



MONTEREY COUNTY SHERIFF'S OFFICE

Tuesday, September 9, 2014

Attention all Official Visitors (Attorneys, Probation Officers, Private Investigators, Clergy, etc.)

Effective Monday, September 15th, 2014 the Monterey County Jail will implement an official visitor sign up system to accommodate inmate visits with attorneys, Probation Officers, private investigators, clergy, social services representatives, etc. Our policy is being modified as follows:

Official visitors shall call into the jail lobby in advance to make an appointment to visit an inmate if visiting between 0800-1600 hrs Monday thru Friday. They should call 759 -7210 to make these appointments. They shall indicate whether they want a contact or non-contact visit. The official visitor shall inform the MCSO staff member the name, booking number, and housing unit of the inmate(s) they wish to visit at the time they schedule their appointment. Visitors may sign up for as many one (1) hour slots as they feel they need to conduct their business. The official visitor shall inform the MCSO staff member of any interpreters, investigators, or other personnel who may also be attending.

All official visitors shall check in at the Main Jail Lobby regardless of their visiting location. Any visitor reporting to a visiting area without first checking in with the jail lobby will be asked to return to the lobby to check in. Employees assigned to the lobby shall verify the identity of the official visitor, interpreter, legal assistant, etc. prior to admittance into the attorney rooms. Official visitors shall be prepared to show identification to validate their official status regardless of whether they are commonly known. If an attorney does not have the necessary identification in their possession, a reasonable attempt shall be made to establish proper identification by phone, or other methods available so as not to hinder an authorized visit. Once the visitor has been properly identified the lobby personnel shall call the appropriate visiting area and advise them of the visit (Control 5 for Rehab visits, Control 3 for Women's Section, and Control 8 for the Main Jail). Visitors will be asked to conclude their visit at the end of their scheduled appointment time. All visitors shall check out in person with the Main Jail Lobby so that the appointment schedule can be maintained.

Walk-in visitors will be accommodated when possible between 0800-1600 hrs. After 1700 hrs, all visitors will be accommodated on a first come, first serve basis. During the 1600-1700 hour we will not accept visitors as meals are being served.

All inmates will remain restrained during their visit. The visitor may request that the inmate's writing hand be unrestrained and deputies will accommodate the request. Prior approval from the on-duty Commander is needed for any inmate to be completely unrestrained during a visit. In addition:

1. Deputies shall brief the official visitor when they know an inmate is exhibiting signs of violence or there are potential risks to the visitor's personal safety.
2. Restraints may include hand cuffs, leg irons belly-chain, or a combination thereof. Restraint selection should be based on the inmate's threat level.
3. *Non-contact room.* Conversations are through the telephone. A pass-through is available for the exchange of documents.
4. *Deputy presence.* Upon special request, a Deputy will be present inside the interview room. This is only upon request from a visitor. For any such request made by an attorney and/or their investigator, the inmate must sign a confidentiality waiver in order for a deputy to be present.

If you have any questions please contact Sgt. J. DeFranco at (831) 755-3868 or Defrancoj@co.monterey.ca.us

Scott Miller, Sheriff-Coroner

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