

Visiting

1902.1 VISITING/VISITING HOURS

Jail Operations Administration encourages inmates to maintain ties with their family and friends through regular visits. Visiting is scheduled to allow such access on a regular basis limited only by staff availability, capacity of the designated visitation areas, and the safe operation of the jail facilities.

- (a) On-site personal visiting will be conducted Friday through Monday 0800 -1700.
 - 1. Only one visit is permitted per day.
 - 2. Visits last a minimum of 30 minutes.
 - 3. A maximum of two adults and two minors are permitted at one time.
 - 4. On-site personal visiting is limited to four (4) visits for each inmate each week.
- (b) Video visits will be available 7 days per week between the hours of 0700-1700.
 - 1. Video visits require a docking station, located in each dayroom.
 - i. Official video visitation will take place on a "Flex Unit" located in each dayroom.
 - 2. Video visits will be unavailable during count and mealtimes and at any other time required for the safety and security of the jails.
- (c) All on-site visitors must check in at the Visiting/Reception desk.
- (d) If available closed circuit video monitors will be viewed by the Visiting/Reception Guard Station Officer to ensure against vandalism, escapes, physical assaults between visitors, and other violations of law.
- (e) The visiting policy will be reviewed annually by Jail Administration to confirm that the policy meets the need of all parties.

1902.2 RULES FOR VISITORS

In the interest of providing proper visiting periods, maintaining order, protecting public property, and the rights/safety of those citizens in the visiting area, certain procedures and guidelines have been established. These guidelines must be adhered to during public visiting periods.

- (a) Deputies and Sheriff's Special Officers (SSO) will observe and patrol the visitor's lobby and visiting corridors to ensure the safety and reasonable comfort of visitors and to see that they are not annoyed or intimidated by other visitors or persons in the waiting area. Prior to visiting each day, the Deputy/SSO shall check the public side of the visiting area to ensure the area is secure. This check may include all hallways, windows, window frames, ceilings, and doors.
- (b) Rules for Visiting Order will be maintained in accordance with the following guidelines:
 - 1. Bringing cellular phones, cellular watches, laptops, and other electronic devices into any jail facility is prohibited.

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- i. Refer to [CCOM Section 1902.4\(f\)\(1\) – Authorized Visitors](#) for laptop computer rules specific to Official/Legal Visits.
2. No food, drink or gum permitted inside the building.
3. No recording (audio or visual) or photography is allowed in any jail visiting area without prior approval of the Division Commander. Any person(s) found in violation shall have their visit terminated and escorted off the jail facility premises. At the discretion of the Division Commander(s), violator(s) may be prohibited from future visits at Orange County Jail Facilities.
4. Smoking is not allowed inside the building or within twenty (20) feet of any doorway or window.
5. Horseplay and/or roughhousing are forbidden and are cause for termination of the visit (CPC 602.1(b) - Disrupting Business).
6. Visitation with any one inmate is limited to four visitors (two adults maximum) at one time and shall consist of at least one adult in the following combinations:
 - i. Two adults
 - ii. Two adults plus two minors
 - iii. Two adults plus one minor
 - iv. One adult plus two minors
7. Children left outside the building or in the lobby MUST be supervised by a person 18 years or older who is responsible for their well-being and safety.
8. Any malicious damage to public or private property will cause for arrest (PC 594).
9. Any violation of the law may be cause for arrest.
10. Visitors waiting for visits will not wander around the facility. Visitors will proceed to their assigned visiting booth and remain there until the inmate arrives.
11. Upon prior request of the Watch Commander, unaccompanied minor children may visit any relative in custody.
12. Penal Code Section 4571 prohibits persons convicted of a felony, AND WHO HAVE SERVED TIME IN ANY CALIFORNIA STATE PRISON, from entering upon the jail premises, or lands belonging or adjacent thereto, without permission from the Division Commander or their designee. Violation of this section is a felony. If this visitor rule is violated, they will be directed to leave the premises or may be subject to arrest under Penal Code Section 4571.
13. Visitors who have been released from any jail within the preceding sixty (60) days are ineligible to visit. However, if the visitor was released from any jail within the preceding sixty (60) days, and the requesting visitor is a direct relative (i.e., mother, father, sister, brother, or child) or spouse, then the visitor may be allowed the visit, subject to approval from the Division Command or their designee.
14. A visitor on formal probation or parole may be required to provide written permission to visit from their probation or parole officer.

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15. Bringing firearms, explosives, alcoholic beverages, narcotics, or any controlled substances into any jail facility is a crime, and the person(s) involved is subject to arrest. (CPC 4574a)
16. Visitors under the influence of alcohol or drugs will not be allowed to visit and may be detained and/or arrested.
17. A visitor whose conduct is disruptive, offensive, or in any way not conducive to the orderly conduct of the jail will be directed to leave the facility. (CPC 148, CPC 602.1(b))
18. Any visitor found visiting an inmate, other than the inmate identified by the visitor at check-in, is in violation of CPC 4570, Unauthorized Communication. The visit will be terminated, and the visitor will be subject to arrest. (CPC 148)
19. Visitors will not give anything to or take anything from an inmate without prior approval from the Module Deputy or Prowler. (CPC 4570, 4573.5, 4573.8, 4573.9, 4574, 148)
20. When the visit ends, the visitor will leave the visiting booth clean and free of trash.
21. Violation of visiting rules, laws, regulations, or procedures by a visitor may result in the visitor being removed, denied visiting privileges, and/or subject to criminal charges/arrest.
22. Any person(s) in the lobby that creates an excessive amount of noise, thereby prohibiting the staff from conducting visiting business, will be directed to exit the lobby. The visitor will be advised what time their visit is scheduled and instructed to return at that time.
23. Visitors with babies may take the necessary items such as strollers, diapers, and bottles, separate from the diaper bag. However, each item will be subject to search. Nursing mothers shall be discreet and covered when breastfeeding their child in the visiting area. Failure to do so may result in termination of visiting for that day.
24. For any item jail staff determines should not be brought into the facility and the item is not listed as a prohibited item within the CCOM, staff shall notify the Watch Commander. The Watch Commander may prohibit any items from being brought into the facility. This decision will be based on whether the item is considered inappropriate or poses a potential threat to the safety and security of the facility.
 - i. If the Watch Commander determines an item as prohibited, an entry will be made in the Jail 24 Hour Log. The entry will contain the name of the visitor, the item that was prohibited, and the general reason the item was not allowed.

(c) Visiting Lobby Locker Procedure

1. The following procedures have been adopted to expedite the visitors to their visits by reducing the time needed to properly search personal property and

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reduce the amount of personal property brought to the Visiting areas. These procedures will be adhered to twenty-four (24) hours a day, seven (7) days a week.

- i. Locker fee is .25 cents (one quarter)
 - ii. Staff will NOT make or provide change.
 - iii. Tokens will be made available to indigent individuals, at the discretion of the staff assigned to visiting.
 - iv. Only one locker per inmate receiving a visit.
 - v. NO food or drink will be stored in the lockers.
 - vi. All bulk property (e.g., purses, make-up bags, day planners, books, cigarettes, lighters, backpacks, baby diaper bags, etc.) will be placed inside a locker, left in the visitor's vehicle, or at home. Only an identification card will be retained by the visitor.
 - vii. Property may not be left outside the lockers.
 - viii. If a locker is unavailable, the property must remain in the visitor's vehicle.
 - ix. Visiting Officers/Deputies from other agencies and within the Orange County Sheriff's Department who do not work at the jail which they are visiting will not store items behind the Visiting Guard Station counter.
 - x. Any suspicious packages or items are subject to search prior to locker use.
 - xi. At the completion of the visit, the visitor must retrieve their property from the locker.
 - xii. At 1830 hours all lockers will be visually inspected for property not picked up and/or missing keys.
 - xiii. Staff will open lockers with property left inside.
 - xiv. The property will be removed from the locker and searched, stored, or discarded at the discretion of the Operations Sergeant. In either case, a report will be written to document the action taken.
 - xv. If a key for a locker is missing, the locker will be tagged "Out of Service" until the key is returned or replaced. A memo will be sent to inmate programs regarding the "Out of Service" locker(s).
2. Replacing keys is the responsibility of inmate programs.
 3. Exceptions to locker use include legal counsel, religious guidance, and other visits of an official nature.
 4. Inmate Programs will collect the money generated from the lockers on a regular basis. This money will go toward the maintenance and repair of the lockers through the inmate welfare fund.

(d) Parolee / Felon Visiting Procedure

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1. A parolee/felony convict who served time in state prison must obtain permission from the Division Commander prior to being allowed to visit. Permission may be obtained by the parolee/ felon "Request to Visit" form available in the Visiting/ Reception area.
 - i. The person wishing to visit will complete the form and return it to the staff in visiting for review. It is the responsibility of the staff to verify the booking number and name of the person to be visited to confirm accuracy, and that the person is in custody. The form will be checked by the staff for completeness. Incomplete forms will not be accepted.
 - ii. The staff will send the completed form to Classification to verify all parole information and conviction charges. Once all information is verified, the form will be forwarded to the Captain or their designee for final approval or denial.
 - iii. Once the form is approved or denied and signed by the Captain or their designee, it will be sent back to the Visiting Guard Station where it will be kept on file for future reference. Parolees and felons wishing to visit can follow up with staff at visiting to determine if their request to visit has been approved or denied.
- (e) Service Animals - Under the ADA, state and local governments, businesses, and nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go.
 1. Definitions
 - i. "Service Animal" means any dog (and in limited circumstances a miniature horse) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other animals, whether wild or domestic, trained, or untrained, are not service animals for the purposes of this definition.
 - A. The work or tasks performed by service animals must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to:
 1. Assisting individuals who are blind or have low vision with navigation and other tasks.
 2. Alerting individuals who are deaf or hard of hearing to the presence of people or sounds.
 3. Providing non-violent protection or rescue work.
 4. Pulling a wheelchair.
 5. Assisting an individual during a seizure.
 6. Alerting individuals of the presence of allergens.

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7. Retrieving items such as medicine or the telephone.
 8. Providing physical support and assistance with balance and stability to individuals with mobility disabilities and helping patrons with psychiatric and neurological disabilities.
 9. Interrupting impulsive or destructive behaviors.
 - ii. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for purposes of the ADA.
2. Determination and Procedures
 - i. Staff shall not ask about the nature or extent of a person's disability.
 - ii. If it is not readily apparent that an animal is trained to do work or perform tasks for an individual with a disability, staff may make two inquiries to determine whether an animal qualifies as a service animal:
 - A. Is the animal required because of a disability?
 - B. What work or task has the animal been trained to perform?
 - iii. Staff shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal, nor ask that the animal demonstrate its ability to perform the work or task.
 - iv. Any decision to exclude an animal claimed to be a service animal shall be referred to the Facility Watch Commander or their designee for final determination.
 - A. If an animal is properly excluded because the Watch Commander determines it does not qualify as a service animal, staff shall provide the individual with the disability the opportunity to participate in the visit without the service animal.
3. Responsibilities
 - i. Custody personnel are not responsible for the care or supervision of a service animal.
 - ii. A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless the handler is unable to because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
 - iii. Staff may ask an individual with a service animal to remove the animal from the premises if the animal is out of control and the handler does not take effective action to control it, or the animal is not housebroken.

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- A. If the animal is properly excluded, staff shall give the individual with the disability the opportunity to participate in the visit without having the service animal on the premises.
- B. Notification will be made to the Watch Commander regarding the circumstances involved with the exclusion.

1902.3 REGULAR VISIT PROCEDURE

- (a) All visitors must register for a visit by appointment through the scheduling phone number detailed on OCSheriff.gov website.
- (b) No walk-ins will be accepted.
- (c) The Visiting Officer will check the Jail Management System (JMS) to determine if the inmate being requested is in custody, what their housing location is, and whether the inmate is eligible for a visit. Inmates will not be eligible for a visit if:
 - 1. They are unavailable due to court appearances, hospital visit, currently on an off facility work crew, etc.
 - 2. They have lost their visiting privileges for disciplinary reasons.
 - 3. They already had one visit that day or fulfilled the minimum visiting time required for the week.
 - 4. They are in the process of being released or transferred.
 - 5. They have not completed the booking process.
 - 6. They are a weekender.
 - 7. The inmate does not have medical clearance. (on-site visit only)
- (d) Visitors must provide official proof of identity in the form of:
 - i. Valid U.S. Government issued picture ID card (ex. State Driver's License, Identification Card, etc.).
 - ii. Valid Passport.
 - iii. Valid United States Military Identification Card.
 - iv. US issued Naturalized Citizen Card.
 - v. Matricula Consular Card issued after April 22, 2002.
 - A. If the Deputy/SSO has a concern about the age and/or identity of a visitor, the Deputy/SSO may request that a records/warrant check on that individual.
 - B. The Sergeant will be notified of any arrests made.
 - vi. Identification required for "Official Visits" will be valid city, county, state, or federal identification.
- (e) Visitors that are minors (Less than 18 years of age) are not required to provide identification.

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- (f) The Visiting SSO will enter the appropriate booking number into JMS to determine if the inmate has had a prior visit.
- (g) Visitors must successfully pass through a metal detector.
- (h) Refusal to pass through the metal detector is grounds for visit denial. Anyone refusing will have the opportunity to be interviewed to determine their reason(s) for refusal. The Sergeant will be informed of any refusal and will have the final authority to deny the visit.
 - 1. Metal Detector Activation: Those who activate the metal detector must display the item (s) that caused the activation or be denied the visit.
 - 2. Anyone found attempting to enter the visiting area with weapons, tools or explosives will be detained for questioning by the Operations Sergeant or Deputies.
- (i) If the requested inmate refuses to visit or is unavailable for a visit at that time, the Module Deputy will inform the appropriate Visiting Guard Station SSO. The visitor will be called back to the Guard Station and informed of the inmate's unavailability, or refusal to visit. If possible, the visitor will be advised of the inmate's future availability.
- (j) Rescheduled Visit: If the inmate was unavailable to visit due to being in court, at work, attorney/bondsman/official visitation, etc., and the visitor wishes to reschedule the visit for later that day, the visitor must recheck-in following the normal procedure at a later time.
- (k) Public Address (PA) System Announcements: The Visiting Guard Station SSO will periodically remind the visitors that there is no smoking, eating, or drinking in the visiting area, and that small children must be kept under supervised control. A failure to follow these rules will result in the loss of the visit.
- (l) Deputy/Sheriff Special Officer (SSO) Movement: When possible, SSO's will patrol all visiting areas and corridors, and check passes to ensure visitors are in the proper location and observe all visiting rules.
- (m) End of Visit
 - 1. The Visiting Staff will monitor the length of each visit. When the visiting period is over, the staff will notify the visitor(s) that their visiting period has concluded. Inmates who fail to leave the visiting area immediately when directed are in violation of jail rules.
- (n) Public Visiting Privileges
 - 1. The Watch Commander or designee may deny an approved visitor access to a facility; or may terminate or restrict a visit in progress for violations of law, facility policy (such as stated in C.C.R. Title 15), or for any reason related to a legitimate penological interest such as:
 - i. Visitor appears to be under the influence.
 - ii. Visitor does not provide proper identification.

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- iii. Visitor refuses to submit to a search or inspection of their person and property.
 - iv. Visitor refuses to submit to a metal detector search unless there is a valid medical reason such as a pacemaker. In that instance other search methods would be used.
 - v. Conduct in violation of facility procedures, including refusal to follow staff instructions, disruption of the visiting/processing area, destruction/alteration of visiting documents, or any other behavior that would constitute a violation of law or repetition of less serious violations and disregard for a warning about such violations.
 - vi. The visitor is not appropriately dressed or is wearing clothing that encourages violence, is sexually provocative, or is unsafe for the facility (example high heel or high sole shoes on uneven surfaces).
2. The Watch Commander or designee may suspend any future visitation for reasons related to legitimate penological interests. Written notification (My18 Intranet Notice of Visitor Suspension) shall be provided to the visitor and to the inmate to be visited when action is taken by the Watch Commander to suspend visitation. The written notification shall contain information instructing the visitor how to appeal the action to the Division Commander.
 - i. The notification can be personally delivered to the visitor or via Certified U.S. Mail if the visitor is no longer at the facility.
 - ii. A hard copy of the notification shall be maintained in the issuing facility's Watch Commander's office.
 - iii. Notification outlining the reason for the suspension shall be delivered to the inmate to be visited.
3.
 - i. The visitor's name.
 - ii. The inmate to be visited.
 - iii. The facility issuing the suspension.
 - iv. The expiration of the suspension.
4. A Jail Incident Number shall be generated for the visitation suspension and notated on the Notice of Visitor Suspension Form. The preparer of the Notice of Visitor Suspension Form will also write an incident report, stating the circumstances of suspension. The Notice of Visitor Suspension Form will be scanned and attached to the incident report.
5. The term of suspension shall be dependent on the violation.
 - i. Violation of facility policy shall be between 1-180 days.
 - ii. A conviction or probable cause to believe a violation of law involving violence, gang activity, moral turpitude, including crimes that occurred within a correctional facility, 30 days or more.

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- iii. Any extension to the term of suspension may be reviewed and extended based on legitimate penological interest.
- iv. The suspended visitor shall be notified prior to the expiration date of the previous suspension as described in [CCOM section 1902.3 \(n\)\(2\)](#) above.
- 6. The suspension may be inmate specific, facility specific, or jail system wide, depending on the nature of the violation.
- 7. If a visitor or inmate desires to appeal the suspension, it must be in writing to the Division Commander where the suspension was generated no later than five calendar days from the date listed on the suspension notice. The Division Commander or designee will respond in writing to any appeal within five calendar days from the receipt of the appeal.

1902.4 ATTORNEY, BONDSMAN AND OFFICIAL VISITORS

- (a) Location of visits: See facility specific Appendix.
- (b) Official visits may be conducted on-site or through video visitation.
 - 1. Official visitors will schedule their video visits by creating an account on Vismanager and choosing an open time slot.
- (c) Visiting Schedule: No limitations will be placed on the number of visits or length of visits by the official visitors, unless the inmate is restricted for medical reasons, or by court order. All official visitation requests will be honored at any time, unless the inmate is at court, delayed due to meal service, counts, or prohibited from attending by Correctional Health Services (CHS) staff.
- (d) All authorized visitors will strictly adhere to all posted rules in the visiting area. Any incident involving attorneys or other authorized visitors will be documented and referred to the Division Commander for review. Attorneys or other authorized visitors who violate the law or jail rules or who disobey staff direction may be denied future official and/or contact visits.
- (e) All visitors and their property are subject to a search. Refer to [CCOM Section 1902.4\(h\) – Visiting Area Procedures](#).
- (f) Authorized Visitors (Contact visits permitted except if otherwise stated in this policy):
 - 1. Attorneys: Attorney visitation requests will be made by a licensed attorney. Proper identification must be presented at the time of the request to visit. An attorney's "Bar Card," or other proof of bar admission verifying that the attorney is an active member entitled to practice law, is required. If a bar card is presented, it must be signed by the attorney and must be of the current year. If proof of bar admission from another state is presented, that state's online attorney database should be reviewed to verify the attorney's active membership. In addition, a valid Driver's License or official government photo ID must also be presented as an additional form of identification. If an attorney is not in possession of their "Bar Card," they can provide a valid Driver's License or official government photo ID, coupled with their State Bar License number. OCSD personnel will confirm the

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person's active status to practice law through the California State Bar website or other state's online attorney database, and the ELETE system. Violations of Jail Policy and Procedures by attorneys may be referred to the State Bar Investigative Unit. When entering an attorney's information into JMS for a visit, the Visiting Guard Station staff will use the attorney's bar number, business address and phone number.

- i. Attorneys have a right to a contact visit, but they may request either a contact or non-contact visit. Attorneys may possess a laptop computer for official use during the visit. However, electrical outlets are not available within the visiting areas of the jail. All computers and related accessories are subject to search at any time.
 - ii. Laptops must be used for official use only. Official use includes steps necessary for court/case proceedings and may include viewing documents, photos, case videos, etc.
 - A. Laptop computers are subject to search if an attorney wishes to possess it during a contact visit. The scope of the search will be limited to:
 1. Powering on and off the laptop computer.
 2. Verifying the battery compartment and disc drives have not been altered for the purpose of hiding weapons or contraband.
 - B. Records stored on the computer will not be read.
 - C. The purpose of the search is to detect and prevent the introduction of weapons or other contraband within the facility.
 - iii. The Watch Commander will be notified of any violations of this section.
 - A. The Watch Commander may immediately revoke the privilege to use a laptop for any violation of this laptop policy.
 - B. All options, including potential criminal charges will be explored for any violation of this policy.
 - C. The violator may be restricted from the privilege of laptop use during future visits.
 - D. Exceptions may be made by the Watch Commander or their designee.
2. Official Agency Visits: This type of visitation consists of any peace officer as defined In California Penal Code Sections 830.1 and 830.2, parole agents, probation officers, or federal officers.
 - i. Official Agency Identification: Identification for an official agency visitor can include their department identification card, an Orange County I.D. card, or an I.D. card issued by the Sheriff's Department. Identification Card must include a photo.

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- ii. Federal Public Defender Investigators need an approved security clearance to meet with federal prisoners (contact or non-contact). A valid form of federal identification showing Public Defender Investigative status must be shown at the time of visit.
 - iii. Sworn peace officers, probation officers, parole officers, or federal agents acting in an investigative capacity are authorized to bring body-worn cameras (BWC) inside custody and utilize them for recording interviews, but only in designated areas, such as visitation, interview rooms, or any other place authorized by the division commander or their designee. All uses of BWCs must comply with security protocols and ensure the privacy and safety of both staff and inmates during the visit. For more information on security protocols, refer to [CCOM Section 1902.2 - Rules for Visitors](#).
3. Law Students, Paralegals, Legal Runners, Licensed Investigators, and other Professionals under the Supervision of a Licensed Attorney.
- i. A licensed attorney may designate one or more individuals who will be allowed to have official contact visits with inmates. For a non-attorney to have contact visits with an inmate the following requirements apply:
 - A. A licensed attorney may designate only those individuals associated with the attorney who are one of the following: a law student, paralegal, legal runner, licensed investigator, or other professional working under the supervision of the attorney who is designating the individual.
 - B. The licensed attorney who wishes to designate a non-attorney representative shall submit a letter of designation on the attorney's letterhead identifying, by name, the individual or individuals being designated.
 - 1. The letter shall indicate that the individual being designated works for or is otherwise associated with the attorney, and in what capacity, i.e., a law student intern.
 - 2. The letter of designation shall serve as a cover letter to a completed security clearance application for each individual designated by the licensed attorney and include all supporting documentation required to process the security clearance application.
 - 3. Once the security clearance application has been processed the attorney will be notified of whether the person's clearance has been approved.
 - 4. An approved security clearance is valid for two (2) years from the date approved.
 - 5. A person who receives a clearance must inform OCSD when any information on the security clearance changes.

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- C. Approved individuals will be afforded the same accommodations as licensed attorneys under this policy and be subject to the same jail rules.
- D. Each time an attorney's designee visits an inmate for the first time, the designee shall present a letter of responsibility signed by the designating attorney to jail visiting staff. The following information shall be included in the letter of responsibility:
 - 1. The name and booking number of the inmate(s) to be visited by the designee.
 - 2. A statement that the designating attorney accepts responsibility for all actions taken by the attorney's designee within the scope of the designee's assigned duties and/or at the direction of the attorney.
 - 3. The attorney's designee shall be allowed contact visits only with those inmates identified in writing by the designating attorney.
 - 4. The letter may be subject to verification by staff contacting the attorney.
 - 5. Approved letters will be valid for two (2) years and will be kept on file in the visiting area and a copy will be placed in the inmate's file.
- 4. Orange County Public Defender's Office Paralegals, Investigative Assistants, Social Workers and Social Services Supervisors that meet all the following criteria:
 - i. Security Clearance on file
 - ii. Proper identification which must include their valid OC Public Defender photo identification card.
- 5. Orange County Public Defender Investigators and Orange County District Attorney Investigators will be granted access provided they have appropriate photo identification from their respective agency. A security clearance is not necessary.
- 6. OCDA or OCPD Investigators, Investigative Assistants, Paralegals, Social Workers, and Social Services Supervisors may possess a laptop computer for official use during the visit. All computers and related accessories are subject to a physical search at any time. The digital contents of any computing device(s) may not be searched absent a valid search warrant. Refer to [CCOM Section 1902.4\(f\)\(1\) – Authorized Visitors – Attorneys](#).
- 7. Clergy Visits
 - i. Clergy are allowed to visit inmates only during regular visiting days and hours. Religious community volunteers who are listed on the Inmate Programs volunteer list may visit inmates at any time. Inmates requesting a

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clergy visit will be provided with a religious community volunteer to adhere to their legitimate religious practices.

- ii. Facility Chaplains are the only Community Volunteers who may conduct official visits with inmates in a location specifically designated for pastoral counseling by the Division Commanders. Usually this only occurs within the Central Jails (Central Men's Jail, Central Women's Jail and Intake Release Center).
8. Treatment Center Representatives Conducting Official Visits:
- i. Recovery center representatives requiring an interview with inmates will complete a security clearance application prior to their first visit, i.e., The Phoenix House, Delancey Street Foundation, and the Witts Inn. The Programs Deputy will determine the legitimacy of each organization and the Correctional Program's Unit Commander will make final approval. The Programs Deputy will maintain and distribute the approved representative list. The interview will be treated the same as an official visit. These representatives will not have a department issued identification card.
9. Consular Officials:
- i. Visits by Consular Officers are Official Visits.
 - ii. Consular visits will be allowed in non-contact visiting areas unless an alternative location is authorized by the Watch Commander.
 - iii. The Watch Commander shall be notified prior to the visit.
10. Doctors and Psychiatrists:
- i. Doctors and psychiatrists will be afforded a non-contact official visit with an inmate pursuant to a letter from the inmate's attorney of record and with an approved or pending security clearance at the jail facility. The letter from the attorney of record is valid for two (2) years from the date of issue. The letter must contain the following:
 - A. The attorney's letterhead
 - B. The attorney's bar number
 - C. Name of the doctor or psychiatrist
 - D. Name and booking number of the inmate to be visited
 - ii. Doctors and psychiatrists may only conduct a contact visit pursuant to a valid court order and must have an approved security clearance on file. The court order must specify a contact or non-barrier visit and must be approved by the Watch Commander.
 - iii. If a doctor or psychiatrist insists the inmate requires a contact or non-barrier visit, but the court order does not specify one, the Watch Commander will contact the Office of the County Counsel to contact the court for clarification.

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- iv. All pending and approved security clearances will be accessible to visiting and Attorney/Bonds personnel. A security clearance is valid for two (2) years from the date it is approved.
- 11. Process Servers:
 - i. Process Servers must be operating in their official capacity during their visit. Process Server visits will be conducted inside non-contact visiting areas. Process Servers who do not have security clearance on file (OCSD Employees or Sworn Law Enforcement Personnel are exempt) will follow public visiting procedures and may only visit Friday through Sunday during public visiting hours. Process Server visits which have been restricted to public visiting procedures will not count towards the inmate's one public visit per day allowance. Process Servers who have security clearance on file may conduct their non-contact visit at any time.
 - ii. Process Servers must provide the following form of identification prior to their visit:
 - iii. Driver's License or California State I.D.
 - iv. Process Server Identification/Registrant Card
 - v. Staff may inspect the Process Server's documentation and other materials that will be passed to and from the inmate.
 - vi. Process Server visits that occur at the Central Men's Jail shall be conducted on the Attorney Bonds side only. However, if the Process Server does not have security clearance on file, the visit shall only occur during public visiting days and hours.
- 12. Interpreters:
 - i. These visitors must have a security clearance on file approved by the Division Commander or designee. Interpreters must also be accompanied by another official visitor.
- 13. Public Guardian (Contact Visits Permitted):
 - i. Public Guardians who are visiting and who are operating in their official capacity will require the following:
 - A. A security clearance on file
 - B. County ID showing name and picture, or Driver's License/State ID
 - C. Name of Agency
 - D. County or Agency ID number if available
 - E. Work address and phone number
 - ii. A Public Guardian operating in their official capacity may also enter the secure area of a facility in conjunction with CHS staff under the provisions of [CCOM Section 1902.9 – Visitors Requesting Entry into Security Area of Facility](#).

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14. Orange County Social Services/Children's Services:

- i. Orange County Social Services will provide a list of Children's Services staff members authorized for visits.
- ii. Orange County Social Services/Children's Services members who are visiting and who are operating in their official capacity must provide the following:
 - A. County ID showing name and picture, or Driver's License/State ID
 - B. Name of Agency
 - C. County or Agency ID number if available
 - D. Work address and phone number

15. Non-sworn Law Enforcement Investigative Aides/Assistants:

- i. These visitors are not required to have a security clearance on file to visit. However, they must present a department issued ID card.

(g) Bondsman Area (Contact NOT Allowed):

1. Bondsman: Visitation requests must be made by a California State Licensed Bondsman and shall be with unsentenced inmates only. Sentenced inmates can visit with a bondsman ONLY with the approval of the Operations Sergeant or Watch Commander.
2. The bondsman will be required to present to the Visiting/Reception Guard Station SSO a state issued license which contains the bond license number, the bondsman's photograph, and a California Driver's License or other valid picture identification.
3. Effective August 2009-Bail Agent licenses will no longer be issued in paper form. All bail agent's license must be checked by logging onto the California Department of Insurance web site at <http://www.insurance.ca.gov/> and on the main page select "Check License Status." The license status link will provide the term of the license and whether it is currently valid using either the agent's full name (last name first-no commas) or license number. A valid picture ID is still required.
4. Any unresolved license status issues should be brought to the attention of the Operations Sergeant.

(h) Visiting Area procedures:

1. For purposes of this policy, "Visiting Area" is defined as all areas in the jails established for official visits with inmates, including the hallway between the lobby and the area for official visits with inmates.
2. Official visits are not to be provided to persons who are attorneys, bondsmen, or other officials who seek to visit an inmate for other than official purposes (i.e. visiting a family member or friend).

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3. Legal visitations may proceed through a scheduled meal period, and the inmate will receive a tray or sack meal after the visit.
4. Official Visitor Searches:
 - i. Official visitors may be requested to submit to a search of their person and immediate property by Sheriff's Department personnel. This search may be prior to entry into the Visiting Area or at any time while visiting when contact with an inmate is possible. These visitors and inmates may confer in areas where physical contact and contraband passage is possible. Normally, visitors and inmates confer in individual visiting booths where no physical contact or contraband passage is possible. Searches will include passage through the metal detector. Visitors will be allowed to leave prior to visit if they refuse the search.
5. Pass-Through Window:
 - i. Each visiting area in the IRC and TLF has a pass-through window whereby the official visitor or the inmate may hand documents and legal correspondence materials to a Deputy to give to each other. The items will be inspected for contraband only.
 - ii. Proper Request Form: After determination of the visitor's status, staff will instruct the visitor to complete the appropriate form.
 - iii. The yellow form will be filled-out completely by the requesting attorney or person working under the supervision of an attorney.
 - iv. Pink form will be filled-out completely by the requesting bondsman.
 - v. Green form will be filled out completely by the requesting agency (Probation, Parole, ICE, Police).
6. Evaluation of Request:
 - i. Verify Request: Staff will input the visitor's information into JMS.
 - ii. Verify Requesting Party: The Guard Station Staff will determine if the requesting party is a licensed attorney, person working under the supervision of a licensed attorney, bondsman, a member of an official agency or a clergy member, or that the visitor has prior approval to visit from the Watch Commander or Operations Sergeant, or by a court order that has been approved by the Watch Commander.
 - iii. Verify Inmate's Custody Status: Staff will check JMS to verify that the inmate is in custody and the location of their housing.
7. Notify Inmate's Housing Area of Impending Visit:
 - i. The visiting staff will call the housing area where the inmate is housed and advise staff the inmate has been requested for an official visit.
8. Time Stamp:
 - i. The visiting staff will input the visitor information into JMS, and the computer will record the time of the request to visit.

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9. Refusal to Visit:
 - i. If the inmate refuses to visit with the requesting party, the Deputy will inform the visitor of the refusal.
10. Inmate Unavailable:
 - i. If the inmate is temporarily unavailable [REDACTED] the housing staff will inform the visitor of the inmate's unavailability and the expected duration.
11. Visitation Booth Assignment:
 - i. If possible, attorneys, persons under the supervision of an attorney, legal runners and other official visitors will be assigned to the end booths to better ensure privacy.
12. Length of Visit:
 - i. Visits with attorneys and other members of the defense, i.e. court appointed investigators, legal runners, paralegals, experts, etc., may extend for as long as needed.
13. Recording and Communication Devices:
 - i. Image recording (photographs, voice recordings, etc.) and two-way communication utilizing any form of electronic media, including but not limited to a mobile phone device, is expressly prohibited in the Visiting Area. (Two-way communications include e-mail, instant-messaging, video-messaging, etc.) Use of these devices are allowed in the lobby area only, except in the presence of inmates.

1902.5 SCHEDULED ATTORNEY AND OFFICIAL AGENCY VISITATION

- (a) For all attorney and official agency visitation, see facility specific Appendix.
- (b) In Custody Depositions should follow the below listed guidelines:
 1. In custody depositions require a court order requesting the Sheriff's Department to allow the deposition in custody.
 2. Depositions will be scheduled in advance and coordinated with the Watch Commander's approval.
 3. Depositions should be conducted in a "Contact" Visiting Area.
 4. All individuals attending the deposition, including the court reporter, shall submit an application for the necessary security clearance. No person will be allowed in the Contact Visiting Area without a valid security clearance.
 5. The inmate will remain in jail issued clothing and will be restrained as the Sheriff's Department deems appropriate depending on the security risks presented by the inmate.

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6. Video recording equipment is prohibited in the jails. The deposition may only be recorded by a court reporter unless video recording is otherwise authorized by the Division Commander.
7. The inmate's participation at the deposition is voluntary and the Sheriff's Department shall not compel the inmate to participate in the deposition.
8. If a subpoena or notice of deposition, instead of a court order, is served upon the Department, purporting to require an inmate's deposition in the jail, the Watch Commander should contact the attorney who issued the subpoena or notice of deposition and explain the above policy in relation to conducting depositions in the jail. If the attorney agrees to withdraw the subpoena or notice of deposition, the Watch Commander should send a confirming e-mail to the attorney. If the attorney refuses to withdraw the subpoena or notice of deposition, the Watch Commander should contact County Counsel for assistance.
9. A court order for a deposition should be referred to County Counsel for assistance if one or more of the following circumstances exist:
 - i. The court order was obtained without prior notice to the Department (Watch Commander) and the deposition cannot be accommodated for security reasons and the attorney who obtained the court order refuses to modify the order in accord with the above policy.
 - ii. The court order requires the deposition on a date that does not allow time for security clearances to be obtained and the attorney who obtained the court order refuses to change the date; and/or
 - iii. The court order directs video recording that has not been authorized by the Division Commander and the attorney refuses to agree that video recording will not occur.

1902.6 SPECIAL VISITS FOR INMATES

- (a) The Watch Commander may approve a special visit for persons who have traveled a long distance and arrive before or after regularly scheduled visiting hours.
- (b) The Watch Commander may approve a special visit for any unforeseen circumstances that arise which preclude a person from visiting during regular visiting hours.
- (c) Visitors granted a special visit will follow the same procedures as a routine visit, or as designated by the Watch Commander.
- (d) A pregnant inmate may elect to have a support person present during labor, childbirth, and during postpartum recovery while hospitalized. The support person may be an approved visitor to assist with prenatal care, labor, childbirth, lactation, and postpartum care.
- (e) All support persons/visitors are required to adhere to hospital rules and regulations as well as the following OCSD procedures:
 1. The visit may be immediately terminated should a security threat or dangerous situation exist within the hospital.

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2. Narcotics, controlled substances, or alcoholic beverages of any kind shall not be brought into the hospital.
3. A government form of identification bearing the support person's photograph will be required.
4. All visitors shall be required to a search of their person and possessions (not including the contents of cellphones) prior to entering the room. The visitor may decline the search, but they will not be permitted to enter the room.
5. No backpacks or bags will be allowed.
6. No gifts shall be permitted. e.g. flowers, balloons, teddy bears, etc.
7. The exchange of items between the support person and inmate is prohibited.
8. The support person shall not be in possession of weapons of any kind.
9. The support person may only use a cellphone for photos with OCSD approval.
10. No electronic devices will be allowed with the exception of a cellphone.
11. The support person shall not use any recording devices/features.
12. No video recording, calls, video calls e.g. Facetime, Skype, etc., or any internet access is allowed.
13. Inmates shall not have access to any wireless device.
14. The support person shall not bring food or drinks with them during time of the visit.

1902.7 IN-CUSTODY VISITATION

(a) Sign-Up Procedure

1. An inmate who has a relative who is also in custody, and they wish to sign up for an In-Custody Visit must fill out an Inmate Message Slip requesting the visit. Any staff member who receives the Inmate Message Slip requesting the visit will, as soon as practical, provide the inmate with an In-Custody Visitation Request Form (J-013). In-Custody Visitation Request Forms are available on the My18 Intranet.
2. Once the In-Custody Visitation Request Form has been completed, the inmate will turn it in, and staff will forward it to the Classification Sergeant from the respective facility.

(b) Classification Sergeant Responsibilities

1. Verify the information on the In-Custody Visitation Request Form.
 - i. If a staff member from the housing location of the inmate is needed to conduct a verbal verification of the information on the In-Custody Visitation Request Form, it will be documented on the In-Custody Visitation Request Form.

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- ii. If further verification is needed, a classification interview may be conducted with the inmate(s).
 2. Review the request for any security concerns.
 3. Provide a recommendation for the approval or denial of the visit based on their initial review and document it on the In-Custody Visitation Request Form.
 4. Scan and upload the form with their portion completed to the [REDACTED]
 5. Email a copy of the form to the Population Management Unit (PMU) Sergeant.
- (c) PMU Sergeant Responsibilities
 1. Review and approve or deny the visitation request.
 - i. Details regarding the approval or denial will be documented on the In-Custody Request Form.
 2. Scan and upload the finalized In-Custody Request Form to the Classification Share Drive.
 3. Print and file the completed In-Custody Request Form.
 - i. The approved/denied In-Custody Visitation Request Form will remain on file in [REDACTED]
 4. Make a copy of the finalized In-Custody Request Receipt and return the copy to the requesting inmate. The receipt will inform the inmate whether the visit has been approved or denied. The inmate may grieve any denial per [CCOM Section 1600.5- Inmate Grievance Procedure](#).
 5. Generate an In-Custody Visitation Roster and upload it the [REDACTED]
- (d) Court Transfer Staff Responsibilities
 1. The Court Transfer Deputy/CSA will review the In-Custody Visitation Roster and check the inmate(s) on JMS prior to their scheduled visit to confirm availability (e.g., court, dentist, etc.).
 2. Determine and schedule when the visits will be conducted.
 3. Coordinate the visit with the Housing Guard CSA/Module Deputies from the inmate(s) housing location.
 4. Arrange and coordinate transportation for inmate(s) to the IRC from another jail facility, if needed.
 5. The Court Transfer Deputy/CSA will call the housing location of each inmate prior to the scheduled visit and confirm the inmate(s) are being prepared for their scheduled visit.
 6. The operation of the Court Transfer Guard Station will be the responsibility of the Court Transfer CSA and Deputies. The security of the Guard Station and the operations of the visit will be handled in the same manner as any other visit.

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For more information about visiting procedures, refer to [CCOM Section 1902.3 – Regular Visit Procedure](#).

7. Log the visit on the In-Custody Visitation Roster and on the IRC Court Transfer Activity Log.
 - i. If either inmate refuses the visit, it will be documented on the In-Custody Visitation Roster and on the IRC Court Transfer Activity Log.
 - ii. Email a copy of the completed In-Custody Visitation Roster to the PMU Sergeant by the end of Tuesday's shift.

(e) Housing Guard/Module/Barrack Staff Responsibilities

1. Prepare a movement pass or provide an escort for the inmate(s) approved for the In-Custody Visit.
 - i. Proper restraints will be placed upon the inmate based upon their classification. For more information, refer to [CCOM Section 1203.1 – Inmate Security Procedures](#) and [CCOM Section 1204.9 – Special Protocols](#).
2. Make appropriate movement notifications, direct, and coordinate inmate movement.
 - i. Deputies/CSAs at the Theo Lacy Facility (TLF) will need to coordinate with TLF Receiving Guard for inmate(s) being transported to the IRC.
3. Document the movement on the [REDACTED]

(f) Schedule and Location of Visits

1. In-Custody visits will take place on the first-floor visiting area of the [REDACTED]
[REDACTED]
[REDACTED]
3. Visits will be scheduled by the Court Transfer Deputy/CSA on Tuesday of each week.
4. Visits will be thirty (30) minutes in length.
5. Inmates approved for an In-Custody Visit will not be transported or held in the same cell at any time. Inmates must remain separate from one another, regardless of gender or classification, until placed into the approved visiting booths.
6. Inmates are not permitted to have more than one scheduled In-Custody Visit per week.

(g) In-Custody Visitation Follow-Up Requests

1. Relative inmates, who can furnish proof of a relationship, are allowed to resubmit an In-Custody Visitation Request Form following an initial denial of the visit.
2. Inmates may submit an Inmate Message Slip to the PMU Sergeant regarding the status of their In-Custody Visit.

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1902.8 VISITORS FOR DIVISION COMMANDER AND STAFF

- (a) Visitors wishing to see the Division Commander or staff must check in at the Visiting Guard Station. The SSO will contact the Division Commander's clerical staff, or the person requested, to determine if the visitor can be admitted.

1902.9 VISITORS REQUESTING ENTRY INTO SECURITY AREA OF FACILITY

- (a) Visitors claiming to have official business with security area staff must first check in at the Visiting Guard Station and identify themselves with two forms of valid identification, one of which must have a picture.
- (b) The SSO will contact the staff member to be visited to determine if the visit can take place in the lobby.
- (c) If the visitor needs to enter the security area to conduct their business, the Visiting Guard Station will contact the Watch Commander and request approval.
- (d) Visitors approved to enter may have to successfully pass through the metal detector.
- (e) The Visiting SSO will advise Main Control that a visitor is on their way.
- (f) Upon reaching the Main Control sally port, the SSO will be required to record in the visitor logbook the visitor's name, company or department, the number of the visitor badge given to the visitor, and the name of the escorting Deputy. Visitors will be issued a visitor's badge which must be always worn in plain sight.
 - 1. Additionally, the visitor will be instructed to read and sign the Orange County Jail Release of Liability Form. The Main Control will witness the signature.
 - 2. The completed form will be filed by date in the folder maintained in Main Control forms will be purged after thirty (30) days.
- (g) Visitors and their packages/containers may be searched prior to entry.
 - 1. Prohibited items:
 - i. Contraband
 - ii. Food or beverages
 - iii. Explosives, weapons, combustibles
 - iv. Other items not approved by the Watch Commander
- (h) All visitors will always be under escort while in the security area of the facility.
- (i) Maintenance personnel not regularly assigned to the facility will always be escorted. Toolboxes and containers will be checked prior to entering security. A "Security Clearance" form will be completed on those people who work at the facility on an ongoing basis.
- (j) All visitors must turn in their visitor badges to Main Control when they exit the facility.
- (k) Visitors entering the Intake Release Center via the Receiving or Main Control Guard Stations must surrender their valid identification to the staff member requesting it

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(Deputy/SSO/CSA). They, in turn, will receive a visitor pass. The staff member will then record the visitors' information in the "Visitor Logbook" and document the following information:

1. Visitor's Name
2. Company or department affiliation
3. Visitor pass number
4. Name of escorting personnel
5. Time in and out of facility
6. The visitor's identification will replace the visitor pass in its designated slot. The visitor pass must always be visible. The staff member will return the visitor pass to its designated slot upon completion of the visit and return the identification to the visitor. Visitor Logbooks will be maintained in both Main Control and Receiving Guard Stations.

1902.10 REQUESTS FOR INMATE SIGNATURES

- (a) Persons bringing in money orders, checks or legal papers for inmate signature must bring them to the Visiting Guard Station. The SSO will prepare a property release form. This form, along with the item to be signed, is sent to the appropriate housing location for inmate signature.
 1. Request Signature: When the form arrives at the housing location, the housing Deputy or Prowler will call the inmate to the Guard Station and ask if they wish to sign the item. Deputies will not act as a witness in the signing of any documents.
 2. Return Document: Once the item is signed or the inmate refuses to sign, it will be sent back to Visiting Staff who will return it to the requesting party. The inmate will return to their housing location. Requests for signature will not count as a visit.

1902.11 SERVICE OF JUDICIAL DOCUMENTS BY CUSTODY STAFF

- (a) The serving of judicial papers, such as a subpoena, summons or a restraining order on an inmate will follow the same basic procedure as the previous section "Requests for Inmate Signatures." The Deputy will receive the document from the person and hand the document to the inmate. Otherwise, upon receipt of any papers in a judicial proceeding, the Deputy must serve the inmate with the papers along with a note thereon documenting the time of service. The inmate may retain these papers while in custody.
- (b) Jail personnel are not to accept writs. Should anyone attempt to serve a writ at any facility location, it shall be refused and the person serving it shall be directed to the Division Commander of Investigations. The jail will only act upon writs of habeas corpus forwarded by investigations.

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- (c) Staff may inspect the notary's public seal, public journal and other materials that will be passed to and from the inmate.
- (d) Notary visits that occur at the Central Men's Jail shall be conducted on the Attorney Bonds side only. However, if the notary does not have a security clearance on file, the visit shall only occur during public visiting days and hours. If the notary does have a security clearance on file, the visit may occur on any day or time.

1902.14 UNITED STATES MARSHALS SERVICE OFFICIAL VIDEO CONFERENCE

The purpose of this policy is to provide United States Marshals Service (USMS) inmates access to their attorneys via video conference. The Sheriff's Department will provide video conference calls for USMS inmates according to the schedule provided by the USMS.

- (a) Restrictions
 - 1. Video Conferences between a USMS inmate and their attorney or agent of the attorney are privileged and shall not be subject to monitoring.
 - 2. USMS inmates will not be prohibited from other official visits. For any official visit not including video conference visits, refer to [CCOM Section 1902.4 – Attorney, Bondsman and Official Visitors](#).
 - 3. Each video conference system will be limited to one inmate at a time per video conference, unless determined otherwise by the USMS.
 - 4. No limitations will be placed on the number of video conferences or length of conferences, unless the inmate is restricted for medical reasons, by court order, or as directed by the USMS. All scheduled video conferences will be honored at any time, unless the inmate is at court, delayed due to meal service, counts, or prohibited from attending by Correctional Health Services staff (CHS).
- (b) Video Conference Refusal
 - 1. If the inmates refuses their video conference during their scheduled time, the Deputy will document the refusal on their area log.