

1. Visitation of inmates/detainees by family and friends shall occur at specific published times, which shall vary to include daytime and evening hours. Visitation hours are, on Sundays only, as follows:
  - a. Males:
    - i. 8:00 AM – 9:30 AM
    - ii. 12:30 PM – 4:00 PM
    - iii. 5:30 PM – 7:30 PM
  - b. Females
    - i. 9:30 AM - 11:00 AM
    - ii. 7:30 PM – 9:00 PM
2. All visitors must complete the “Request of Visit” form prior to visiting.
3. All inmates/detainees will receive a thirty (30) minute visit. Longer visits must be preapproved for visitors traveling from out of state. Also, special visits (i.e. longer visits, contact visits) must be preapproved and authorized by the Sheriff.
4. All visitors may be subject to search with the aide of the hand held metal detector prior to entry into the visitation booth. All personal property of the visitor shall be secured in the visitor’s vehicle or placed in a locker in the lobby.
5. The visitor shall be required to produce a valid photo I.D. and sign the visitors log prior to entry. **NO EXCEPTIONS WILL BE MADE.**
6. The visitors log shall include the visitor’s name, inmate’s/detainee’s name, visit date and length of visit.
7. No one under the age of eighteen (18) may visit an inmate/detainee unless accompanied by an adult who is the legal guardian. The legal guardian may appoint one person to bring the children in, if there is no way the guardian can come to visitation. In this event, the guardian will contact the shift supervisor for approval after completing a parent permission form.

8. The visitation officer will escort visitors to and from the visitation booth. The officer will advise central control of the inmates/detainees to be escorted to and from visitation. During female visitation, only a female officer will escort female inmates/detainees to and from the female block.
9. Inmates/detainees will be allowed two (2) visitors at a time in the visitation booth. If there are more than two (2) visitors, the allocated time will be split. This does NOT include children.
10. If an inmate/detainee or visitor becomes disruptive or unruly during visitation, the officer shall summon the shift supervisor to remove the individual.
11. Inmates/detainees shall not be restricted in regard to whom they visit with the exception of a visitor with any of the following qualifiers:
  - a. Who is presently under indictment and is a co-defendant
  - b. Has a TPO/CPO against the inmate/detainee
  - c. The shift supervisor or Sheriff are the only people who can make an exception to this policy
12. Visitation can be denied by the shift supervisor under the following conditions:
  - a. The visitor represents a clear and present danger to security
  - b. The visitor has a past history of disruptive conduct at the facility
  - c. The visitor is under the influence of alcohol or drugs
  - d. The inmate/detainee refuses the visit
  - e. Visitation restrictions have been placed on the inmate/detainee for reasons involving discipline
  - f. The visitor is wearing inappropriate attire
13. Correction staff shall not listen to the conversation between inmate/detainee and visitor, but will observe the visitation for security reasons and compliance with visitation rules.

14. No contact visits will be allowed unless approved by the Sheriff.
15. Professional visits with attorneys, law enforcement officers, probation officers, and clergy will be allowed between the hours of 7:00 AM – 11:00 PM, daily.
16. News media representatives, upon presenting proper identification, may be allowed to interview inmates/detainees, provided the inmate/detainee agrees to said interviews and approval has been given by the Sheriff.
17. Visitation for male and female inmates/detainees will not occur at the same time.
18. If the Sheriff issues a Level 3 Snow Emergency, visitation shall be cancelled.
19. Visitation dress codes is as follows:
  - a. Females:
    - i. Shorts shall cover the buttocks and crotch area, both when sitting and standing
    - ii. Skirts and dresses shall extend to mid-thigh, seated
    - iii. Slits in skirts and dresses shall rise no higher than mid-thigh, seated
    - iv. Sheer clothing is prohibited
    - v. The top of clothing shall be no lower than the underarm in the front and back. Bare midriffs and strapless tops, tube tops, and swimsuits are prohibited
    - vi. Shoes shall be worn at all times
    - vii. Gang “colors” and other gang displays are prohibited
  - b. Males:
    - i. Shorts shall cover the buttocks and crotch area.
    - ii. Shirts shall be worn at all times. Muscle shirts, bare midriff shirts, and sleeveless shirts are prohibited
    - iii. Shoes shall be worn at all times
    - iv. Gang “colors” and other gang displays are prohibited