



OFFICIAL VISITORS

POLICY.

Corrections staff will assist other law enforcement and corrections agency staff 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 guidelines for AJ staff for official visits.

OREGON JAIL STANDARDS:

- D-210 Special Visits

REFERENCES:

- ORS 169.076, Standards for Local Correctional Facilities
- DCAJ 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: Staff will treat Law Enforcement Officers (LEOs) or investigators on unofficial business as social visitors per DCAJ 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-County official visitors are optional at the discretion of a corrections supervisor.
- A-2. Personal Belongings:** Corrections staff will let official visitors take only those items needed for the business of the visit.

- A-3. Visiting Information.** Corrections administrative staff 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 administration attorney rooms. If they require a conference room, they must call and schedule an appointment with the administrative staff. Staff will not let them inside the jail security perimeter to visit an inmate unless they have the approval of a corrections supervisor.
- A-5. Parole Hearing Officers and Presentence Investigators.** Certain parole hearing officers and presentence investigators may visit in the contact conference rooms in the administration area. At the time of approval, the shift supervisor will decide the type of badge the visitor must wear (if any).
- A-6. Limited Visitor Registration.** Probation and parole hearing officers and presentence investigators will need to check in and out with administrative staff. Administration staff will do the following for this process:
- Confirm the identity of the visitor with picture ID or through personal recognition.
 - Verify the official credentials of the visitor. (Contact a corrections supervisor if the credentials do not appear legitimate.)
 - Contact the control center staff and see if the inmate is available for the visit. If the inmate is not in the housing unit, the floor deputy will contact the area where the inmate is so the inmate can return to the administrative area for the visit.
 - Administration staff will log the visitor into the Official Visitors Log (DCAJ Form No. 330).
 - Issue the appropriate visitor badges based on the type of visit or display appropriate photo ID card while in the jail.
 - Assign the visitor to an attorney area.
- A-7. Law Enforcement and Correctional Officers.** Law enforcement and correctional officers from other agencies may visit with an inmate in non-public areas in the jail; they should occur in the interview rooms of Booking or other area with some privacy. Shift supervisors will approve the visit; positively identifying a person as law enforcement and correctional officer by checking his or her commission card before letting the person into the jail. They will contact the issuing agency if the validity of the commission card is in doubt. A LEO not in uniform must display his or her commission card at all times while in the jail. Staff does not need to log the officer in JMS; however, a LEO must check in with the shift supervisor based on the point of entry. Staff will ensure the visitor's weapons are secured before entering the jail.
- A-8. Escort and Badge Requirements.** A DCSO corrections deputy will escort the LEO or detective if going through the secure area of the jail. The LEO does not need to wear an escort-status badge but must have ID showing. An escort does not need to stay with the visitor during the visit. Staff will ensure the LEO or detective's weapons are secured before entering the jail.

- A-9. Sally Port Entry.** When the control center staff lets a LEO in through the walk through sally port, they will have intake staff verify the person's identity and credentials through the glass in the pre-booking area. Intake staff will contact the control center staff if they approve the person for entry. The person will check in with a shift supervisor or designee if requesting to visit an inmate in booking or another visiting area. Staff will ensure the LEO's weapons are secured before entering the jail.
- A-10. Lobby Entry.** If the officer comes in through the lobby, administrative staff will call the control center and ask for the inmate to be brought to the conference or attorney room. The LEO will either have their commission card or a jail issued official visitor badge. Administrative staff will 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 enter the jail either through the pre-booking entry doors to visit an inmate or in the front lobby. They do not need to check in. Administrative staff will log them in and arrange for an area to do the visit in administration or contact a corrections deputy or supervisor to arrange visiting 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