

**I. PURPOSE**

To provide guidelines concerning visiting.

**II. POLICY**

It is the policy of the Fairfax County Sheriff's Office that visits to inmates in the Adult Detention Center is encouraged. Visits are subject only to the limitations necessary to maintain order and security.

**III. PROCEDURE**

**A. Professional Visits.**

1. Inmates will be afforded confidential visits with attorneys, probation officers, law enforcement officials, and other professionals, to include authorized paralegals and law clerks.
  - a. Adult Inmates.
    - 1) Paralegals and law clerks will be entered into the SIMS system after they have been screened and approved by the Programs Supervisor. Once in the system, they will be afforded the same opportunities as all other professional visitors.
    - 2) Arrangements should be made to afford attorneys, and other professional visitors, the opportunity to visit with their clients in private.
    - 3) Professional visits will normally take place in the professional visiting booths.
    - 4) Visiting hours will be posted for public information; however, exceptions may be made at the discretion of the Shift Commander for Official visitors. Visits during meal times and shift changes are discouraged.
    - 5) All professional visitors will be signed in and out using the SIMS system.
    - 6) Professional visitors are not authorized to escort family members, friends, etc., into the ADC to visit inmates.
    - 7) Professional visitors are not authorized to give anything to inmates.
    - 8) Official visitors may be subject to search.
    - 9) Official visitors who engage in criminal activity while in the ADC or who do not conduct themselves in a professional manner are to be reported to the Commander, Confinement Division.

**B. Personal Visits.**

1. Visiting Records
  - a. All inmates housed in the ADC are entitled to a personal visit, with the exception of those inmates on disciplinary segregation and those on

hand and leg restriction.

- b. Each inmate is allowed one (1) personal visit per week.
- c. The visiting week begins on Saturday.
- d. Each inmate may have up to three (3) adults and three (3) children at their visit.
- e. All visitors must arrive at least thirty (30) minutes prior to their scheduled visit to check in.
- f. Each visitor over the age of sixteen (16) must provide I. D. or they may be denied.
- g. A record of each visit will be made on the SIMS system.
- h. Each visitor is subject to having a Criminal History check completed.
- i. Children under the age of fourteen (14) may visit when accompanied by an adult (18 years or older).
- j. Children ages fifteen (15) through seventeen (17) may visit when accompanied by an adult (18 years or older). As an alternative the teenager may submit a notarized letter signed by the parent or legal guardian giving permission for the teenager to visit specific inmate(s). This letter must be produced prior to each visit.

2. Visiting.

- a. Visiting hours will be posted in the visiting area. They are subject to change.
- b. Visits will be approximately twenty (20) minutes. A shift supervisor may authorize an extended visit.
- c. The identification of all visitors will be verified through drivers' licenses, or another form of government issued photo ID.
- d. A visit may be approved by a shift supervisor, if the visitor produces a valid I.D. showing they reside more than one hundred (100) miles away.
- e. Visitors may be asked to leave, or may be placed under arrest, if their conduct is not appropriate.
- f. The visiting area and lobby will be searched for contraband at the beginning and end of the visiting period.
- g. Visitors will pass through a magnetometer. Visitors may be searched if alarm sounds.
- h. No personal items will be allowed into the visiting area except keys and ID's. All other items will be stored in the visitor's vehicle or placed inside one of the visiting lockers located in the lobby area.
- i. Visitors may retain medical devices and coats at the deputy's discretion depending on the situation.

- j. Visitors requesting to see high risk, high security, or high profile inmates may be searched.
  - k. All cameras and cell phone cameras found in the visiting area will be confiscated and an ADC 108 will be written and filed. The visitor will be instructed to contact a Confinement Branch Chief for the return of these items.
- C. Hospital Visits.
- 1. The security and custody of the inmate is the first priority.
  - 2. Personal visits are allowed upon approval of the Staff Duty Officer or by one of the Confinement Branch Chiefs. Individuals allowed to visit, and the times of the visit, will be determined by the on duty ADC Shift Commander.
  - 3. Professional visits are allowed upon approval by the on duty ADC Shift Commander, who will determine the times of the visit. The deputy(s) assigned to the hospital will be notified by an ADC supervisor prior to the visit. The visit will be documented on the post sheet.
- D. Clergy Visits.
- Members of the Clergy with valid I.D. and prior approval by the ADC Chaplain will be extended the same visiting privileges as other professionals. Members of the Clergy may only visit upon approval by the on duty ADC Shift Commander, who will determine the times of the visit. The deputy(s) assigned to the hospital will be notified by an ADC supervisor prior to the visit. The visit will be documented on the post sheet.
- E. Contact Visits.
- Contact visits will be conducted in accordance with SOP 612, Contact Visits.
- F. The agency does not allow for nursing or care of infants by inmates. No provisions are made for a nursery, trained staff, or the placement of infants in the care of inmates.



**STACEY A. KINCAID  
SHERIFF**

**09/10/01  
DATE APPROVED**

**10/01/01  
EFFECTIVE DATE**

**Revised: August 2006, September 2009, March 2014, May 2017**