

# Escambia County Corrections Visitation Policy

**PURPOSE:** Establishes procedures for the daily operation of inmate visitation at the Escambia County Corrections.

**POLICY:** Escambia County Corrections will provide an effective visitation program that will encourage inmates to continue contacts with family, friends, and others in the community that may assist with adjustments to incarceration and re-entry into the community and satisfy security requirements of detention facilities.

## **PROCEDURE:**

### **VIDEO VISITATION**

#### **812.2.0.1**

##### **General Information**

1. Escambia County Corrections offers remote video visitation for inmates incarcerated at the Main Jail, Work Release, and Camp South (CMS) facilities at the Video Visitation Center located at 1190 W. Leonard St. Pensacola, Florida.
2. All visitations for inmates from friends and family, and pastoral can be scheduled from the Escambia County Corrections website or by kiosk located in the lobby of the Video Visitation Center.
3. Visits may be scheduled up to seven days in advance and no less than 24 hours prior to the date of the desired visit. Visits must be scheduled 24 hours in advance. Visits cancelled less than 24 hours prior to the scheduled date will be counted as a visit.
4. Visitors who arrive for their scheduled visitation will promptly check in.
5. Inmates are allowed three, 40 minute visits per week at a minimum. The maximum number of visitors allowed at each visit is (2) visitors per inmate.
6. If visitation is terminated prior to the 40 minute time limit, the remainder of the time for that visit is forfeited.
7. Scheduled visits are subject to be cancelled by the following jail functions: court appearance, medical appointment, administrative or disciplinary action, attorney visit, and law enforcement visit. Visits that are cancelled are not automatically rescheduled. Visitors who show up for a cancelled visit may be rescheduled for later the same day on a case by case basis if there are open stations available.
8. Visiting hours and rules and regulations governing conduct at visitation are prominently posted in the video visitation lobby and available in each housing unit kiosk. [FCAC 12.09]
9. Special visits may be approved through the Video Visitation OIC or shift OIC for those visitors who have to drive for an hour or more to get to the video visitation center. Verification will be made by checking the visitor's address on the visitor's valid identification. Special visits are a one-time-only visit

since the visitor can register for any future visits using the kiosk located in the video visitation center.

10. No person will introduce or cause to be introduced into or upon the detention facility property any article of contraband. No person will give to any inmate anything which is not specifically authorized by written facility directive or which has not been specifically authorized by the Shift OIC. Introduction of contraband is a violation of Section 951.23, Florida Statutes, which is a third degree felony, punishable up to five years imprisonment as provided in Section 775.082, Florida Statutes.
11. If any rules, regulations, or policies are violated, the Video Visitation OIC will determine the amount of time a visitor or inmate is banned from visitation on a case by case basis.
12. If the inmate is housed at another agency such as Walton, Santa Rosa, Okaloosa, or County Road Prison, it is the visitor's responsibility to contact those agencies to schedule visitation.

### **812.2.0.2**

#### **Visitation Process**

1. Detention assistants assigned to the Video Visitation Center will be responsible for maintaining the orderliness of all visitors entering the video visitation center and providing information to the public.
2. Detention assistants will ensure that each visitor has a legible and valid driver's license, state ID card, Military ID, or passport that can be swiped into the computer system. To ensure the validity of the form of identification provided, the picture on the card will be compared to the visitor. During this time, each visitor will be properly identified.
3. Visitors will be registered in the visitation software. The information recorded will include: [FMJS 2.09 (a)] [FCAC 12.11]
  - o Inmate's name;
  - o Date;
  - o Length of visit (time in and out);
  - o Names of visitors;
  - o Relationship to the inmate;
  - o Visitor's address;
4. After verifying the names on the visitation schedule, detention assistants will:
  - o Ensure visitors do not enter the secure area with any unauthorized items;
  - o Ensure visitors are directed to the appropriate carrel area;

### **812.2.0.3**

#### **Restrictions**

1. The Facility OIC or designee may deny a particular visit or visitor if the visit, visitor, or inmate poses a threat to the security of the facility.

2. Permission for any person to visit may be denied if he/she has participated in any of the following activities:
  - o Introduced or attempted to introduce contraband into the facility
  - o Assisted or attempted to assist an escape from the facility
  - o Committed serious or repeated violations of visitation regulations during previous visits
  - o If either the inmate or prospective visitor has given false information or has attempted to conceal the identity of the prospective visitor in order to obtain visiting privileges

#### **812.2.0.4**

#### **Rules for Visitors**

1. Visitors must provide a proper and valid form of identification defined as a legible driver's license, state ID card, Military ID, or passport. To ensure the validity of the form of identification provided, the picture will be compared to the visitor. No cracked, taped, altered, or expired identification will be accepted.
2. Visitors will be checked in 15 minutes prior to the scheduled time of visitation. Visitors will be in line and ready to visit at the top of the hour.
3. Only two visitors are allowed to visit an inmate during normal scheduled visiting hours.
  - o Babies and children less than one year old are not counted as visitors. Once the child reaches one year old they must be registered to visit and will count as a visitor.
4. Visitors who are late (up to 5 minutes maximum) will be allowed to check in and visit; however, the visitation time will not be extended beyond the original scheduled termination time.
5. Visitors who are late multiple times will have their visitation time cancelled.
6. Minors (under the age of 12) must be accompanied by an adult at all times during visitation as well as anywhere on the grounds.
7. Visitors will not leave minors under the age of 12 unattended in the lobby or parking area.
8. Spouses under the age of 18 must show proof of marriage each visit and a legible and valid driver's license, state ID card, Military ID, or passport in order to visit without an adult present. To ensure the validity of the form of identification provided, the picture will be compared to the visitor.
9. Emancipated juveniles must show proof of emancipation each visit and a legible and valid driver's license, state ID card, Military ID, or passport in order to visit without an adult present. To ensure the validity of the form of identification provided, the picture will be compared to the visitor.
10. Any visitor with an odor of alcohol or appearing under the influence of alcohol or drugs will be denied visitation.
11. Unless otherwise authorized by the Facility OIC or designee, visitors are only allowed to bring the following items into the visiting area:

- Personal keys and locker key
  - Picture Identification Card
  - A wallet or 4" X 4" coin/money purse/pouch. The small purse/pouch will be inspected by a detention assistant.
  - Outer wear such as suit coats, jackets, windbreakers, or shawls due to the temperature in the visitation area.
12. Provocative dress and clothing items with suggestive, obscene, or inflammatory monograms which would disrupt the security and order of the facility will not be permitted.
13. Visitors will not be allowed to visit if they are:
- Wearing brief type clothing
  - Wearing see-through attire (white see-through shirts are authorized if wearing t-shirt underneath)
  - Wearing a low-cut or revealing blouse (cleavage)
  - Wearing clothing such as dresses, skirts, and short shorts which allows exposure of any part of the buttocks
  - Wearing half-shirts or halter tops
  - Wearing tank top shirts (includes sleeveless shirts and blouses if bra can be seen through sleeve opening)
  - Not wearing a bra
  - Wearing top or bottom that exposes midriff
14. Personal items not allowed in the visitation area should be secured in the lockers provided or in the visitor's vehicle. Items are not to be left unsecured in the lobby. Personal items will not be left with the lobby personnel for safe keeping
15. Visitors will only visit the inmate they are signed up to visit.
16. Visitors who are unwilling or unable to control their minor children while in the visitation center will not be allowed to visit or may have their visit terminated.
17. Minor children under 12 must be attended to by their accompanying adult at all times and must not be left alone anywhere or anytime on the grounds of the visitation center while a parent, adult, or guardian is visiting.
18. Visitors will remain seated in their chairs at all times during visitation.
19. Visitors leaving the visiting station area during visitation will not be allowed to return for any reason.
20. No loitering will be permitted in or around the video visitation center.
21. Following the completion of a visitation session, visitors must promptly depart the visiting station area via the exit door.
22. Visitors caught abusing equipment or any part of the visitation center will have their visitation cancelled and all future visitation revoked.
23. Inappropriate sexual gestures or behaviors from visitors will result in the termination of the visitation and will result in the suspension/revocation of visitation privileges.
24. The use of profane or offensive language will not be allowed. Any actions by a visitor deemed disruptive, offensive, or violent will cause the visitation to be terminated and may result in their privileges being suspended or revoked.

25. Visitors are expected to be courteous to other visitors and staff. Visitors who are disruptive and or abusive to staff or who otherwise violate visitation rules may have their visitation privileges suspended or revoked.

### **812.2.0.5**

#### **Rules for Inmates**

1. Inmates sentenced to disciplinary confinement are not allowed regular visitation except with their attorney at the attorney's request.
2. Inmates in general population are allowed visitation privileges at least two hours per week. [FCAC 12.10]. This requirement will be accomplished by providing the opportunity of at least three, 40 minute visitations per week.
3. Pre-Class inmates will be provided the opportunity to receive three 40 minute visitations per week.
4. Inmates housed in the Infirmary may have visitation as permitted by their physical condition or as recommended by Health Services.
5. Inmates may refuse visitation with any visitor.
6. Inmates will remain seated in their chairs at all times during visitation.
7. Inappropriate sexual gestures or behaviors from inmates will result in the termination of the visitation and may result in a suspension/revocation of visitation privileges. The inmate could face disciplinary action and be placed in a pink jumpsuit.
8. Inmates will keep their jumpsuits buttoned up at all times.
9. The use of profane or offensive language will not be allowed. Any actions by an inmate deemed disruptive, offensive, or violent will cause the visitation to be terminated and may result in their privileges being suspended or revoked and the inmate could face disciplinary action.
10. Inmates caught abusing equipment or any part of the visitation equipment will have their visitation cancelled and may have all future visitation suspended or revoked and the inmate could face disciplinary action.
11. Inmates violating any rules, regulations, or procedures will have their visitation terminated and may have future visitation privileges suspended or revoked and the inmate could face disciplinary action.
12. Inmates may have a visitor blocked by sending an inmate request to the Video Visitation OIC. The request will include the visitor's ID number and name, if known. After 30 days, the inmate may send a request to unblock the visitor, if the inmate chooses to do so. These requests will be handled on a case by case basis. Multiple requests to block the same visitor will not be approved.

### **812.2.0.6**

#### **Rules for Housing Unit Officers**

1. Each morning the housing unit officer will print off the visitation schedule for the unit. If the visitation schedule is not available for that evening, the officer will post

it as soon as it comes available. A copy of the schedule for each pod/housing unit will be posted for the inmates as soon as it becomes available.

2. The housing unit officer will announce that the visitation schedule is posted and a notation will be documented in the log.
3. If an inmate is not present at the scheduled visitation time, a member at the Video Visitation Center will call the officer on the floor to inquire about the inmate's absence.

## **HOSPITAL VISITS**

### **812.2.1.1**

Hospital visits and phone calls will only be authorized by the Facility Commander or designee.

### **812.2.1.2**

Visitors are prohibited from giving any item to a hospitalized inmate.

### **812.2.1.3**

Hospitalized inmates are prohibited from receiving or accepting any item from a visitor.

## **CLERGY VISITS**

### **812.2.2.1**

Clergy visits will be conducted utilizing the Video Visitation Center located at 1190 W. Leonard St. Pensacola, Florida. Clergy will only be allowed to bring Bibles or other religious materials to the visitation area. Paper, pens, pencils, etc. will not be allowed.

## **CONTACT VISITS**

### **812.2.3.1**

Contact visits with the public will not be conducted.

## **OFFICIAL/PROFESSIONAL VISITS**

### **812.2.4.1**

#### **General Information**

1. The following officials will be permitted to hold conferences with inmates in order to better serve the inmates, facility, and criminal justice system:
  - o Court ordered treatment counselors

- Mental Health Services personnel authorized by the court or the facility
  - Private attorneys or their representatives assigned to represent the inmate
  - Public Defenders or their representatives
  - State Parole/Probation Officers
  - Law Enforcement Officials
2. Officials must have credentials (police/deputy badge, Florida Bar Card, etc.) which identify them as an official visitor in their official capacity.
  3. All official/professional visitors will be admitted into the facility through the lobby, issued a facility badge/pass, and registered in the Official/Professional Visitor Logbook. (See GO 806.4.)
  4. The Official/Professional Visitation Logbook, along with badges/passes and visitors' identification credentials, will be placed in Control after lockdown. When an official/professional visitor enters the lobby after lockdown, he/she will notify Control of his/her presence. The visitor will be logged in and given a badge/pass after exchanging his/her driver's license and Florida Bar card.
  5. Conferences may be monitored by certified detention staff unless the visiting party is a state or local law enforcement official.

#### **812.2.4.2**

#### **Parole Hearings and Depositions**

1. Parole hearings and depositions will be held at the Main Jail in the interview rooms adjacent to special visit telephone booths.
2. Parole hearings and depositions must be arranged in advance to avoid conflict.

#### **ATTORNEY VISITS**

##### **812.2.5.1**

#### **Attorneys:**

1. May contact Control to have their client/inmate brought down to an interview room.
2. Will be allowed to personally visit with inmate clients in one of the facility interview locations on request with sufficient notice at any time; however, no visitation will take place during feeding or head counts;
3. Will be allowed, after appropriate search for contraband, to take their brief cases and/or purse into secure areas when interviewing inmates;
4. Will provide appropriate identification (bar card, valid id and/or other photo id) and will be required to log in the appropriate information in the official visitor's logbook in the lobby;
5. Will not be allowed to bring cell phones into the secure facility;
6. May make arrangements in advance to bring in a laptop or other mobile device; however, such items will be inspected prior to introduction into the facility;

### **812.2.5.2**

#### **Interview Rooms**

1. Main Jail - Attorney interviews will be conducted in:
  - One of the two (2) special visit booths adjacent to Control, or in an interview room on the respective floor where the inmate is housed utilizing the video visitation system only.
  - Communications between the attorney and the inmate during these visits will not be monitored or recorded.
2. Work Release – Attorney interviews will be conducted in the interview area established on the east side of the main hallway.

### **812.2.5.3**

#### **Joint Visits**

1. Attorneys granted permission by the Facility OIC or his/her designee for a joint visit with defendants confined in the facilities and co-defendants out on bail will conduct their visit in one of the regular visiting rooms.
2. Inmates will be seated on the inside (secure) side of the visiting room.
3. Co-defendants out on bail will be seated on the outside (visitor) side of the visiting room.
4. Attorneys will be seated on the outside (visitor) side of the visitation room. Attorney/Client privacy will be respected.

### **812.2.5.4**

#### **Public Defender Video System**

1. Timely access for inmates with their legal counsel is accomplished through a video connection to the Escambia County Public Defender's Office.
2. Video attorney/client access improves efficiency by:
  - Timely scheduling access
  - Improved conference opportunities
  - Reducing the risks associated with confrontation or escape.

### **812.2.5.5**

#### **Private Attorneys Video System Access**

Private attorneys will be provided the opportunity to communicate with their clients via their personal computer. Attorneys wishing to utilize this service will need to establish an account with the provider and pay any required fees. Attorneys will be required to comply with the prescribed rules and protocol to use this service. Attorney-client



communication via this service is confidential, through a digitally encrypted format that is undecipherable, and jail personnel will not monitor or record such communications.

#### **812.2.5.6**

#### **Attorney-Client Confidential Communication**

Jail personnel are prohibited from monitoring or recording conversations between an attorney and his client that are conducted in such circumstances that the attorney and his client have a reasonable expectation of privacy, including attorney-client communications via the video visitation system. Inmates do not have a reasonable expectation of privacy in telephone conversations with any party, including an attorney, made via the inmate telephone system unless the attorney has made arrangements for a private line that is not monitored or recorded, and has paid the required fees.

**\*\*\*Visitation Rules and Procedures are subject to change without notice\*\*\***

For Online Visitation Scheduling & Registration - Please Follow these Five Steps

1. Go to <http://inmatevisitation.myescambia.com>
2. Register as a Visitor
3. Check your e-mail for an auto-generated password
4. Login and reset your password
5. Schedule your visit