

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 10.07	PAGES: 1 of 7
	RELATED ORDERS: P&P 10.01	
	ISSUED DATE: August 26, 1992	
	REVIEW DATE: September 12, 2011	
	REVISION DATE: May 8, 2009	
CHAPTER: Post Orders	SUBJECT: Visiting/Search Team Post Order	

- I. **PURPOSE:** To describe the duties of the visiting/search team.
- II. **POLICY:** The visiting/search team is responsible for supervision and operation of the inmate visiting plan. When conducting facility searches, the team will adhere to existing search procedures. Searches will be conducted at the direction of the visiting/watch sergeant. In the event a disabled visitor requires special accommodations during visiting, the Sheriff's Office requires 72-hours advanced written notice outlining the accommodations to the facility Commanding Officer.
- III. **PROCEDURE:**
- A. THE GLENN DYER JAIL (GDJ) VISITING/SEARCH TEAM RESPONSIBILITIES:
1. Visiting/search team members will:
 - a. Have a working knowledge of, and comply with, all existing post orders, policies, procedures and directives.
 - b. Be thoroughly familiar with all policies and procedures related to visiting and all visiting rules and regulations.
 - c. Search and secure all visiting corridors, booths; and areas prior to, and at the completion of, visiting.
 - d. In case of fire or other emergency, direct the public to a safe area outside the building.
 - e. Perform other duties as assigned.
 - f. Deputies will have a working knowledge on how to set-up and operate both a TeleTypewriter Device (TTY) to assist visitors who are deaf and blind; and a Telecommunication Device for the Deaf (TDD) for the deaf and hearing-impaired.
 2. Lobby security deputies will:
 - a. Report to their post one-half hour before visiting is scheduled to begin.
 - b. Set-up visitor passes.
 - c. Ensure the metal detector is working properly.
 - d. Apply the following metal detector procedures to preclude visitors from being arbitrarily turned away, unduly delayed, or unreasonably searched:
 - 1) Inform visitors of the sensitivity of the metal detector.

- 2) Receive, identify and process all visitors through the metal detector to ensure no items of contraband are introduced into the facility.
 - 3) An operable hand-held metal detector shall be available at each walk-through metal detector station during inmate visiting.
 - 4) Visitors who repeatedly activate the walk-through metal detector shall be subject to a hand-held metal detector sweep to better determine the location of the item that is activating the alarm.
 - 5) The deputy conducting the metal detector search may allow a visitor to enter a secure area, if he/she is reasonably sure that the item setting the detector off is part of the person's undergarment, other article of clothing or personal effect, and not harmful to the security of the jail.
 - 6) Deputies should avoid asking visitors about the type of undergarment they are wearing. Personnel are not authorized to ask visitors to remove undergarments in order to gain access to the jail visiting area.
 - 7) If a deputy has reason to believe that a person is attempting to bring contraband into the jail, beyond just simply activating the metal detector, that person may be detained in accordance with posted jail warning signs and Penal Code provisions. A supervisor shall be contacted and will assess the situation to determine whether approval for a more thorough search is warranted.
 - 8) When authorized, a thorough search of a person is to be conducted away from public view by a deputy of the same gender as the person being searched. The extent of the search shall be in accordance with established policy and procedure.
 - 9) The on-duty supervisor has the final authority to determine whether a person is denied access to inmate visiting.
 - 10) If unusual circumstances call for immediate action, a deputy has authority to proceed in accordance with the law. Supervisory approval is secondary to personal and public safety.
- e. Maintain security and order in the lobby.
 - f. Notify housing control of inmates to receive visits.
 - g. Ensure that visitors do not carry personal belongings into the visiting area. Direct visitors to utilize the public lockers to store their personal items.
 - h. Ensure that no cellular phones or audio/video recording equipment is brought into the facility without specific approval of the Watch Commander.
 - i. Ensure that no unauthorized persons pass through this area.

- j. Treat visitors courteously and as expediently as possible.
 - k. Maintain a clean post at all times.
 - l. Ensure that visitors are not permitted to enter the visitors' corridor after the posted visiting time is complete.
 - m. Respond to any emergency calls for the area in which you are processing visitors.
 - n. Before leaving the post, secure security doors leading to the visitors' corridor.
3. Search team responsibilities:
- a. Upon announcement, the search team shall assemble in the multi-purpose room on the designated housing floor.
 - 1) Assignments will be given to the deputies who shall remove inmates from the housing area and conduct strip searches. Strip searches shall be conducted pursuant Detention and Correction Policy and Procedure 11.03, "Body Cavity Searches – Body Cavity, Strip and Visual Pat."
 - 2) A recorder deputy will be assigned to collect and record all contraband found. He/she shall:
 - i. Indicate the location and description of all contraband (example: H1-South A-03; 1 metal spoon).
 - ii. List the name and badge number of the deputy who discovered the contraband.
 - iii. Notify Classification so found contraband can be listed on the Contraband Log.
 - 3) Assign specific search areas to each deputy.
 - b. After completing the search, the recorder deputy shall take all contraband to the Watch Sergeants' office. The sergeant will determine the appropriate action to be taken (i.e. D.I., criminal report or dismissal).

B. THE SANTA RITA JAIL VISITING (SRJ)/SEARCH TEAM RESPONSIBILITIES:

- 1. Visiting search/team members will:
 - a. Have a working knowledge of, and comply with, all existing post orders, policies, procedures and directives, pursuant to Policy and Procedure 10.01, "General Security Post Orders and Master Event Schedule."
 - b. Assist with meal relief as assigned.
 - c. Be thoroughly familiar with all policies and procedures related to visiting, and all visiting

- rules and regulations.
- d. Search and secure all visiting corridors and booths and areas prior to, and at the completion of, visiting.
 - e. In case of fire or other emergency, direct the public to a safe area outside the building.
 - f. Unlock all visiting corridor emergency exits prior to admitting visitors, and lock all said exits at the completion of visiting.
 - g. Perform other duties as assigned.
 - h. Deputies will have a working knowledge on how to set-up and operate both a TeleTypewriter Device (TTY) to assist visitors who are deaf and blind; and a Telecommunication Device for the Deaf (TDD) for the deaf and hearing-impaired.
2. Visiting control booth staff will:
- a. Report to his/her assigned visiting booth, one-half hour before visiting is scheduled to begin.
 - b. Never allow inmates or other unauthorized persons to enter the visiting control booth.
 - c. Never leave the visitors' control booth while visiting is in progress, unless relieved by another staff member.
 - d. Receive visitor passes and call for the inmate to be sent to the visiting area via the Master Intercom System.
 - e. Visually observe inmates coming and going from the visiting area.
 - f. Assign visitors to a visiting booth, and note the booth number on the pass.
 - g. Control entry and exit of visitors to the visiting booths.
 - h. Direct the inmate to the proper visiting booth after identifying the inmate.
 - i. Control entry and exit of inmates to the visiting booths.
 - j. Control visiting telephone shut-off switches in each visiting booth.
 - k. Ensure that the inmate visiting booth door is closed and secured, as indicated on the door indicator panel, before turning on the visiting booth telephones.
 - l. Visually monitor and time each visit in his/her assigned area.
 - m. Advise both visitor and inmate when the ~~twenty~~ **thirty**-minute visit ends.

- n. Monitor all video surveillance equipment and notify the appropriate staff of any unusual activities.
 - o. Ensure that mixed classifications of inmates are not coming or going from the visiting area at the same time.
 - p. Advise housing control when inmates are being sent down the visiting stairwell.
 - q. Advise housing control when administrative segregation inmates have completed their visit so the inmate can be escorted back to his/her cell.
 - r. Ensure that the post is clean at all times.
3. Housing Units 23, 24, and 25 visiting staff members will:
- a. Report to the post one-half hour before visiting is scheduled to begin.
 - b. Never allow unauthorized persons to enter the visiting area.
 - c. Never leave the post while visiting is in progress, unless relieved by another staff member.
 - d. Maintain security and control of the visiting area.
 - e. Maintain communication with the visiting control booth staff regarding which inmate has been called to visiting.
 - f. Visually monitor the visits to ensure physical contact is not made between inmate and visitor.
4. Lobby security deputies will:
- a. Report to the post one-half hour before visiting is scheduled to begin.
 - b. Set up visitor passes.
 - c. Maintain security and order in the lobby.
 - d. Apply the following metal detector procedures to preclude visitors from being arbitrarily turned away, unduly delayed, or unreasonably searched:
 - 1) Inform visitors of the sensitivity of the metal detector.
 - 2) Receive, identify and process all visitors through the metal detector to ensure no items of contraband are introduced into the facility.
 - 3) An operable hand-held metal detector shall be available at each walk-through metal detector station during inmate visiting.

- 4) Visitors who repeatedly activate the walk-through metal detector shall be subject to a hand-held metal detector sweep to better determine the location of the item that is activating the alarm.
 - 5) The deputy conducting the metal detector search may allow a visitor to enter a secure area, if he or she is reasonably sure that the item setting the detector off is part of the person's undergarment, other article of clothing or personal effect, and not harmful to the security of the jail.
 - 6) Deputies should avoid asking visitors about the type of undergarment they are wearing. Personnel are not authorized to ask visitors to remove undergarments in order to gain access to the jail visiting area.
 - 7) If a deputy has reason to believe that a person is attempting to bring contraband into the jail, beyond just simply activating the metal detector, that person may be detained in accordance with posted jail warning signs and Penal Code provisions. A supervisor shall be contacted and will assess the situation to determine whether approval for a more thorough search is warranted.
 - 8) When authorized, a thorough search of a person is to be conducted away from public view by a deputy of the same gender as the person being searched. The extent of the search shall be in accordance with established policy and procedure.
 - 9) The on-duty supervisor has the final authority to determine whether a person is to be denied access to inmate visiting.
 - 10) If unusual circumstances call for immediate action, a deputy has authority to proceed in accordance with the law. Supervisory approval is secondary to personal and public safety.
- e. For the first half-hour of processing visitors, notify the housing unit via intercom, of which inmate has a visitor. This will enable the housing unit deputies to stage the first groups of inmates to ensure that visiting will begin on time.
 - f. After the first visiting starts, the visiting control booth staff will notify the housing units of which inmates have a visit.
 - g. Ensure that visitors do not carry personal belongings into the visiting area. Direct visitors to utilize the public lockers to store their personal items.
 - h. Search visitors as deemed necessary in a manner appropriate under the guidance of the visiting supervisor.
 - i. Ensure that no cellular telephones or audio/video recording equipment is brought into the facility without specific approval of the Watch Commander.
 - j. Ensure that no unauthorized persons pass through this area.

- k. Treat visitors courteously and as expediently as possible.
 - l. Maintain a clean post at all times.
 - m. Ensure that visitors are not permitted to enter the visitors' corridor after the posted visiting time is complete.
 - n. Respond with the lobby rover deputy to any emergency calls for the area in which you are processing visitors.
 - o. Before leaving the post, secure security doors leading to the visitors' corridor.
 - p. Accommodate visitors who have disabilities and require special needs. Deputies will also have working knowledge of how to set up and operate a TeleTypewriter Device (TTY) to assist visitors who are deaf and blind.
5. Visiting lobby sheriff's clerks and sheriff's technicians will:
- a. Report to the post one-half hour before visiting is scheduled to begin.
 - b. Receive and process monies from visitors for inmate accounts pursuant to facility procedure.
 - c. Process inmate clothing exchange.
 - d. Answer visitors' questions courteously and as expediently as possible.
 - e. When the visiting/search team is conducting facility searches, the sheriff's clerk will receive, mark and bag contraband collected during the search.
 - f. Be thoroughly familiar with all lobby policies and procedures related to visiting.
 - g. Follow directions from the visiting sergeant as to duties when visiting is not in progress.