

**FAIRFAX COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 339
SUBJECT: VISITING**

I. PURPOSE

To establish procedures governing visiting in the Alternative Incarceration Branch (AIB).

II. POLICY

It is the policy of the Alternative Incarceration Branch that visiting will be afforded to inmates housed in the AIB and that visitor movement will be monitored and controlled.

III. PROCEDURE

A. Personal visiting for inmates housed in the AIB will adhere to the following schedule:

1. A Unit: Saturday, 3:00pm to 4:00pm
B Unit: Saturday, 7:30pm to 8:30pm Non-CLF
Sunday, 7:30pm to 8:30pm CLF
C Unit: Saturday, 1:45pm to 2:45pm
2. Visitors will be limited to four persons, including children.
3. Each visitor to the Alternative Incarceration Branch (AIB) over the age of sixteen (16) is required to show a valid picture I.D., or they may be denied entry. Approved forms of photo identification are: current/valid state residency ID, student ID, valid driver's license or another form of government issued photo I.D. (e.g. passport).
4. Visitors must consent to have any belongings or property in their possession searched if requested by the staff. Visitors must also consent to a pat search of their person if requested by the staff. Visitors refusing to be searched will be asked to leave the AIB. Any visitor found to be in possession of contraband may be criminally charged with introducing contraband into a correctional facility.
5. Should regular visiting and treatment groups conflict, inmates will attend their group sessions initially; however, they will be permitted to join regular visiting in progress.
6. No clothing or property may be dropped off for inmates during visiting.

B. Location

1. The location for inmate visiting will be designated by the Supervisor, Residential Section. If the designated location becomes filled, an on duty Residential Supervisor may designate a classroom or other space for overflow visiting. If all available areas for visiting are filled so that visitors may not be safely seated, the on duty Residential Supervisor may divide visiting groups in half and shorten the visitation period so that all may visit in relative comfort.
2. Restrooms available to visitors shall be those located in the main lobby. Restrooms in the service hallway are for staff use only.
3. Visitors must remain in the designated visiting areas. Under no circumstances will they enter the living units.

C. Visiting Cards

1. During orientation, inmates will complete a visiting card.
 - a. A maximum of four adults may be listed on the visiting card.
 - b. Visitors are to be friends or family with whom the inmate has a verifiable relationship. Former inmates may not enter as a visitor until 1 year after release from incarceration at the discretion of the Supervisor, Residential Section.
 - c. Unaccompanied visitors between the ages of sixteen and eighteen must have a notarized permission slip from their parent or guardian to be in the AIB. This letter must be produced prior to each visit.
 - d. Children under the age of sixteen (16) may visit when accompanied by their parent or guardian.
2. Visiting cards completed by inmates must be clearly legible and must show the name, relationship, and address and phone number of all visitors.
3. The residential staff must approve inmate requests for changes to a visiting card.
4. Visits by anyone not listed on the visiting card who is from outside the Washington Metropolitan area may be approved on a case by case basis by the on duty Residential Supervisor. If approved, information pertaining to the visitor will be attached to the inmate's visiting card.

D. Inmates may lose the privilege of receiving visitors for the following reasons:

1. A Hearing Officer may restrict an inmate's visiting privileges following a finding of guilty on a major or minor violation.
2. A visit may be terminated by the ranking residential staff member on duty for inappropriate or disruptive behavior. This termination will be documented and the Supervisor, Residential Section will make a determination as to whether or not the particular visitor in question shall be barred from the AIB for a specified amount of time, or permanently.
3. Inmates under investigation by staff for a major violation of rules may have their visitation suspended pending completion of the investigation. Such suspension may be initiated by the ranking Residential Supervisor on duty.

E. Professional visitors, such as attorneys, clergy, probation/parole officers, may visit inmates from 0900 through 2100 hours precluding meal hours. Professional visitors shall sign the Professional Visitors Sign-In Log after producing the proper valid photo ID, ADC ID Card, Bar Card, State ID, establishing their identification. The residential deputy shall determine the location of professional visits.

F. Inmates and visitors will adhere to the following visiting rules:

1. Inmates are responsible for the conduct of their visitors, including small children. Visitors shall not be disruptive, loud, rude, aggressive or disrespectful towards

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the staff. An adult must supervise children at all times. Failure to adhere to this rule can result in the termination of the visit.

2. At the discretion of the staff, visitors who are not properly attired will be denied entry to the AIB.
 3. There will be no close, physical contact between visitors and inmates. Violations of this rule will result in termination of visiting.
 4. Visitors may not bring any food or beverages into the AIB with them at any time.
- G. Professional and personal visiting logs will be maintained with the daily shift reports and destroyed in accordance with current records retention schedules.



**STACEY A. KINCAID
SHERIFF**

**10/05/06
DATE APPROVED**

**10/09/18
EFFECTIVE DATE**

Revised: September 2009, October 2013, October 2015, October 2018