

STANDARD OPERATIONAL PROCEDURES PIEDMONT REGIONAL JAIL AUTHORITY

Policy Number: 204	Subject: Visitation	Effective Date: 08/27/2024
Standards: 6VAC15-40-680, 690 700	Superintendent: Jerry R. Townsend Signature Copy on File	Amended Date: 11/1/13, 3/22/17, 7/20/18, 09/07/21, 08/07/24

I POLICY

It is the policy of Piedmont Regional Jail to provide the appropriate visiting opportunities to citizens, professionals, and volunteers, etc., limited by the jail's daily activity schedule, visiting space, availability of personnel, security constraints, and/or inclement weather. Visitation is a privilege not a right based on the offender's behavior while incarcerated. The Superintendent may restrict visiting privileges when necessary to ensure the security and orderly operations of the jail.

II DEFINITIONS

Clergy – A member of the community who is commissioned, licensed, ordained, endorsed, or otherwise accepted as a religious authority by the individual's religious organization, e. g., Minister, Priest, Rabbi, Iman, Medicine Man, etc.

Emancipated Minor – A person less than 18 years of age who has received an order from a Court declaring that the minor is released from parental care through marriage, is on active duty with the armed forces of the United States, or has a willful, consensual separation from parents or guardian and is capable of self-support.

Immediate Family – An offender's parents, stepparents, grandparents, lawful spouse, biological, step or legally adopted children/grandchildren, and biological, half, step, or legally adopted siblings.

Legal Guardian – A person who has the powers and responsibilities of a parent concerning the child's support, care, education, health, and welfare.

Minor – A person under 18 years of age.

Non-Contact Visitation – Visitation conducted with physical barriers separating the parties.

Professional Visits – Visits conducted between an offender and their attorney, bonding agent, probation officer, law enforcement personnel, treatment representative, chaplain etc.

Special Visit – A visit that occurs when the regular visiting schedule cannot accommodate it, or a visit that is an exception to the normal visiting rules; special visits require prior authorization by the Superintendent or his/her designee. These visitors may include, but are not limited to, attorneys, clergy, parole advisors, or re-entry supporters.

Visitor – Adult family, friend, or associate who enters the jail to visit an offender; visitors may be accompanied by minors if certain conditions are met. Regular visits are for predominately social purposes.

Visitor Suspension – A prohibition of an individual's visiting privileges, either for a set time period or indefinitely.

III PROCEDURES

Written policy, procedure, and practice shall ensure maximum visiting opportunities limited only by facility schedules, space, personnel constraints and inmate disciplinary status. Attorneys shall be permitted to have confidential visits with their clients. (6VAC15-40-680)

A. General Information

1. Visitor Requirements: All persons requesting to visit with an offender must:
 - a. Be at least 18 years of age. Any person under the age of 18 must be accompanied by a parent or legal guardian (proof of guardianship may be required).
 - b. Visitors under the age of eighteen (18) must be identified by the supervising adult visitor who seeks to bring them into the facility, unless emancipated.
 - c. Only visitors that have pre-registered will be allowed to visit.
 - d. All visitors must register in and out, filling in the required information on the log which is located at the receptionist desk.

2. Professional visitors must present proof of their professional capacity (i.e., bar card). Photo ID shall be required. Requirements to access the secure area of the jail will depend on the category in which an individual is a part. In addition to these requirements each visitor must register in and out, filling in the required information on the log which is located at the receptionist desk. If needed, staff may verify the individual by phoning the agency the visitor works for.
 - a. Vendors who work full time in the jail (i.e., Wellpath,) must present a valid picture ID. Must complete orientation and associated paperwork. Vendors must be approved by the Superintendent prior to entrance into the jail.
 - b. Contractors (i. e., pest control, construction worker) must present a valid picture ID. Must complete orientation and associated paperwork. Contractors must be approved by the Superintendent prior to entrance into the jail.
 - c. State and Town organizations (i. e., Crossroads CSB, Virginia Center for Behavioral Rehabilitation (VCBR), Probation and Parole) must present an agency issued identification. The agency must provide a current list of employees needing access. The list must be updated on an as needed basis and whenever there is a change in personnel. Agency employees must register in and out, filling in the required information on the log which is located at the receptionist desk. Employees who have an agency issued ID but are not on the supplied employee list will have to be verified by telephone with the appropriate agency.
 - d. Emergency Response Personnel will enter through Vehicle Bay 1 (VB1) or Pedestrian Gate 3 (walk thru gate). I Central Control and Intake will keep the official time and control the entry and exit of emergency personnel. Emergency personnel will be escorted by sworn staff designated by the supervisor. Emergency personnel will not be given access to any part of the Jail except that directly related to the emergency.
3. No items can be brought into the Jail by visitors. Professional visits can bring in items necessary with prior approval for the purpose of the visit, but they will be searched.
4. Rules, regulation and visiting schedules for visits are posted at the entrance of the jail.

5. In the event of a jail lockdown or emergency, all visiting is canceled. If visitors are present in the jail during an emergency, they will be instructed to follow the procedure outlined in the Emergency Plans.

B. Visitation Program

1. All visitors entering the Jail are subject to search of their personal effects and/or person in accordance with Virginia Code §53.1-127.

Written policy, procedure, and practice shall specify requirements for visitor registration and the circumstances and methods under which visitors may be searched. (6VAC15-40-700).

2. All visitors must register prior to entering and leaving the Jail at the front desk and subject to search.
3. A written request from a lawyer must be submitted and approved by security prior to bringing an offender's court clothing to the Jail.

The facility shall have a posted list of approved items that visitors may bring into the facility. Items brought into the facility by visitors for offenders shall be subject to inspections and approval. (6-VAC15-40-690).

4. Visitation is conducted Friday thru Sunday, and dates that fall on recognized state holidays are determined by the Superintendent. Visiting days and times vary-based on the offender's housing assignment.
5. Visitors are required to show picture identification when signing in: (valid driver's license, bar card, military identification, and/or a professional (picture) identification card related to the visit. If necessary, the staff working at the front desk may verify the individual's credentials by contacting the issuing agency.
6. The offender's public visit is based on their housing assignment. Offenders are allowed one (1) visit per week, for thirty (30) minutes, unless prior approval has been granted by the Superintendent or his/her designee.

C. Offender Visiting List

1. All offenders are required to complete and submit an Offender Visiting List in order to receive a visit while at Piedmont Regional Jail.
 - a. Offenders who are newly received into the Jail must submit their initial Offender Visiting List prior to their first visit.
 - b. The Offender Visiting List must be legible; incomplete and/or illegible Offender Visiting Lists will be returned to the offender prior to receiving a visit.
2. Each offender is limited to a maximum of six (6) adult visitors to include members and friends on their Offender Visiting List.

D. Visitation Registration

1. All visitors must pre-register.
 - a. Visitors will pre-register with the receptionist at least forty-eight (48) hours prior to visitation weekend.
 - b. Visitors will be responsible for providing the full name and permanent identification number of the offender they wish to visit, when scheduling the appropriate date and time they wish to visit.
 - c. Cancelled visits must be cancelled at least twenty-four (24) hours prior to the start of the visit.

E. Visiting Schedule

1. The visiting schedule shall be as follows:
 - a. Piedmont Regional Jail shall allow offender visitation on Friday, Saturday and Sunday, and Holidays determined by the Superintendent.
 - b. All visits shall be conducted in the non-contact visiting area established in the Administrative Section of the Jail unless approved by the Superintendent or designee.
 - c. Visiting hours shall be from 8:00 am to 5:30 pm. The last scheduled visit is at 5:00 pm. No visitors will be allowed inside

the visiting area after 5:30 pm. Officers supervising the area shall announce at 5:30 pm that visiting hours are concluded.

d. Visiting days for each living unit will be as follows:

Friday Female Units G-Pod, H-Pod, O3-Pod
8:00 am – 11:00 am

F-Pod, W-Pod, O2-Pod
11:30 am – 2:30 pm

A-Pod, B-Pod, C-Pod, D-Pod
2:30 pm – 5:30 pm

Saturday L3-Pod, M-Pod, J-Cells, O1-Pod, O4-Pod, Intake
8:00 am – 11:00 am

I1-Pod
11:30 am – 5:30 pm

Sunday Offender Workers (L1 & L2) & Work Release

8:00 am – 11:00 am

I2-Pod
11:30 am – 5:30 pm

F. Frequency/Lengths of Visits

1. Offenders will have visiting access of a minimum of thirty (30) minutes with a maximum of six (6) visitors.
2. Offenders shall enter the visiting room once per visiting day. Once the visit is over and the offender returns to the housing unit they will not be permitted to return to the visiting room. The same civilian individual may not visit more than once on the same day.

3. Offenders will be allowed to receive one (1) visit during any of the three visiting days, either Friday, Saturday or Sunday according to the visitation schedule unless special visits have been approved in advance.
4. There is no time limit on the length of a professional visit.
5. Personal and professional visits may be interrupted or postponed based on the security operations occurring within the Jail.
6. The Director of Security and Administration may authorize special or extended visits under the following conditions:
 - a. The person wishing to visit whom has traveled over 100 miles and has made prior arrangements.
 - b. The offender has a verified family emergency.
 - c. Medical staff or Chaplain has determined that the offender is experiencing a personal crisis and it would be to the offender's and the jail's benefit to allow a visit.

G. Visiting Rules and Regulations

1. All visitors should arrive at least twenty (20) minutes prior to the visitation time scheduled and remain in vehicle until the authorized by the lobby officer that they may enter for processing for visitation.
2. No minors (under age 18) will be left unattended in the visitations waiting area, lobby, or facility grounds. Minors must be with an adult visitor at all times.
3. Profanity, disruptive behavior, under the influence of drugs or alcohol will not be tolerated, any one exhibiting this form of behavior will be asked to leave the premises and are subject to visits being suspended, revoked and/or arrested.
4. Emergency and Special visits may be authorized by the Director of Security and Administration during regularly scheduled visiting days in the case of a validated family death, or extenuating circumstances.

5. Director of Security and Administration or higher rank must approve an emergency or special visit.
6. Visiting privileges may be restricted, based on the offender's behavior. Visiting privileges are suspended while in Disciplinary Detention and may be authorized while in Administration Detention, twenty-four (24) hour cell restriction, or for Medical/Mental Health reasons and approved by the Director of Security and Administration.
7. No food or drinks will be allowed in the secure area of the Jail.
8. Offenders have the right to refuse any visit.
9. Piedmont Regional Jail reserves the right to terminate or refuse any visit which may constitute a threat to the safety, security or good order of the Jail.
10. A Kiosk is located in the Lobby for visitors to make deposits on offender's account. The Kiosk accepts cash, credit and debit cards. Money Orders will be accepted before, during and after the visitation time period. Court clothing may be dropped off at this time also with prior approval.
11. The visitor is only permitted to visit the offender they signed up to visit.
12. All visitors must be dressed appropriately at all times including minors. Inappropriately dressed visitors will be denied entry into the visitation area. Visitors caught exposing themselves to offenders will have their visit terminated immediately and any or all future visits may be restricted as well.
 - a. Visitors must wear foot-wear, bare-feet are not allowed.
 - b. Watches and all wearable technology devices (i. e. google glasses) are not allowed.
 - c. The appropriate undergarments must be worn.
 - d. Clothing that resembles offender clothing other than denim is prohibited.

- e. Form-fitting clothes such as leotards, spandex, leggings, and jeggings, must be worn under clothing that covers from the neck to the kneecaps and otherwise meets the visitor attire requirements.
 - f. Visitors may wear hats, caps, scarves and other head coverings coats, jackets, rain gear, shawls and scarves into the visitation area or they may place them in the designated lockers in the front lobby, after properly searched.
 - g. Clothing must cover from the neck to the kneecaps.
13. The following types of clothing are not allowed to be worn:
- a. Tube tops, tank tops, or halter tops unless covered by garments that meet the visitor attire requirements
 - b. Clothes that expose a person's midriff, side or back.
 - c. Mini-skirts, mini-dresses, shorts, skorts, or culottes (at or above the kneecap)
 - d. See-through clothing (Clothing that exposes the visitor's undergarments, torso, and/or skin above the knee caps is prohibited.)
 - e. Tops or dresses that have revealing necklines showing cleavage and/or excessive splits at or above the kneecap.
 - f. Clothing that contains symbols or signs with inappropriate language or graphics, including gang symbols, racist comments, inflammatory communications, etc. (Political affiliation)
14. All property brought by the visitors into the front lobby/visiting area and let in the jail's designated area is the responsibility of the visitor, the jail is not responsible for any loss, theft, or damage that should occur.

H. Professional Contact Visits (Law Enforcement, Lawyers or Authorized Volunteers)

1. All professional visitors will be required to show proper identification and sign-in prior to entering and departing the Jail.
2. Professional visitors who are unable to produce the proper identification, will not be allowed a contact visit.
3. If the designated professional visitor's rooms are not available for visits and the professional visitor choose not to wait, they will be allowed a non-contact visit, depending upon the availability of the non-contact visiting rooms.
4. Professional visitors will be allowed to meet with the offender in private (doors closed). While the visit is in process, an officer will be present in the area until the visit is completed. Upon completion of the visit, the professional will be escorted to the lobby and sign out.
5. All weapons/equipment used in the official line of duty shall be secured in the vehicle or in the provided gun lockers prior to entering the secure area of the Jail.
6. Professional visitors may take briefcases or related legal paperwork into the secure area of the Jail, only after it has been searched and approved. No other bags or pocket books are permitted.
7. **NO** electronic devices (i.e., computers, recording devices, I-pads/pods or telephones, etc.) are permitted in the secure area of the Jail, unless prior approval has been obtained from the Superintendent or his/her designee.
8. Only legal paperwork related to the visit, will be given to the offender by the professional visitor and only after it has been inspected/searched and approved by the supervisor.

IV. VISITOR SEARCHES

A. Any employee, volunteer, official visitor, or offender visitor who enters PRJ shall be subject to a complete search:

1. Signs will be posted to warn any individual being searched if they have a medical condition (i.e., electronic pacemaker) that could be affected by a metal detector.

2. Searches shall be conducted in a controlled area which prohibits contact between processed and unprocessed persons. This minimizes the opportunity for persons to transfer contraband from unsearched to searched persons.
3. Searches shall be conducted with minimum amount of embarrassment and maximum amount of privacy to the individual.
4. External searches and examination by metal detectors and/or other scanner or sensor devices is required of all employees, volunteers, official visitors and offender visitors entering the facility.
5. Searches of official visitors shall be under the same conditions as searches of employees; however, the Superintendent has the discretion to suspend if he or she determines that the official visitor is not carrying weapons or contraband.
 - a. If an official visitor refuses to submit to a search, the individual shall not be searched by force.
 - b. Any official visitor who refuses to submit to a search should be referred to the Superintendent to determine if the individual will be permitted to enter the jail.
 - c. No visitor shall be searched by force.
6. Offender visitors' searches shall be conducted with consent of the visitor.
 - a. Visitor refusal to submit to a search is grounds for immediate termination of the visit.
 - b. If a visitor refuses to submit to a search, or if a parent or guardian refuses consent for the search of a minor, the individual shall not be searched by force, but shall be denied entry into the jail.
 - c. Searches shall be halted immediately if the visitor or parent/guardian of a minor withdraws consent at any time during the search.

7. Searches shall be conducted on a minor (person under 18 years of age – not emancipated) only with the consent of and in the presence of the minor's parent or legal guardian.
 - a. This consent does NOT include strip or body cavity searches of the minor. No body cavity or strip search of a minor.
 - b. If there is reasonable belief to strip search a minor that is not accompanied by their parent or legal guardian, the minor and the accompanying adult shall not be allowed to visit.

B. Authorized Items

1. Attachment 2, Allowable Personal Items list, describes items that can be brought into the jail perimeter. This list does not apply to offender visitors.
2. Offender visitors are permitted to bring in only those items listed in SOP #204 Visiting Policy.
3. Jail staff must account for all cell phones entering and exiting the secure perimeter.
4. The jail will maintain a log to document all cell phones that enter the secure perimeter.

C. Search Process for Entry

1. Visual Search
 - a. Head covering that obscures a person's face must be removed sufficiently to reveal the face for identification upon entering and leaving facilities.
 - b. All outer coats and jackets shall be removed.
 - c. All items shall be removed from pockets and placed in the tray provided for that purpose along with any hand carried items.
 - d. All clothing pockets shall be turned inside out, if the garment construction allows.
2. Frisk Search

- a. Staff of the same sex shall conduct frisk searches only.
- b. Transgender and intersex volunteers, official visitors, offender visitor, and other non-employees, who have a preference regarding the gender of the staff member conducting the frisk search, and who have requested that the search be conducted by a staff member of their preferred gender, will be searched in accordance with their request. The request and accommodation will be documented in the post logbook.
- c. Head covering worn for religious purposes shall be frisk searched.
 - i. Offender visitors who wear a head covering for religious purposes should be required to remove the covering for search and then be allowed to wear the covering in the visiting room, unless approved by the Superintendent or designee.
 - ii. An employee, volunteer, or official visitor may voluntarily remove the head covering for search, but removal may be required only when reasonable belief exists for the possibility of introduction of contraband into the facility (based on metal detector and other scanner or sensor devices, frisk search, reliable information, etc.). Only the Superintendent may authorize requiring the head covering to be removed for search.
- d. When security staff conducting a frisk search of an offender visitor feels an unnatural object in the groin area:
 - i. The security staff should ask the visitor what it is. If the visitor response that the object is an adult diaper, a sanitary napkin, or medical devise (colostomy bag, etc.), the visitor does not appear to be suspicious and the officer is satisfied that the object is what the visitor claims, the officer has the authority to allow the visitor to enter.
 - ii. If the visitor appears suspicious upon questioning or if the object does not appear to be what the visitor claims, the Officer shall report their findings to their supervisor. The supervisor may further question the visitor and if the supervisor determines that reasonable belief exists that the visitor is carrying contraband, the visitor may be asked to submit to a strip search in accordance with this operating

procedure. The use of adult diapers, feminine hygiene items, or medical devices does not in itself constitute reasonable belief that the visitor is carrying contraband.

- iii. Search staff may not ask a visitor to change adult diaper, sanitary napkins, tampons, or medical devices in the presence of a Jail employee without authorization for a strip search.

- e. **All employees, volunteers, official visitors and offender visitors must clear the walk-through metal detector and frisk search before entering the jail.**

3. Metal Detector (Hand-held Wand or Walk-through)

- a. Metal detectors shall be maintained and operated in accordance with the manufacturer's recommendations and sensitivity of walk-through detectors shall be checked daily with suitable target object(s) by the officer on post. This test shall be documented in the post logbook.
- b. If a person is unable to clear a properly calibrated walk-through metal detector after removing shoes, jewelry, belt, and other visible metal items, they are to be scanned with a handheld metal detector.
 - i. If the handheld alerts in an area where the person indicates they have a medical implant or surgical implant/piercing; the staff is to conduct a frisk search or visual examination if clothing does not cover the area, to detect the presence of contraband. If no contraband is detected the person is allowed to enter.
 - ii. If the handheld alerts in the area of an underwire bra; staff is to conduct a frisk search to confirm the underwire and detect contraband that may be hidden in that area. If the underwire is confirmed and no contraband is detected, the person is allowed to enter.
 - iii. When a staff member of the same sex is unavailable for a frisk search, and a person has properly cleared the walk-through metal detector and handheld detector search, the person is allowed to enter if the front entry officer detects no contraband.

D. Contraband

1. Visitors attempting to give, or found to have given to any offender, any items which have not been specifically approved or processed may have their visit immediately terminated and may be prosecuted per **COV §18.2-474.1**. Such violations may result in loss of visitation privileges.
2. Visitors who give or attempt to give drugs, firearms or explosives to any offender may be charged with a felony as specified in **COV §18.2-474.1**.
 - a. Attempts to give drugs, firearms, or explosives to an offender shall be reported to the Prince Edward Sheriff's Department by the Superintendent or designee.
3. Visitors who attempt to give or convey any item to an offender to help them escape or in any manner attempt to aid an offender in escape either with force or otherwise may be charged with a felony as specified in **COV §18.2-473**.

E. K-9 Search

1. The Jail maintains canines trained to detect the odor of drugs, cell phones, and tobacco.
2. Detection canines may be used randomly and at the request of the Superintendent to search employees, volunteers, official visitors or offender visitors.
3. Canines shall be used to perform tasks for which they have been trained and, in the manner, they have been trained.