

## **9. VISITORS WITH RESTRAINING ORDERS**

On occasion, inmates will receive social visits from persons with whom Restraining Orders and or Protection Orders exist. The ACDF does not have ready access to information at the Front Desk to confirm the validity and/or dates of effect of such orders, the Front Desk or other personnel processing visitors will not enforce Restraining Orders. When such restraining orders or protection orders are known to employees and staff, and confirmed, the Orders will be enforced.