

WEBER COUNTY CORRECTIONAL FACILITY

Volume

INMATE COMMUNICATION

Chapter

JE 02 - VISITATION

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JE 02/01.00 **GENERAL**

JE 02/01.01 **Purpose**

JE 02/01.02 **Rationale**

- A. Inmate visitation is not an unrestrained right. General inmate visitation is considered a privilege.
- B. Inmates are entitled to legal access visitation (JG01).
- C. Restricting inmate visitation access as a disciplinary punishment is an option the WCCF reserves. Visitation access is generally important to inmates, so potential loss of visitation can be an effective incentive for inmates to comply with facility rules.
- D. Inmates are not eligible for visitation for a minimum of the first 72 hours (not including weekends and holidays) to allow for classification and placement into specified housing. It is the responsibility of the visitor to schedule their visit. Exceptions may be made for legal access visitation.
- E. The constitution does not provide prisoners with and expectation of privacy in their personal communication while incarcerated.

The purpose of this policy is to provide the WCCF Policy and Procedure for inmate visitation.

JE 02/01.03 **Cross Reference**

[JD 02 - Classification](#)

[JD 05 - Inmate Grievance](#)

[JD 06 - Inmate Disciplinary](#)

[JG 01 - Legal Access](#)

JE 02/01.04 **Definitions**

barrier visit	a visit with a physical barrier between the inmate and the visitor
contact visit	a visit without a physical barrier between the inmate and the visitor
general visit	visitation afforded to inmates to maintain contact with family, friends, and associates through video monitoring.
housing unit	an area of the jail that inmates are assigned to

legal access	visitation with attorneys, qualified legal counsel, or representatives
professional visitor	an attorney, peace officer, legal aid representative, other person who may request to visit with an inmate in an official capacity
R&O/Intake Unit	a housing unit for reception and orientation of recently received inmates
visitor registration	- Entering information to the computer that identifies an individual who is known to the inmate and would like to visit them.
WCCF	Weber County Correctional Facility
WCSC	Weber County Sheriff's Complex
WCSO	Weber County Sheriff's Office

JE 02/02.00 **INMATE VISITATION**

JE 02/02.01 **Policy**

It is the policy of the Weber County Correctional Facility that:

- A. inmate visitation is a privilege, not a right, afforded to inmates/visitors, at the WCCF;
- B. inmates are provided personal and legal visitation access, in a manner consistent with WCCF's legitimate, penological interests, and shall comply strictly with the requirements of Policy and Procedure;
- C. visitors are subject to a background check, for WCCF legitimate penological interests;
- D. visitation access may be approved or denied by the WCCF, for legitimate penological interests;
- E. revisions to the visitation access policies and procedures shall be posted in the visiting area and housing units 15 days prior to implementation; and
- F. Visits shall be monitored and may be recorded, except for approved legal visits.

JE 02/02.02 **Procedure: Visitation Regulations**

A. General

1. Inmates are allowed to visit once per week for up to 25 minutes per visit. Inmates that are designated a specific classification level may be allowed additional visitation.
2. Visitation is by appointment only. Appointments may be scheduled up to two weeks in advance, but shall be scheduled no less than one day in advance.
3. Inmate-to-inmate visits are not allowed.
4. General visitation is a video monitor visit. The WCSO utilizes video visitation. Visitors will use the video phone in the Visitation Area and the inmate will use a video phone from the day room in their assigned housing unit. These visits are monitored and may be recorded.
5. Visitation in the WCCF Medical unit or hospital is limited to one visit per week based on classification level using the monitor system, except for approved legal visits.

B. Reception and Orientation (R&O) Inmates

1. R&O inmates do not have access to general visitation until they are classified and assigned to a housing unit within the WCCF.
2. R&O inmates shall have access to legal and professional visits.

JE 02/02.03 **Procedure: Contact Visitation**

- A. Inmates have no entitlement to contact visitation.
- B. Exceptions to the no-contact visitation rule shall be reviewed for approval by the Jail Commander/Designee:
1. for visits to comply with court order or referral;
 2. for interviews with the staff of allied agencies, relevant to legitimate law enforcement interests;
 3. for attorney access; or
 4. when directed by the Weber County Sheriff.

JE 02/02.04 **Procedure: Inmate Access to Visitation**

- A. Inmates have access to visiting in their assigned housing unit.
- B. Visitors are responsible to schedule visits on the computer system designated by the Weber County Sheriff's Office.
- C. Notice to inmates of pending visits shall be made by housing unit deputies.

JE 02/02.05 **Procedure: Public Access to Visitation**

A. **General**

- 1. Minor children may be allowed to visit with inmates, when accompanied by a parent, legal guardian, or adult family member.
- 2. Children under 18 years of age may be permitted to visit when:
 - a. the child is a minor child of the inmate and accompanied by an adult;
or
 - b. the child is an immediate family member of an approved adult visitor.
- 3. Visitors under 18 years of age (except spouses) shall be accompanied by their parents or approved adults of the family.
- 4. Visitors 16 years of age and older shall present positive photographic identification prior to being allowed to visit.
- 5. An individual shall not be allowed to visit more than one inmate unless that individual is a member of the immediate family of the inmates involved or is a religious service provider, according to policy JE 02/02.07 below, and is an approved visitor. Exceptions shall be evaluated for approval by the Jail Commander/designee.
- 6. Any employee, contractor, volunteer, or student who has terminated employment or services with the WCCF may not be cleared for visits until one year has elapsed from the time of termination of employment or services. Exceptions shall be reviewed for approval by the Jail Commander/Designee.
- 7. Visitors shall not be required to submit to search, however any visit may be denied due to reasonable suspicion that the visitor is concealing contraband or otherwise engaged in or attempting to violate jail security or safety.

B. Visitation

1. Visitation of inmates may be scheduled online anytime. Hours for visits will range in time from 0800 till 2000. The visiting duration time is 25 minutes.
2. Video visitation is scheduled by the visitor via the internet or in person at the WCSC public lobby by a WCCF visiting clerk. Visitors can go online to the WCCF website (visitation.co.weber.ut.us) to schedule their visits. Valid photographic ID is required to schedule a visit. Visits are not scheduled by telephone.

C. Check-In

1. Visitors should check in at the public lobby of the WCSC with the WCCF visiting clerk prior to the scheduled visit starting time.
2. Approved visitors may visit at the scheduled visit time, and shall provide valid photo identification to the WCCF visiting clerk.
3. Visitors shall not enter the visitation area until directed by the WCCF visiting clerk to do so.
4. If a visit is cancelled due to the inmate being in court or housing reassignment, the Renovo Scheduler (the visitation software program) will automatically send an email notification. If cancellations occur due to disciplinary reasons, visits will not be allowed until the inmate has completed his/her disciplinary time. Check email often for cancellations.
5. All persons entering the premises are subject to search.

D. Personal Property

1. Cell phone and recording devices are not allowed within the facility/visiting areas.
2. Visitors' personal property, such as purses or bags, should be secured in their vehicles before entering the facility. No storage is provided inside the WCSC.
3. The WCCF shall not be responsible for the loss of visitors' personal items brought onto WCSO property.
4. Visitors attempting to introduce contraband in violation of WCCF

Policies and Procedures onto WCSO property may have their visitation privileges suspended, restricted, or revoked.

5. Visitors introducing illegal contraband in violation of law onto WCSO property shall be subject to criminal prosecution and suspension of visiting privileges.
6. Visitors shall not be permitted to bring pets or other animals onto WCSO property, except for those dogs needed to assist the physically impaired (e.g., seeing eye dogs).

E. Appropriate Dress

Visitors shall be modestly dressed to be permitted to visit.

1. No bare midriffs, see-through blouses or shirts, tube tops, halter tops, tank tops or otherwise revealing clothing are permitted.
2. No dresses, skirts, or shorts more than three inches above the knee or sexually revealing attire are permitted.
3. Children under the age of 12 may wear shorts and sleeveless shirts.

F. Check-Out

1. When the visitation period has ended, the monitor will automatically turn off and the visit will end. Visitors shall promptly exit the visiting area.
3. Visitors shall not loiter on WCSO property.

JE 02/02.06 **Procedure: Special Visits/Professional Visits**

A. Professional Visits

1. Inmates may receive professional visits other than regularly scheduled personal visits:
 - a. to comply with court order or referral;
 - b. for interviews with the staff of allied agencies relevant to legitimate law enforcement interests;
 - c. for attorney access;
 - d. for authorized clergy visits:

1. Inmates may receive one clergy visit per month, scheduled on the video monitor, in addition to their allotted general visitation appointments. Exceptions to this shall be reviewed for approval by the Jail Commander/Designee.
 2. Clergy members shall schedule these appointments with the WCCF visiting clerk, no less than 24 hours in advance.
 3. Clergy members shall be allowed to schedule general visits.
2. Professional visits shall be scheduled with the WCCF at least 24 hours in advance of the desired visiting time. In the event of exigent circumstances, exceptions shall be reviewed for approval by the Jail Commander/Designee.

B. Special Visits

1. Requests for special or emergency visits with individuals shall be reviewed for approval by the Jail Commander/Designee.
2. Special visits may be considered for authorization when:
 - a. the visitor has traveled a significant distance; and/or
 - b. there are unusual or exigent circumstances that may be evaluated on a case-by-case basis by the Jail Commander/Designee.
3. Special visits shall be scheduled on the video monitor. Window barrier visits are no longer scheduled unless approved due to exigent circumstances by the Jail Commander/Designee.

JE 02/02.07 **Procedure: Denial of Visitation**

A. Denial of Visitation

1. Visits may be denied for cause.
2. Visitors/inmates shall comply with WCCF Visitation Access Rules, Policies and Procedures. Violation of Visitation Access Rules, Policy and Procedures may result in denial of visitation. Visitation Rules are posted in the visitation area.

3. Officers having reasonable cause to deny a visit shall notify the Watch Commander/OIC.
4. When visitation access is denied:
 - a. the reason shall be documented;
 - b. the reasons for denying a visit may be communicated to the inmate or visitor, if such information does not create a threat to the legitimate penological interests of the WCCF;
 - c. these denials may be grieved by the inmate through the WCCF grievance process; and/or
 - d. visitors may challenge denial of visitation access through the Jail Commander/Designee.

B. Suspending, Restricting, or Revoking Visitation

1. Visits shall be suspended, restricted or revoked, if the behavior of the visitor/inmate jeopardizes the safety, security, management or control of the WCCF.
 - a. A visit may be suspended, restricted , or revoked for dress code violation, foul and abusive language/conduct, or refusal to comply with WCCF rules, Policies and Procedures, or when necessary to meet safety, security, management or control requirements of the WCCF.
2. When a visit is suspended, restricted, or revoked:
 - a. the reason shall be documented by the staff member taking the action;
 - b. notification of the reason may be forwarded to the visitor and/or the inmate;
 - c. the inmate may be written up for possible disciplinary action; and/or
 - d. the visitor may schedule a personal interview with the Jail Commander/designee for review of the reason the visit was suspended, restricted, or revoked.
3. The decision of the Jail Commander/Designee is final.

- A. Only approved visitors shall be allowed in the visiting area. Exceptions are to be approved by the Jail Commander/designee on a case-by-case basis.
- B. Inmates are required to wear unaltered standard-issue inmate clothing.
- C. Inmates/visitors shall comply with WCCF regulations, Policy and Procedure.
- D. Only three visitors per inmate may be allowed into the visiting area at one time.
- E. Adult visitors are required to present a valid picture ID.
- F. Minor children may visit when accompanied by an approved adult visitor. The parent or approved adult of the minor child must maintain close supervision of that child before, during and after each visit. Children shall not be left unattended for any reason. If children are disruptive visitors may be asked to leave.
- G. Visitors are subject to background and warrant checks.
- H. Visitors shall be modestly dressed and follow dress code outlined in this policy.
- I. Any visitor found in possession of illegal contraband shall be detained and is subject to prosecution, and may have visiting privileges suspended, restricted, or revoked.
- J. Visits may be terminated or denied for foul and abusive language/conduct, violations of visitation dress standards, or refusal to comply with WCCF regulations, policies and procedures, or when necessary to meet safety, security, management, or control requirements of the WCCF.
- K. Visitors shall not be permitted to bring cameras, audio/visual recording devices or cellular phones into the visiting area.
- L. The Watch Commander/OIC may suspend, restrict, or revoke visits if he believes the behavior of the inmate/visitor jeopardizes the safety, security, management, or control of the WCCF.
- M. Any visitor who exhibits characteristics that would indicate that they may be under the influence of drugs or intoxicants shall be refused visitation access and may be referred to local law enforcement.
- N. Visitors shall visit with only the inmate that they are approved to visit.
- O. Appointments shall be scheduled by the visitors
- P. Inmates and visitors are prohibited from bringing any property with them to visiting.

- Q. When the visitation period has ended the visiting monitor will turn off and visitors shall promptly exit the visiting area.
- R. Smoking, eating and drinking are prohibited inside the Visitation Center.
- S. If a visitor leaves the Visiting area, they may not be allowed to gain re-entry.
- T. Visitors shall not try to adjust, alter or fix the video equipment. If a problem occurs a staff member shall be notified.

JE 02/03.00 LEARNING OBJECTIVES

Staff shall demonstrate an understanding of the following:

- A. How inmates access visiting, including:
 - 1. scheduling of visits;
 - 2. notification of visitors/inmates; and
 - 3. which inmates do not have access to personal visiting.
- B. How the public can access visiting, to include:
 - 1. appointment scheduling and check-in times;
 - 2. conduct standards; and
 - 3. appropriate dress standards.
- C. Special visiting procedures; and
- D. Procedures for denying or restricting personal visitation.