



FRANKLIN COUNTY JAIL

Chambersburg, PA

Standard Operating Procedure

Chapter:	400	Inmate Programs	Number:	400.01	Pages:	9
Title:	01	Visitation – Personal	Effective Date:			

POLICY

Inmates will be provided the opportunity for visitation with family and friends. Rules and regulations will be made available to staff, visitors and inmates. All visitors and vehicles are subject to search at any time.

PURPOSE

To aid in the re-entry/re-engagement process by enabling inmates to maintain their family unit and community ties during incarceration, while satisfying the security requirements of the Franklin County Jail (FCJ).

REFERENCES

ACA 4-ALDF-5B-01 through 5B-04
PA Title 37 95.233
PA Title 75 15.1515

DEFINITIONS

None

PROCEDURES

1. All visitors and vehicles are subject to search (FCJ SOP 200.12 - Searches). Refusal to submit to any search will result in the revocation of visiting privileges indefinitely. Background checks may also be conducted on visitors to the facility.
 - 1.1 The Lobby Officer will notify the shift supervisor if there is reason to believe that a visitor is concealing contraband.
 - 1.2 A Visitor Consent to Search (FCJ Form 200.12-1) will be completed and signed prior to a pat search being conducted on a visitor.
 - 1.3 Any contraband that is found on a visitor will be handled in accordance with FCJ SOP 200.13 – Contraband.

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- 1.4 Trace drug detection equipment may be used on visitors prior to being granted access to the facility (FCJ SOP 300.17 – Drug Use Detection). A positive result, indicating the presence of drugs will result in the visitor being denied. A second positive indication of the presence of drugs on a subsequent visit will result in the visitor being suspended for ninety (90) days, a third positive indication will result in the visitor being suspended for one (1) year. The fourth positive indication will result in the visitor being suspended indefinitely.
2. All visitors are required to register in the lobby. Each visitor will **legibly** register on the Visitor Register (FCJ Form 400.01-2) with complete name and address and the name of the inmate visiting. The address must match the address on the visitor's identification card (ID). Adults may register for children. All visitors must be present and register together.
3. All visitors are required to comply with staff requests.
4. No food or beverages are permitted in the lobby.
5. Inmates must be cleared from the initial quarantine period prior to receiving a visit.
6. Visitors must wait in the lobby. Visitors will not be permitted to wait outside of the building.
7. Visitor Approval
 - 7.1 All visitors eighteen (18) years of age and older must have valid photo ID. A parent or legal guardian **must** accompany children under the age of eighteen (18). A Parent or Legal Guardian Certification (FCJ Form 400.01-1), attesting to that fact, will be maintained in the inmate's file. Legal or Court documentation are not required for proof. The individual's signature will be sufficient. The child's visiting record in the Offender Management System will also be annotated.
 - 7.2 The Lobby Officer will enter a visitor's information into the Offender Management System to include the number of the State ID, or Passport and Visa.
 - 7.3 While entering a visitor's information the Lobby Officer will ensure the visitor is not suspended, has not had visiting privileges revoked or is not a former inmate of the FCJ that has not been out of jail for at least six (6) months.
8. A visitation schedule will be posted on all housing units.
9. Inmates will be permitted to leave scheduled programs if they choose to do so (i.e. Drug & Alcohol, educational, counseling, religious, etc.). Inmates must understand that leaving a scheduled program for an unexcused reason may result in consequences.

10. Visitor Registration

10.1 The visitor establishes they are present for a personal visit with an inmate.

10.2 The Lobby Officer will ensure the visitor is appropriately dressed, and shoes are worn. The visit will be denied if the visitor is not properly dressed. Items considered inappropriate include:

- Cut offs, short shorts, skirts or skorts (above mid-thigh)
- Skirts or dresses with splits that extend above mid-thigh
- Tube tops
- Tank tops / Athletic shirts (regardless of gender)
- Spaghetti straps
- Midriff baring shirts
- Low cut / revealing shirts or blouses
- See-through or transparent clothing
- Spandex clothing (skintight) such as bathing suits or aerobic attire
- Hooded Garments or any type of head coverings - excluding religious coverings
- Coats/Jackets or other outer garments - excluding suit coats, sport coats, blazers, and cardigan type sweaters.
- Offensive language or images
- Materials depicting messages or images that contain reference to drugs or alcohol
- Anything that appears to be gang-related
- Ragged or torn clothing that is considered revealing

10.2.1 FCJ will provide sweat shirts and sweat pants of various sizes. If a visitor is not appropriately dressed, they may opt to put on a sweat shirt, sweat pants or both. The clothing must be returned at the end of the visit.

10.3 Two chairs are provided for visitors. Only children small enough to reasonably be held in a lap may be held.

10.4 Visitors may visit only one inmate at a time.

10.5 The Lobby Officer will look up the inmate in the Offender Management System to verify the inmate is present in the facility.

10.6 If the inmate is present the Lobby Officer will request to see valid and current photo ID. Acceptable forms of ID are:

- A State Driver's License
- A State ID card
- Passport with Visa (For Foreign Nationals)

NOTE: US Mail, utility bills, credit cards etc. will **NOT** be used to verify address or used for ID.

- 10.7 The Lobby Officer will ensure the ID is valid. If the ID is not valid the visit will be denied.
- 10.8 Once the ID has been approved and the visitor's information entered into Offender Management System, the Lobby Officer will ensure space is available in the appropriate unit Visiting Room. If there is no space available, the visitor will be informed of the need to wait. Visits are first-come first-served by unit.
- 10.9 The Lobby Officer will enter the visitor into the automated Visitor Log in the Offender Management System.
- 10.10 When space is available the Lobby Officer will contact the appropriate Housing Unit Officer with the name of the inmate who has a visitor. The Housing Unit Officer will inform the Lobby Officer if the inmate is not present on the unit and the inmate's location.
 - 10.10.1 If the inmate is off of the unit due to Sick Call or Dentist Call, the Lobby Officer will inform the visitor that the inmate is unavailable and may recommend waiting or retuning at a later time.
 - 10.10.2 If the inmate is attending an off-unit program, the Lobby Officer will contact the appropriate classroom. If the inmate wishes to attend the visit, he must understand that there may be consequences.
 - 10.10.3 RHU visits will be scheduled by cell, and inmates will be advised of their scheduled visitation time.
- 10.11 The Housing Unit Officer will inform the inmate of the visit if on the unit.
- 10.12 Inmates may request the identity of visitors by asking the Housing Unit Officer. The Housing Unit Officer will contact the Lobby Officer for this information. Inmates may refuse visits if they choose to do so. The refusal will be relayed to the Lobby Officer via telephone or radio. This will not be counted as the weekly visit; however, if a visit is refused after the visitor or inmate is in the Visiting Room, this will count as the weekly visit.
- 10.13 If the inmate refuses the visit the Lobby Officer will inform the visitor.
- 10.14 Visitors are expected to store all personal items in a coin-operated locker. If the visitor has no money to operate a locker, all personal items must be stored in a vehicle. If items cannot be secured the visit will be denied.

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- 10.15 Visitors must successfully clear the metal detector (FCJ SOP 200.12 – Searches).
 - 10.15.1 FCJ will provide sweat shirts and sweat pants of various sizes. If a visitor can not clear the metal detector, they may opt to put on a provided sweat shirt, sweat pants or both. The clothing must be returned at the end of the visit.
 - 10.16 Any visitor unable to pass through or successfully clear the metal detector due to a medical reason (pacemaker, artificial joint, brace, wheelchair, crutches, cane etc.), must have a signed doctor's certificate verifying the medical equipment. The visitor must then be checked with a hand held metal detector.
 - 10.17 Visitors will be issued a WHITE Inmate Visitor Badge depicting the fact that they are visiting an inmate. The visitor badge will be prominently displayed above the waist, but not on a sleeve, where it will be clearly seen by staff (FCJ SOP 200.17 - Security Badges).
 - 10.18 The visitor will proceed through door CS09, and go directly to the mezzanine area via the elevator and to the appropriate Visiting Room.
 - 10.19 The start time of the visit will be entered into the automated Visitor Log in the Offender Management System.
11. Visitation
- 11.1 The Housing Unit Officer will key the inmate into the Visiting Room. Inmates will not take any food or beverages into the visiting room.
 - 11.1.1 For inmates under a status requiring them to be handcuffed, restraints will need to be placed in the front in order for the visitation handset to be used
 - 11.1.2 An officer may remain posted outside the inmate-side of the visitation room for the duration of the visit for any inmate in restraints or otherwise requiring an escort; however, the officer should use their discretion in deciding if that is necessary or not.

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11.2 Visitation time limits are as follows:

- GP – One (1) hour minimum
- WR – One (1) hour minimum
- ASMH – One (1) hour minimum
- PC – One (1) hour maximum
- Pre-hearing DS – Thirty (30) minutes maximum
- ASS –Thirty (30) minutes maximum
- DS – Thirty (30) minutes maximum
- ASSCI – One (1) hour maximum
- Inmates serving any sanction on an informal adjustment will receive a thirty (30) minute maximum visit

11.2.1 General Population, Work Release and ASMH may exceed one (1) hour, if there are no other visitors to accommodate.

11.3 The Lobby Officer will notify the Housing Unit Officer when to end a visit due to other visitors waiting.

11.4 The Housing Unit Officer will go to the Visiting Room to inform the inmate the visit is over.

11.5 The visitor and inmate will then exit the Visiting Room. Visitors will report directly to the lobby. Visitors will return the assigned badge and will enter the time they are leaving the facility on the Visitor Register. Loitering is not permitted.

11.6 The Lobby Officer will enter the end time of the visit into the automated Visitor Log in the Offender Management System.

12. Visitor is a Juvenile Spouse of an Inmate

12.1 If the spouse of an inmate is a juvenile, an original or certified copy of the marriage certificate must be shown in addition to ID.

13. Terminating/Denial of Visits or Visitors

13.1 All visits that are denied for any reason prior to the visit taking place will be entered in the Denied Visits Log (FCJ Form 400.01-3). Additionally, in some cases an Incident Report (FCJ Form 100.23-1) will be submitted. An Incident Report will be required any time a visitor becomes confrontational, or any time that a more detailed account needs to be given than what is entered in the Denied Visits Log.

13.2 Any time a visit is denied the shift supervisor will be immediately notified. The only exception to this will be during an emergency situation. The shift supervisor will then be notified as soon as possible.

13.3 The shift supervisor is responsible for signing the Denied Visits Log when a visitor is denied.

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- 13.4 Visitors who, in the opinion of staff, appear to be under the influence of drugs or alcohol, or whose presence disrupts other visitors will be required to leave jail property. The Lobby Officer's discretion is enough proof to deny a visit for one (1) night.
- 13.5 The use of obscene language or other conduct of a disorderly nature is prohibited. If the conduct of a visitor or inmate becomes disorderly during a visit, the visit will be terminated; if prior to the visit, the visit will be denied. Visitor may then be suspended. The shift supervisor will be notified and an Incident Report submitted.
- 13.6 Reasons a visit or visitor will be denied include but are not limited to:
- Inmate refused
 - Inmate is not available
 - Wrong day or time
 - Expired/Invalid ID or no ID
 - Visitor unable to clear metal detector or handheld
 - Visitor is inappropriately dressed
 - Positive indication with trace drug detection device
 - Visitor is not compliant with staff requests (Incident Report required)
 - Visitor appears intoxicated or smells of alcohol
 - Child(ren) not being supervised or being disruptive (Incident Report required)
 - Visitor intentionally providing false information
 - Requested visitor is a former inmate of the FCJ not out of jail for at least six (6) months
 - Requested visitor's visiting privileges have been suspended or revoked
- 13.7 Visitation procedures may be altered in the case of an emergency.
- 13.8 The Warden reserves the discretionary authority to restrict, deny or suspend the visiting privileges of a visitor whenever necessary to ensure the security, safety, and order of the facility.
- 13.9 The shift supervisor will be notified immediately in the event a visit is terminated.
14. Employee, Contracted Employee or Facility Volunteer Visits and Contact with Inmates
- 14.1 An employee, contracted employee, or facility volunteer, may not visit or otherwise make or have contact, with an inmate, with the exception of official business regardless of duty status (on or off). This includes inmates who may be on Approved Temporary Absence (ATA) status at another facility.

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- 14.2 The only exception to this policy may be an employee, contracted employee, or facility volunteer who is related to an inmate. The employee, contracted employee, or volunteer must request permission, in writing, from the Warden or designee to visit or have any other type of contact with the inmate (i.e. mail, telephone).
- 14.3 A former employee or contracted employee must request, in writing, permission from the Warden or designee to visit any inmate within (2) two years of terminating employment.
15. Visitors with Babies
 - 15.1 Visitors with babies may bring in one (1) baby bottle, one (1) **small** receiving type blanket, and one (1) pacifier. Baby carriers or strollers are not permitted.
16. Supervision of Children
 - 16.1 Children will remain under the constant supervision of an adult.
 - 16.2 Children will remain seated in the lobby and Visiting Room at all times.
 - 16.3 If a child is left unattended, is allowed to run free or displays disruptive behavior the visit will be terminated or denied if prior to the start of the visit.
17. Special Visits
 - 17.1 Inmates and others may request special visits due to extenuating circumstances. Requests for special visits will be submitted to the Warden or designee for approval. Special visits will be considered on a case by case basis. If a special visit is approved, the written approval will be supplied to the shift supervisor and the Lobby Officer along with the date, time and length of the special visit.
18. Contact Visits
 - 18.1 Requests for contact visits will be submitted to the Deputy Warden of Inmate Services or designee for approval. Contact visits will be considered on a case by case basis. If a contact visit is approved, the written approval will be supplied to the shift supervisor and the Lobby Officer along with date, time and length of visit and contact allowed.
19. Inmates with Disabilities
 - 19.1 Inmates with disabilities or who are otherwise unable to reach the Visiting Room on their housing unit will conduct visits in the handicap accessible Visiting Room. This area will be checked at least every twenty (20) minutes by a Float Officer while visits are being conducted.

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20. Due to the inability to maintain the level of security that the Franklin County Jail requires and the minimal amount of time of a hospital stay, personal visitation while in the hospital will not be permitted (FCJ SOP 200.07 – Inmate Hospitalization Procedures).
21. If a visitor has visiting privileges suspended or revoked, the dates and reason will be entered in the Offender Management System.
22. The Warden reserves the discretionary authority to restrict, deny or suspend the visiting privileges of a visitor whenever necessary to ensure the security, safety, and order of the facility.

ATTACHMENTS

FCJ Form 200.12-1 – Visitor Consent to Search
FCJ Form 400.01-1 – Parent or Legal Guardian Certification
FCJ Form 400.01-2 – Visitor Register
FCJ Form 400.01-3 – Denied Visits Log
Visitation Schedule
Visitor Information Brochure