PURPOSE: Inmates are encouraged to maintain ties with their families, attorneys, and friends through regular visits.

I Standard Procedures

A. Family Visitation

1. Each inmate in general population will be allowed one hour of free on-site video visitation each week. Remote video visitation carries a fee and is limited only by the availability of the station in the inmate’s housing unit.

2. All family visitations will be conducted via video visitation, will be recorded, and are subject to electronic monitoring by the Sedgwick County Detention Facility and law enforcement personnel. Use of this video visitation system constitutes consent to this recording and monitoring. Any court order permitting or requiring visitation contrary to this policy shall be immediately forwarded to the detention command staff and the sheriff’s legal advisor.

3. Visitors must be at least 18 years of age. Children under the age of 18 years of age must be accompanied by an adult. Children accompanying adult visitors will not be allowed to be disruptive or left unattended.

   a. Each on-site visitation station contains two handsets. On-site visitors are restricted to the same three visitors during the visit and may not change out during the course of the visit.
4. Inmates and visitors must be completely dressed during visitation (the lower and upper torso must be covered, footwear must be worn, revealing clothing by visitors will not be allowed).

5. All visits must be scheduled 24 hours in advance. The first time a visitor requests to visit any inmate, the visitor must register on the video visitation system. If the visitor is requesting a remote visit, they must wait to be approved by the inmate coordinators.
   a. Visitors must produce a government issued ID such as: Driver’s License (DL), state ID card, passport, or Military ID for identity verification. Children 12 years of age or older must show a school ID or birth certificate.

6. If the inmate does not wish to attend the requested visit, he/she may refuse.

7. The Sedgwick County Detention Facility reserves the right to deny, cancel, or terminate a video visit prior to or during a video session upon visitor or inmate misconduct or facility security. The Sedgwick County Detention Facility also reserves the right to restrict visitors or inmates from using the system.
   a. Inmates restricted from dayroom access are prohibited from accessing the video visitation system unless specific instructions to the contrary are issued by a sergeant or above.

B. On-site visitation schedule

1. Monday – Friday:
   1300 hours – 1730 hours
   1900 hours – 2100 hours

2. Visits are not restricted by housing location.

C. Remote visitation schedule:

1. Available seven days a week:
   0900 hours – 1130 hours
   1300 hours – 1730 hours
   1900 hours – 2200 hours

2. Visits are not restricted by housing location. The number of visitors appearing on the view screen is not restricted. Only one inmate may visit on a station at one time.

D. Professional Visitation
1. Professional visitation will be from 0800 hours to 1100 hours and from 1300 hours to 1700 hours and from 1900 hours to 2200 hours, Monday through Thursday. Friday professional visitation hours will be from 0800 hours to 1100 hours and from 1300 hours to 1700 hours and Sundays from 1300 hours to 1700 hours and from 1900 hours to 2200 hours.

   a. Professional visitation will be closed from 1100 hours to 1300 hours and from 1730 hours to 1900 hours for meal service.

2. Professional visitation may be contact visitation, unless the inmate is not in facility issued clothing.

   a. If the inmate is not wearing facility issued clothing, the inmate will be placed in leg restraints and escorted to one of the two non-contact booths in professional visitation.

3. A register of approved persons and agencies will be maintained at the lobby control position. Only a detention lieutenant, or higher rank, will add or remove any entries in this register. A partial list of approved persons includes

   a. Attorneys licensed to practice in Kansas

   b. Out of state attorneys when accompanied by an attorney licensed to practice in Kansas when charges are state or municipal; when charges are through federal court and the visitation is approved by the federal marshal’s office; and by court order

   c. Persons licensed to serve legal process in Kansas

   d. Kansas commissioned law enforcement officers

   e. Out of state commissioned law enforcement officers with approval of a lieutenant, or above, with the Sedgwick County Sheriff’s Office or approval of an assistant district attorney with the Sedgwick County District Attorney’s Office

   f. Kansas licensed private investigators with a letter from a Kansas attorney stating the investigator is working for them and the visit is directly related to case (defense) preparation

   • g. Law enforcement officers of federal jurisdiction

   h. Investigators with the federal or state public defender’s office

   i. Probation and parole officers for the federal government, State of Kansas, the 18th Judicial Court District, or municipal courts
j. Mental health professionals as specifically directed by court order

k. Persons authorized by the 18th Judicial Court District as bonding agents

l. Federal, State, or Local agencies who are authorized to perform case management functions

m. Person approved by a watch commander, or higher authority.

4. No individual(s) will be allowed to accompany an approved professional visitor without the approval of a lieutenant or higher rank.

1. If an individual is allowed to accompany an approved professional visitor, they will not be allowed to bring any items into professional visitation unless approved by a lieutenant or higher rank.

5. All approved individuals accessing professional visitation will be logged into the facility computer system for each visit.

a. The log entry will contain the approved individuals name and agency/company for which they are employed.

b. If an individual is approved by a watch commander or higher rank to accompany an approved professional visitor, they will be logged on the facility computer. The entry will include their name, the approved professional visitor they are accompanying, and the purpose of their visit.

6. In order to maintain security and prevent the introduction of contraband, the following restrictions are in place to limit items brought into professional visitation.

a. Other than equipment and/or items authorized under this section, legal documents, pens, pencils, and writing materials are the only items allowed into professional visitation. All other items must be placed in the lockers in the lobby.

b. Equipment utilized by mental health professionals will be allowed once inspected by the inmate coordinators, or a supervisor.

c. Signage will be posted in the lobby notifying persons going to professional visitation all items being taken into the professional visitation area must be declared and may be subject to inspection.
d. This signage will also include a notice to the visitor they are entering into a secured area of the facility and because contact visitation will occur, the Sheriff’s Office will not be responsible for any personal injury or damage to personal equipment. K.S.A. 21-5914 Traffic in Contraband in a Correctional Institution will be posted on this sign as well.

7. Laptops, tablets, and mobile phones are permitted in professional visitation as authorized under this section:

a. Must have prior approval from Detention Administration to use any other type of electronic device in professional visitation. Bags/briefcases are authorized and subject to inspection.

b. An “Agreement Allowing Laptop Computers and Cellular Telephones into the Professional Visitation Area of the Sedgwick County Detention Facility” must be completed and signed before any laptop, tablet type computer, and/or cellular telephone is taken into professional visitation.

8. Requests to conduct recorded audio interviews of inmates while in professional visitation will be referred to the watch commander for approval.

a. Only those authorized professional visitation status are permitted to request permission to conduct a recorded interview.

b. Upon approval by a watch commander, the professional will be instructed they are authorized only to record the inmate they are interviewing.

1) Refusal to agree to this stipulation will be reason to prohibit the professional from conducting a recorded interview. However, it will not necessarily prevent them from conducting a non-recorded interview.

c. Audio is the only recording medium permitted for conducting recorded interviews unless approved by a division commander, or higher.

9. Cameras and/or photographs will only be allowed in professional visitation when approved by a lieutenant or above. Photos of the facility, locks, control panels, or other security devices will not be allowed. A detention supervisor may review any picture taken within the facility to ensure security has not been compromised.
10. In order to expedite access to professional visitation under this order, approved persons and agencies, as listed in this policy, will have a photo taken in detention administration if their business/agency does not provide suitable credentials. The detention staff will be able to view the photographs on the computer.

   a. The professional must have their ID to present when visiting or they may not be granted professional visitation access.

   b. The non-contact ministerial-visitation areas may be considered for use by the watch commander if appropriate identification cannot be produced and the lieutenant determines there is a reason to allow the person access to visit with an inmate.

11. Any individual not abiding by detention facility policy in relation to professional visitation is subject to having their professional visitation access revoked, up to and including a permanent revocation.

E. Ministers’ Visitation Area

1. There are non-contact visitation booths located on the 2nd floor off of the administration offices. These booths will be utilized for:

   a. Ministers and clergy as approved by the facility chaplain and administrative lieutenant;

   b. Professional agencies and/or organizations as approved by the division commander, or higher; and

   c. Private house arrest agencies

2. These visitation booths are available from 0800 hours to 1630 hours Monday thru Friday, on days when the detention administrative offices are open for business. Inmate movement to or from minister visitation will stop between 1100 hours and 1300 hours to facilitate meal service.

3. The use of these rooms is scheduled through detention administration.

F. COMCARE Competency Evaluations with Inmates

1. COMCARE personnel from Crisis Intervention and/or Sedgwick County Offender Assessment Program (SCOAP) will conduct competency evaluations in the professional visitation area.

2. COMCARE will make arrangements to have their requested inmate brought to the professional visitation area. If the inmate refuses to attend this visit, COMCARE personnel will make a request for a supervisor to be contacted.
a. The supervisor will talk to the COMCARE personnel and then go talk to the inmate regarding the need for the visitation. If the inmate continues to refuse, the inmate will be sent to the clinic. COMCARE personnel will be allowed to enter into the clinic or Pod 2 for Mental Health Management Unit inmates for a face to face contact visit with the inmate.

3. If the inmate is considered to be dangerous to staff or others, the non-contact booths in professional visitation may be used; this is to provide COMCARE with face to face contact with the inmate.

G. Legal Process Service with a check

1. The process server will be allowed to physically serve the inmate the check as part of the legal service.
   
a. This will be handled through the inmate coordinator’s office.

2. If the check is from an attorney trust, it will be placed on the inmate’s account. The inmate coordinator will place all other checks in the inmate’s property.

H. Hospital Visitation

1. As set forth in 105.05 Hospital Security, III. A.
   
a. If an inmate is being housed and treated in a local hospital, visitation will be arranged through the division commander, or a higher authority.

II. Media Interviews with Inmates

A. Media interviews of an inmate may take place on the video visitation system, if desired. Other arrangements for media interview will not be permitted without authorization from the sheriff, or designee.