

MARIN COUNTY SHERIFF'S DEPARTMENT
CUSTODY DIVISION POLICY AND PROCEDURE MANUAL

CHAPTER 4 - HOUSING

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DATE

3-25-18

INMATE VISITING

POLICY

It is the policy of the Marin County Sheriff's Office to provide inmates who are housed at the Marin County Jail with access to personal visits.

PROCEDURE

Inmates will be allowed a minimum of two personal visits, totaling at least one hour, per week. Inmates will be allowed one personal visit per day, no longer than 30 minutes in duration. Inmates on Disciplinary Segregation status can have their visiting privileges suspended, except attorney visits, when the disciplinary action is a result of an event that was associated with visiting procedures (e.g. an inmate receives DS status including suspended visiting privileges for vandalizing a visiting room). Personal visits determined to be in violation of a restraining order, compromising security of the facility, or otherwise inappropriate will be disallowed at the discretion of a facility sergeant.

Inmates will be responsible for providing the pod deputy with their completed visit request slip. The visit request slip must be turned in at least 24 hours and no more than 7 days in advance. The lobby SSA will notify the pod deputy when there is a visit for an inmate. The Pod Deputy will then instruct the inmate to proceed to the assigned visiting room. If the visit is an attorney or a probation officer requiring the inmate to view or sign paperwork, the inmate will request the Pod Deputy to unlock the paper pass through. The Pod Deputy will then unlock the paper pass through and stand-by while the paperwork is passed to the inmate. The Pod Deputy will then ensure the paper pass through is re-secured. The paper pass though should never be left open during a visit. When the visit is completed or terminated, the inmate will leave the visiting room. Visits are terminated during lockdown for meals, formal counts, and emergency situations.

RELATED STANDARDS:

Title 15, Article 6, Section 1062

DATE REVISED:

12-12-07

By order of

JAMIE SCARDINA
BUREAU COMMANDER