

POLICY & PROCEDURE



SAUNDERS COUNTY CORRECTIONS

Policy #: E-310

Title: Inmate Visitation

Effective: September 25, 2013

Reviewed/Revised: 10/2015
12/2017

I. Purpose

In order to allow inmates the ability to maintain contact with family, friends as well as those visiting in a professional capacity such as attorneys, priests, counselors and mental health professionals, Saunders County Corrections will schedule regular visitation periods and make accommodations for other visitation when deemed necessary.

II. Policy

A. Types of Visits

1. Video Visitation- This will be the default visitation for all non-professional visits. This visitation is conducted with the visitor sitting in front of a camera and a video monitor. The inmate is also seated in front of a similar device on the housing unit.
 - a. On-site video visitation: This will be scheduled at least twenty-four (24) hours in advance and will occur at the corrections facility free of charge. Scheduling must be done either on the scheduling terminal at the facility or on the visitation provider's web site.
 - b. Web-based visitation. This type of visitation can occur from any supported device that has an internet connection. This visit also requires it to be scheduled at least twenty-four hours in advance. Scheduling must be done on the visitation provider's web site.
2. Face to Face Visit- This type takes place by utilizing the glass partition and the phone handsets that are located in the jail behind Door 4 and Door 5.
 - a. This type of visit is normally used as a privilege for inmate workers who can have two (30 minute) visits per week.
 - b. The inmate must submit a request to the Director or designee asking for the visit and provide the name of the person that they want the visit to be with.
 - c. This type of visit can also be used for inmates having a professional visit if it is requested by the visitor, the inmate or if it is believed to be a security risk for the inmate to have direct contact with the visitor.
3. Professional, Clergy and Public Official Visit
 - a. This will normally be a contact visit unless requested otherwise by the visitor, the inmate or if it is deemed to be a security risk to allow the visit to be the contact variety.

- b. Attorneys and public officials may visit inmates at Saunders County Corrections. Public officials specified in State Statute 83-186 (a), (b), (c) and (d) qualify for this type of visit.
- c. The attorneys and public officials may visit at any reasonable time, except during an official count, meals, emergency situations, and after deadlock (2300 hrs.).
- d. Members of the clergy must provide proper documentation of clergy status and have a background check conducted prior to qualifying for this type of visit.
- e. Qualified Clergy- Leaders of a religious organization or entity such as a church, mosque or synagogue, or persons who have been granted clergy status by a recognized religion and have ecclesiastical endorsement from a religious authority.
 - i. If the ordained clergy person meets these standards they will need to provide a letter (on church letterhead) from their church board verifying their current standing. This does not include anyone who is self ordained or designated as clergy by an inmate. The clergy member cannot be related to the inmate they wish to visit in any way. If this is the case they will need to visit through the normal video visitation system.
 - ii. Qualified and approved clergy visitors may visit an inmate(s) during reasonable hours. Reasonable hours are defined as between 0800 hours and 2100 hours, 7 days a week. Visits should be kept to a reasonable time limit (2hr. max due to space limitations)
 - 1) If a member of the clergy arrives at the institution other than during these reasonable hours and claims a need for a visit with an inmate due to an emergency situation (e.g. death, injury, or serious illness of an immediate family member) the clergy must relay complete background information to the shift supervisor.
 - 2) The Shift Supervisor will attempt to verify the emergency information as received. Upon verification and approval reasonable efforts will be made to escort the inmate to the designated room for the requested visit.
- f. Attorneys of record who utilize paralegals to conduct legal research regarding and inmate's case must first forward a letter to the Director identifying the paralegal, the inmate client and the nature of the business to be conducted. No person acting in the capacity of the paralegal will be admitted into the institution without a letter of endorsement from his/her attorney of record.
- g. Professional visits between inmates and their attorneys or attorney's legal assistants, clergy, physicians, probation/parole officers, mental health and addiction therapists shall be in a private area or room so as to allow for confidential communication among up to four (4) people with adequate writing space. No physical barriers such as wire mesh, glazed barriers, or other physical obstructions shall be placed between the inmates and any of the above specified visitors during contact visits. Such visits shall not be monitored (audio), facility employees may visually observe the visitation through windows or by means of closed circuit television as necessary to maintain appropriate levels of security.

- h. Professional visitors such as caseworkers, substance abuse evaluators and similar professionals must call and set up their visit in advance by making contact with the shift supervisor or higher authority.
- i. All visitors must provide a valid photo I.D and identification tying them to the company they claim to represent. Attorneys must present their Bar Association Card.

4. Special Visit

- a. The Director may make special arrangements for those persons who must travel over 150 miles to visit an inmate. Verification of current address will be required prior to approval being given.

5. Hospital Visit

- a. Occasionally inmates may be admitted to hospitals for medical treatment. Special visits may be allowed for hospitalized inmates who are considered to be in grave condition. Those special visits require the approval of the Director or designee. Persons wishing to visit a hospitalized inmate must check in at the Corrections facility to be issued a visitation pass. The visit will be coordinated with hospital security to ensure compliance with their policies. The pass would then be taken to the hospital and be presented to hospital security as well as the Saunders County Corrections Officer who is supervising the inmate. In addition to the normal visiting guidelines, the following rules apply to visits occurring at hospitals:

- i. All visits must conform to hospital's regular visiting hours and policies.
- ii. Only two visitors are allowed at a hospital visit for the duration of 30 minutes.
- iii. Inmates cannot receive items of any type from social visitors.
- iv. Any deviation from the rules above requires the approval of the Director or in his absence his designee.

6. News Media Visits and/or Interviews- Inmates are allowed to correspond freely with or be interviewed by the news media as long as such access will not disrupt the safety, security and good operating order of the facility.

- a. Prior to any in facility interview the inmate must consent in writing that they agree to speak to the news agency.
- b. Sheriff or designee will approve the location of the interview.
 - i. Normally the news agency will be required to set up their equipment in the video visitation room and corrections reception will have to set up the visit. The news agencies will then video record the video visitation.
 - ii. Media interviews will have to conform to the in-house visitation schedule if they wish to have a recorded interview.

7. Court Ordered Visit

- a. Saunders County Corrections (SCC) does not allow minor children to come onto the jail floor to visit a parent unless there is a court order in place requiring such.
- b. Once an order is issued the visit will not be scheduled until SCC has the order in hand.
- c. The Director or designee will coordinate with the outside agencies (DHHS and agency contracted to monitor the visit) to schedule the required visit at a time that works with the facility schedule. The minimum outlined requirement will always attempt to be met.
- d. These visits are set for a specific time. If the visitors are late it will reduce their time since these visits are set up to start and finish at a specific time. If a visit starts late and it is the fault of Saunders County Corrections then the visit shall be allowed to occur for the full time.

B. Visiting Duration

1. All video visits regardless if taking place at the facility or are web-based are automatically set up for thirty (30) minutes.
2. There are no specific time limits for the duration of visits of the professional, legal or public official variety. They can visit during any reasonable time (0800-2100 hrs.) for a reasonable duration (2 hr. max).
3. Face to face visits will normally be thirty (30) minutes in duration.

C. Frequency of Visits

1. Inmates are allowed to have at least two hours of on-site visits per week. The visiting week is defined as Sunday through Saturday. This will be accomplished by allowing four (4) thirty (30) minute visits per week of in house video visits.
2. Inmate workers (trustees) will be allowed two (2) face to face visits per week.
3. For web-based visits see section G of this policy.

D. Visiting Schedule

1. In-house visiting occurs Monday through Friday.
2. Web-based visits can be scheduled Sunday through Saturday.
3. For professional, clergy and public official visiting schedule refer to section A # 3 of this policy.
4. For specific visiting hours refer to **Attachment A**.

E. Procedure for an On-Site Visit

1. A visitor must either go to the following website www.securustech.net to schedule an on-site visit or they may schedule the visit on the scheduling terminal in the visitation room. The visit must be scheduled at least twenty-four (24) hours in advance.
2. Once the request is received the Corrections Staff Assistant will check to see if the visitor has been incarcerated within the last six months or if there are any no contact orders. If either of these is the case then the visit will be cancelled and an email will automatically be sent to the visitor if they provided their email address when they scheduled the visit.
3. If the visit is approved they will be sent an email confirming their appointment.
4. When coming in for an on-site visit an appropriate government issued photo I.D with date of birth on it will be required.
5. Once a visitor arrives for an on-site visit they will be required to check in at the reception window. A photocopy will be taken of their identification and it will be filed.
6. When a professional visit, court ordered visit or clergy visit comes in they will also be required to check in at the reception window. A copy of their photo identification, work identification and if it is an attorney their bar association card will be filed.
7. If an inmate has restricted time out of their cell he/she will need to advise their visitors of when they have day room access since video visits will be restricted to that time.
8. No personal items are allowed into the visitation areas without approval.

F. Procedure for an At-Home (web-based) Visit

1. A visitor must go to the following website: www.securustech.net to schedule an at-home visit.
2. The visitor will need to set up an account and upload a picture of their government issued identification that has a picture of them and their date of birth on it.
3. Once Saunders County Corrections receive the request to be an at-home user a check is done to see if the person has been incarcerated at Saunders County Corrections within the last six (6) months, does not have any contact orders with who they are visiting, and if the pictures have been uploaded to their account.
4. If they have been incarcerated at Saunders County Corrections within the last six months, have a no contact order, or if Saunders County Corrections did not receive the picture I.D the person will be denied as a home user. An email will automatically be sent to the visitor. At times corrections may not receive certain information until after a person has been approved to visit. When this is the case the removal of an approved visitors privileges will occur upon verification of the information.
5. Once the visitor is approved an email will automatically be sent to the visitor.
6. After the visitor receives the confirmation email the visitor can schedule a visit for a fee that is assessed by Securus who is the visitation provider. All visits must be scheduled at least

twenty-four (24) hours in advance to include weekend and holiday visits.

G. Visiting Limitations

1. Inmate to Inmate visits are not allowed.
2. Contact visits are not allowed unless necessitated by a verifiable emergency situation. Even when verified this is still only approved at the discretion of the Director. Contact visit does not mean that there is any physical contact allowed. It only means that the visitor and the inmate are in the same room without any physical barriers separating them.
3. Visitors shall not be authorized to visit more than one inmate without the express written permission of the Director. The specific exceptions to this policy are the following:
 - a. An "immediate" family member may be granted permission to visit more than one inmate if all inmate's are members of the same "immediate" family (e.g., a mother may visit her two sons or a sister may visit her father and brother if they are incarcerated here at the same time).
 - b. Immediate Family is defined as: parents, siblings, spouse, children, step-children, grandparents and grand children.
4. Generally, ex-employees will not be granted permission to visit except with immediate family members. Such visits will require the Directors approval. Department employees will not be approved to visit except with the Sheriff or Director's approval. To be considered for approval, employees must make a written request to the Sheriff or Director and be visiting an immediate family member.
5. Anyone incarcerated in a facility controlled by Saunders County within the last six months will not be allowed to visit.
6. Inmates on a medical or mental health watch will require prior approval by the medical/mental health authority prior to being approved for any visits.
7. Inmates with Behavioral Plan restrictions will have their web-based visiting privileges reduced to the following:
 - a. Inmates on Level 1 will be allowed one (1) web-based visit per week.
 - b. Inmates on Level 2 will be allowed up to two (2) web-based visits per week.
 - c. Inmates on Level 3 will be allowed up to three (3) web-based visits per week.
 - d. Inmates on Level 4 will not have any restrictions on the amount of web-based visits allowed unless the amount appears unreasonable and causes scheduling issues.

*These visits must occur during the inmates dayroom access times unless other arrangements have been approved by the Lieutenant or higher authority.

H. General Visitation Rules

1. It is the inmate's responsibility to check the visiting schedule to know if and when they have a visit. Staff has no requirement to inform an inmate if he/ she have a visit.
2. Visitors must be eighteen (18) years of age or accompanied by a parent or legal guardian. The exception would be for those persons who are under 18 years of age and are married to the inmate. A copy of the marriage license must be presented to verify this. In this case there would not be a face to face visit authorized as the individual would still be a minor thus not allowed on the jail floor.
3. Visitors must show proof of their identity by showing an approved photo I.D.
4. Visitors must check in and register with corrections staff.
5. Visitors are not allowed to take any personal items with them to a visit. There are lockers available in the Corrections Lobby area for use to store items during the visit. A locker key can be checked out from corrections staff.
6. The only visit that can be shared is an on-site web based visit. Visitors can only switch out once.
7. Children under the age of 18 years of age are allowed in the visitation area with their parent or legal guardian. A birth certificate of legal documentation of guardianship must be provided for the child. All juveniles must be a blood relative to the inmate or otherwise legally related to the inmate (i.e., step child, adopted child)
8. Children must be supervised by an adult at all times. It is the responsibility of all visitors to maintain control over their accompanying children. **NEITHER VISITORS NOR IMATES ARE PERMITTED TO USE CORPORAL PUNISHMENT ON CHILDREN OR OTHERS.** If a child becomes disruptive during a visit and is not controlled by verbal direction from the supervising visitor or the inmate, the visit shall be terminated.
9. Any approved items brought to corrections for an inmate must be turned over to correctional staff at the lobby window prior to any visit.
10. Any visitor who brings in or attempts to bring any item of contraband into the corrections facility may be prosecuted and/or shall have their visiting privileges revoked altogether.
11. Inmates and visitors shall conduct themselves appropriately at all times.
12. Loud talking, excessive emotionalism, profanity, or any type of disruptive behavior by the visitor or the inmate will not be permitted and is grounds for the visit to be terminated.
13. All personal visits shall be monitored and recorded.
14. Visitors must sit in their chair properly. Rocking back on chairs will not be allowed. No one is allowed to sit on the counter or tables.
15. Visitors who are believed to be under the influence of drugs and/or alcohol will not be permitted to visit.
16. Visitors must leave the visiting room at the conclusion of the visit.

17. Visitors on the jail floor will not be allowed to leave any area unless escorted by corrections staff.
 18. Any visitors whether personal or professional who are entering the secure confines of the jail are subject to a search of themselves and/or their belongings in accordance with Policy B-121. Failure to comply with a search may require the type of visit to be altered (i.e. contact visit not allowed) or the session being cancelled altogether depending on the circumstances.
(Attachment B)
 19. Those who are requesting contact visits are subject to a background check prior to being allowed a contact visit.
 20. A person having been confined in Saunders County Corrections within the last six (6) months will not be allowed to visit.
 21. A visitor who routinely cancels or fails to show up for scheduled visits may have their privileges suspended or revoked. More than three occurrences will qualify as routine.
 22. Damaging or defacing visiting equipment or furniture is strictly prohibited. Violators will have their visiting privileges revoked and legal action may be taken.
 23. If you show up late for your scheduled visit you will only be allowed to use the remaining time.
 24. If you experience an audio or video reception problem during the visit you are to contact facility staff as soon as practical if it is an on-site. If the visit is web based then the contracted provider would need to be contacted by the visitor.
 25. No nudity or provocative clothing or tight fitting clothing will be allowed during any visit. Violators may be banned from future visits. See Section K of this policy for further dress code requirements.
 26. No forms of physical contact are permitted between an inmate and visitor at any time regardless of visitor status.
 27. Inmates and visitors shall remain seated during visits.
 28. Visitors and inmates must obey staff instructions and all posted rules and regulations.
 29. Any violation of visiting rules and regulations is cause for a person's visiting privileges to be revoked.
 30. Animals/pets are not allowed onto the jail floor.
- I. Rules Specific to Video Visitation
1. The person who signed up and registered for the visit is the only person approved to be on the visit. Approved children are an exception to this.
 2. The approved visitor must be visible on the screen during the entire visit.

3. If you experience technical issues scheduling your visit or during your visit you will need to contact the service provider and not the correctional facility.
4. If you sign in late for a session you will only be able to use the remaining time.
5. If the inmate does not make himself/herself available to be present for the visit, the visitor will not receive a refund.
6. There are no items allowed to be taken into the on-site visiting areas.
7. Violations of the above rules may cause visiting privileges to be revoked.

J. Rules Specific to Off-Site (web based) Visitation

1. The rules and dress code for web-based visits are the same as if the visitor is at the facility.
2. The approved visitor must be visible on the screen the entire visit and must be the person communicating with the inmate.
3. No picture taking or video recording is permitted regardless of the type of visit.
4. If the visitor experiences technical issues the visitor needs to contact the contract provider and not the corrections facility.
5. If the inmate does not make themselves available for their visit a refund will not be provided.
6. If the visitation session is signed onto late the remaining time is all that will be available.
7. Violations of the above rules may cause the visiting privileges to be revoked.

K. Visitor Dress Code

1. When visiting, proper attire is expected and required. Clothing should not be distracting or offensive to inmates, staff or other visitors. If staff believes that a particular visitor's attire is inappropriate they should contact the Director or designee to make a final determination. If judged inappropriate, the visitor may return to visit, however, only after changing into a more appropriate item of dress.
2. The following modes of dress are inappropriate for visiting at Saunders County Corrections:
 - a. Shorts worn by persons over the age of 10. (This is applicable to both male and female visitors).
 - b. Skirts/dresses/skorts/culottes less than knee length (top of knee), (children 10 yrs. of age or under are excluded.). Dresses with slits cannot have slits above the knee.
 - c. Halter tops, tube tops, backless tops or dresses, tank tops, spaghetti strap tie tops, sleeveless shirts/dresses, muscle shirts, half shirts, crop tops. Clothing cannot reveal any bare shoulders, midriff, back, chest or any parts of the breast.

- d. Clothing through which undergarments can be seen.
 - e. Any clothing that is tight and form fitting as determined by corrections personnel.
 - f. Tights, leggings, spandex/stretch pants or any combination of tights, leggings or shorts (children 10 yrs. Of age or under are excluded).
 - g. Not wearing undergarments (i.e. females must wear underwear and bra; males must wear underwear.
 - h. Any clothing with offensive logos or messages.
 - i. Pants that have been allowed to sag. Pants must remain at waist level.
 - j. Hats, caps, hoods, or any other headgear of any kind will not be allowed during visits. Approved religious headgear shall be allowed. Corrections reserves the right to have the visitor remove the headgear for inspection to ensure there is not contraband and then the visitor may wear the items.
 - k. No sunglasses are allowed to be worn during visits.
3. For a breakdown of what the dress code is for specific types of visits (**Attachment C**).

L. Searches

- 1. All visitors may be subject to a pat search, canine search, property search, X-ray scan, may be under continuous escort or supervision or required to pass through a metal detector or be searched by a handheld metal detector upon entrance to a facility. Staff shall search official visitor's belongings including Ombudsman/Assistant Ombudsman in the same manner as Departmental staff.
- 2. UNDER NO CIRCUMSTANCES will a visitor be physically searched unless he/she voluntarily consents. Staff shall inform visitors of the policy and ask if they consent prior to moving forward with a search.
- 3. Pat searches of all visitors entering our facilities shall be conducted by trained personnel.
 - a. The use of metal detector units should be relied upon as an additional security precaution when available; however, the use of such equipment shall not be in lieu of a pat search.
 - b. Searches of all visitors shall be conducted by employees of the same gender.
 - c. If personal items are not secured in a locker, staff shall search such items. This includes briefcases, computer bags, purses, etc, and shall apply to all visitors, including those who are exempt from being pat searched.

4. Clergy, including Medicine Men, shall be pat searched if they are doing a group session such as a religious class; however not if it is an individual visiting session. Medicine Men shall be asked to open their medicine bags so staff may examine the contents.
5. Those individuals exempt from being pat searched include appointed/elected officials on official business, including all Attorneys on official business, contracted Service Providers, Ombudsman/Assistant Ombudsman, and Law Enforcement Officers on official business. This does not mean that their property is not to be searched just their person. They shall also be asked to remove all articles (pens, wallets, cell phones etc.) from their person and secure them in the storage boxes that are provided. No visitor will be allowed to bring in a cell phone at any time unless authorized in writing by the Director or designee.
 - a. In the event that reasonable suspicion exists, the Sheriff, Director or designee, has the authority to direct these people to submit to a search prior to being allowed entrance into the facility.
 - b. To provide further clarity as to when the Director/designee may authorize pat searches of individuals who are typically exempt from such, the following scenarios are offered.
 - 1) If the Ombudsman visits the facility to conduct an investigation, a pat search need not be conducted. However, if the Ombudsman visits the facility to attend a self-betterment club function not relating to any sort of investigation, the Ombudsman shall be pat searched prior to being allowed entrance into the facility.
 - 2) If a State Senator visits the facility to attend a religious activity and indicates his/her presence is not an official visit, he/she shall be pat searched prior to being allowed access into the facility. In the event a Senator refuses to be searched, he or she shall be allowed into the facility and the Sheriff or Director notified via the Chain of Command. If the pat search of a Senator is being requested as a result of reasonable suspicion and the senator refuses, he/she shall not be allowed entrance into the facility.
 - c. Employees under contract with the Department (i.e., Medical staff, Food Service staff), and Building Maintenance staff shall also be considered Department employees for the purpose of this policy.
5. Refusal to Submit to Search or Discovery of Contraband Upon Search or Security Inspection.
 - a. Those individuals who refuse to be searched, or who, after receiving a security inspection or being searched, were found to be in possession of unauthorized

property or contraband, shall have their visiting status immediately suspended pending review by the Director.

- b. Those individuals who refuse to permit their personal possessions to be searched for contraband when reasonable suspicion exists for such search, or whose personal possessions were found to contain unauthorized property or contraband, shall have their visiting status immediately suspended pending review by the Director.
- c. Following Security Inspection or Search. Individuals who, after receiving a security inspection or being searched, were found not to be in possession of unauthorized property or contraband, shall not have their visiting privileges suspended solely as a result of the reasonable suspicion that led to the search.

M. Articles Authorized to be Brought in for a Visit

- 1. All items brought in must be inventoried so staff can assure these items leave with the visitor.
- 2. Visitors choosing to wear a coat, jacket (suit jacket or sport coat are acceptable) or other types of outerwear must leave them in the lobby or their vehicle and will not be allowed to bring them to the visiting rooms.
- 3. Recognized religious headwear is allowed and may include, but not be limited to, a kufee, a native America headband, etc,
- 4. Visitors who have written documentation from a physician which states that, for medical reasons, they (the visitor) must wear some type of headgear or bandage or article which covers the head, any be permitted to wear such items while visiting.
- 5. NOTE: Saunders County Corrections will not, however, assume the responsibility for any items left in the visiting room or lobby areas.
- 6. Court Ordered Child Visitation- Upon written request the following items may be brought in for the visit (infants only).
 - a. Two diapers
 - b. One bottle of formula (formula must be in a clear baby bottle).
 - c. One factory sealed bottle of water/juice.
 - d. One change of clothes.
 - e. One pacifier.
 - f. One small receiving blanket.
 - g. One small container of baby wipes.

*Only the visitor will change the child's diaper and the inmate will remain seated. Visitors will be responsible for assuring that the area is cleaned.

7. Court Ordered Child Visit age 1-3

- a. One plastic cup. The cup must be empty. A beverage in an unopened, store sealed container may be brought in and can be poured into the cup in front of corrections staff in the jail.
- b. All other items including the diaper bag will be left in the visitor's vehicle or a locker.

8. Legal Visit

- a. A laptop computer is available for legal visits for the purpose of showing evidence to the client. The attorney must make arrangements in advance of the visit for this.
- b. All papers can be searched for contraband but cannot be read by staff.
- c. Any computers or tablets or other devices that attorneys state are needed for the purpose of their visit must be requested in writing and in advance to the Director or designee.

LIST OF ATTACHEMENTS:

Visitation Schedule
Visitation Dress Code

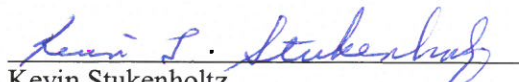
Revisions:

Inmate workers face to face visits changed from a single one hour visit per week to two thirty (30) minutes visits per week.
Hospital Visits outlined in policy.

EFFECTIVE: June 2, 2010

REVIEWED/REVISED: May 27, 2010

REVIEWED/REVISED December 2017


Kevin Stukenholtz
Saunders County Sheriff

March 30, 2018
Date

SAUNDERS COUNTY CORRECTIONS

Visitation Schedule

On-site Video Visitation Hours & Face to Face Visiting Hours

Monday through Friday

8:00 a.m. - 12:00 p.m.

12:30 p.m.-3:00 p.m.

**Excluding County Holidays*

Web-based Visitation

Monday through Friday

8:00 a.m. - 12:00 p.m.

12:30 p.m.-3:00 p.m.

5:30 p.m.- 6:00 p.m.

6:30 p.m.- 9:30 p.m.

Saturday & Sunday

8:00 a.m.- 12:00 p.m.

12:30 p.m.- 3:00 p.m.

4:00 p.m.- 4:30 p.m.

5:30 p.m.- 6:00 p.m.

6:30 p.m.- 9:30 p.m.

**** The end times on all outlined visiting times are the time the visit must be concluded by. For example a session that concludes at 12:00 P.M must start by 11:30 A.M.**

- Unless restricted for behavioral reasons inmates have the opportunity for four (4) 30 minute in-house visits per week in addition to any web-based visits.
- Inmates who are trustees may request one (2) face to face visit per week. Each visit is a maximum duration of thirty (30) minutes.

SAUNDERS COUNTY CORRECTIONS

Entrance Procedures Guide

1. All visitors (non-video visitation) are subject to search by trained Saunders County corrections staff of the same gender. Visitors will be screened/searched in accordance with the provisions in the chart below.
2. All personal property shall be searched for non- video visits. The only exception is that the Medicine man's bag will be visually searched not touched.
3. Visitors must consent to searches of persons and/or property. Refusal to allow a search may result in not being allowed entrance to the facility or a modified visit.

| Position | Pat Search | Property Search | Escort/Supervision |
|--|------------|-----------------|------------------------|
| Appointed/Elected governmental officials as defined in policy E-310 | NO | YES | No Unless requested |
| Other State Agency Employees (except as listed below) | YES | YES | YES |
| All Attorneys on Official Business | NO | YES | YES |
| Clergy/Religious | YES | YES | YES |
| Contracted Service Providers (doctors, counselors, therapists, caseworkers, etc.) | NO | YES | YES |
| Contracted Service Providers (fire alarm inspector, pest control, equipment service techs, etc.) | YES | YES | YES |
| Parole/Probation Officers | NO | YES | YES |
| Emergency Personnel (firefighters, emt's, etc.) | NO | YES | YES |
| Fire Marshall | YES | YES | YES |
| Inmate Visitors | YES | YES | YES |
| Ombudsman and Assistant Ombudsman | NO | YES | NO Unless Requested |
| Law Enforcement Officers | NO | YES | YES |
| Press/News Reporters | YES | YES | YES |
| Legislative Aides | YES | YES | YES |
| Volunteers | YES | YES | YES |

- Exceptions to these procedures may be approved by the Sheriff or Director.
- No volunteers are approved to bring in any items without written approval.
- Attorneys shall make written requests for any electronics that are needed for their visit. The requests are to be submitted in advance to the Director or designee. There is a laptop available on the jail floor for the presentation of evidence to their client.
- With the exception of paperwork that is directly related to the visit nothing will be allowed in without permission of the shift supervisor or higher authority.

SAUNDERS COUNTY CORRECTIONS

Visitor Dress Code

On-Site Video Visits

- Must wear full shirt (no tube tops, tank tops, string halter tops, strapless shirts, shirts that show midriff or low-cut shirts).
- Dresses or skirts that are at or below the knee are permitted as long as they present a professional appearance and conform to other dress code requirements.
- Shorts are permitted however they must extend below mid-thigh and be free from holes.
- No extremely tight fitting clothing is permitted (Yoga pants or similar type pant).
- No hats or head coverings (unless religious in nature) are permitted to be worn.
- No sunglasses will be worn in the visiting area or displayed on the head or anywhere else.
- No clothing that could be deemed gang related (as determined by staff) will be permitted.
- No attire can display obscene or offensive language or drawings.
- Visitors cannot display tattoos or other body art that is gang or hate related.
- Undergarments shall not be visible.
- Pants must be worn around the waist.
- Shoes must be worn.

Contact Visits or Face to Face Visits (on jail floor through glass window)

- Must wear full shirt (no tube tops, tank tops, string halter tops, strapless shirts, shirts that show midriff or low-cut shirts).
- Dresses or skirts that are NOT permitted.
- Shorts are NOT permitted.
- A full pant or Capri pant must be worn.
- No extremely tight fitting clothing is permitted. (yoga pant or similar type pant).
- No hats or head coverings (unless religious in nature) are permitted to be worn.
- No sunglasses will be worn in the visiting area or displayed on the head or anywhere else.
- No clothing that could be deemed gang related (as determined by staff) will be permitted.
- No attire can display obscene or offensive language or drawings.
- Visitors cannot display tattoos or other body art that is gang or hate related.
- Undergarments shall not be visible.
- Pants must be worn around the waist.
- Shoes must be worn.
- Court ordered child visitors (children 10 years of age and under may wear shorts of an appropriate length).

Professional Visits (attorneys, medical and mental health practitioners, probation, Ombudsman, etc.)

- Dress code is the same as for other contact visits however dresses and skirts that extend at or below the knee are permitted.