



## OFFICIAL VISITORS

### POLICY.

Members will assist law enforcement agencies in their need to visit with inmates in the Deschutes County Sheriff's Office – Adult Jail (AJ) on official business.

### PURPOSE.

The purpose of this policy is to provide AJ members guidelines for official visits.

### OREGON JAIL STANDARDS:

- D-210 Special Visits

### REFERENCES:

- ORS 169.076, Standards for Local Correctional Facilities
- AJ Policy [CD-12-2, Inmate Visiting Control](#)

### DEFINITIONS.

**Official visit.** A visit between an inmate and law enforcement, correctional, parole, or probation officer; civil deputy; or a presentence investigator. (*Note:* members will treat Law Enforcement Officers (LEOs) or investigators on unofficial business as social visitors per AJ Policy [CD-12-5, Social Visiting.](#))

### PROCEDURES.

#### SECTION A: GUIDELINES

- A-1. LEDS and Computer Checks.** Law Enforcement Data System (LEDS) and Jail Management System (JMS) checks on non-Sheriff's Office official visitors are optional at the discretion of a supervisor.
- A-2. Personal Belongings:** Members will let official visitors take only those items needed for the business of the visit.
- A-3. Visiting Information.** Members will provide official visitors copies of the *Guide for Official, Professional, and Media Inmate Visitors Form No. 328*, which contains visiting information and restrictions.

- A-4. Probation Officers.** Probation officers will normally visit in the attorney rooms. If they require a conference room, they must call and schedule an appointment with the administration.
- A-5. Parole Hearing Officers and Presentence Investigators.** Certain parole hearings officers and presentence investigators may visit in the contact conference rooms in the administration area.
- A-6. Limited Visitor Registration.** Probation and parole hearing officers and presentence investigators will need to check in and out with administration. For this process, members will:
- Confirm the identity of the visitor with picture ID or through personal recognition.
  - Verify the official credentials of the visitor. (Contact a supervisor if the credentials do not appear legitimate.)
  - Contact the control center to see if the inmate is available for the visit.
  - Administration staff will log the visitor into the *Official Visitors Log*.
  - Ensure the visitor displays appropriate photo ID card while in the jail.
  - Assign the visitor to an attorney visiting room.
- A-7. Law Enforcement and Corrections Official Visitors.** Law enforcement from other agencies may visit with an inmate in the interview room adjacent to the booking room or other area with some privacy. Supervisors will approve the visit after positively identifying a person as a law enforcement officer. A LEO not in uniform must display their commission card at all times while in the AJ. Members do not need to log the LEO in JMS. Members will ensure the visitor's weapons are secured before entering the jail.
- A-8. Escort and Badge Requirements.** A deputy will escort a LEO when traveling through the secure area of the jail. The LEO does not need to wear an escort badge but must have ID showing. Members will ensure the LEO's weapons are secured before entering the jail.
- A-9. Sally Port Entry.** When the control center lets a LEO in through the walk through sally port, members will verify the person's identity and credentials through the glass in the pre-booking area. Members will contact the control center if they approve the person for entry. The person will check in with a supervisor if requesting to visit an inmate in booking or another visiting area. Members will ensure the LEO's weapons are secured before entering the jail.
- A-10. Lobby Entry.** If the LEO comes in through the lobby, members will call the control center and ask for the inmate to be brought to a conference or attorney room. Members will verify LEO identity and ensure their weapons are secured in the administrative office.
- A-11. DCSO Deputies and Detectives.** DCSO deputies in uniform and detectives in civilian clothes with their DCSO identification cards showing may visit an inmate by entering the

jail either through pre booking or the front lobby. They do not need to check in. Members will log them in and arrange for an area to do the visit in administration or in booking.

**A-12. Civil Technicians or Deputies.** Civil technicians or deputies needing to serve papers on an inmate will do so in the administrative attorney rooms or booking.

**FORMS USED:**

- Guide for Official, Professional, and Media Inmate Visitors, Form No. 328
- Contact Visiting Agreement, Form No. 329
- Official Visitors Log, Form No. 331
- Professional Log, Form No. 330