

# Cherokee County Detention Center

Major, Stephen P. Anderson



## DIRECTIVE

TO: All Cherokee County Detention Center Employees and Inmates  
FROM: Major Stephen Anderson  
DATE: March 13, 2024  
SUBJECT: Visitation UPDATE  
EFFECTIVE: March 18, 2024



Generally, an inmate detained in the Cherokee County Detention Center more than 24 hours, is afforded the opportunity of no less one (1) hour of visitation per week, unless such privilege has been restricted.

Visitation for inmates at the Cherokee County Detention Center may occur by appointment only via video visitation or in person as follows:

In Person visits should be requested by the visitor(s) not less than 24 hour and no more than 7 days in advance.

Inmates may have one (1) in person visit per week as follows:

Visitation appointments will be requested from the Detention administrative Assistant in person or via phone.

In person visitation will be 20 minutes.

There are only four in person visitation booths, therefore a maximum of four different inmates may be scheduled for each available time slot.

Unit Visitation Slots will be scheduled as follows:

Mondays: Alpha and FMAX  
Tuesday Bravo  
Wednesdays: Delta  
Thursdays: Echo  
Fridays: CMAX

- A** Inmates are limited to ONE (1) in person visit per week, due to lack of space.  
Visitors are urged to use video visitation as an alternative.  
The Detention Administrative Assistant will assist in setting up accounts for in person visitors to take advantage of the video visitation program.

The following In Person visitation standards also apply:

- A** Only two (2) persons may be in the visitation area at one time. (infants and toddlers (1-4)) are NOT counted against the number of visitors and must be accompanied by an adult)

1. Visiting privileges may be suspended only by the Administration except where the suspension is imposed as part of a formal disciplinary procedure.

2. A visit may be denied or terminated by the shift Commander under the following circumstances:
- a. The visitor is under the influence of drugs or alcohol.
  - b. Insufficient space is available

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- c. Visitor refused to submit to a search.
- d. Visitor fails or refuses to produce sufficient identification or produces false identification.
- e. Visitor or inmate engages in disruptive or lewd behavior.
- f. The visitor is improperly attired.

When an inmate is unavailable for his/her preapproved visitation appointment, except in the case of administrative separation, a special visit can be made by having your visitor contact the jail to reschedule.

Special visits may be scheduled:

3:30pm-5:30pm Monday - Friday or 9:00am-11:00am Saturday and Sunday.

Special visits may only be given every thirty (30) days with some practical exceptions.

Special visits may only be granted if the inmate does not get his/her regularly scheduled visit.

Professional visits by ministers will be permitted at any time between 8am and 7pm by appointment. Any deviation from these procedures must be approved by the administrator.

### Video Visitation at the Detention Center:

Inmates housed at the detention center may receive visitors during approved visiting hours at the facility. Visitation must be scheduled by an approved visitor(s) as described in this policy. Approved visitors will be required to present a photograph government ID and must be included on an inmate's approved visitation list. Approved visitors will be directed to a public video visitation area that consists of cubicles with video screens. This public visitation area will be located off the lobby of the detention center and not within the secure confines of the detention center. The inmate they desire to visit will be notified that they have a visitor(s) and will be authorized access to a video screen located on video visitation kiosks located in the inmate's housing unit. The inmate is required to logon to his/her account accessible by touch-screen on the kiosk to connect to the visitor's video feed.

### Remote Video Visitation:

Remote Visitation: Remote video visitation allows visitors to visit with an inmate from a remote location outside the detention center. Remote access allows an approved family member and friend to log into the video visitation system from their desired location outside the detention center and to access visitation with an inmate through a secure website. Visitation can be conducted by a visitor through a computer, laptop, cellular device, or tablet device. WIFI accessibility is required. The remote system requires visitors to schedule an appointment time for their visit and pay a fee to utilize the system. Inmates that have a scheduled appointment time will be notified of their scheduled visit and will be required to logon to be connected to the video feed through the video visitation kiosks located in their housing unit.

### I. General Provisions for Video Visits:

A. Inmates incarcerated for 24 hours or more are afforded the opportunity to visit with family members and friends approved to visit with the inmate and included on the inmate's Visitation List as described herein.

B. The detention center provides visitation opportunities for inmates up to five (5) days per week on a schedule determined by the Director. Opportunities for both evening and for daytime visitation hours are provided.

C. Visitation schedules are posted on-line and in the visitation area of the detention center for visitors. Inmates are notified of the visitation schedule through publication of the schedule in the Inmate Handbook. The detention center reserves the right to modify visitation schedules at any time. To the extent possible, notification of any changes is made to both inmates and to visitors.

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F. Visitation officers are assigned to the detention center to facilitate and coordinate inmate visitation. Visitation officers are responsible for responding to visitor inquiries.

G. Inmates may be limited to four (4), 20-minute video visit per week whether the visit is conducted remotely or conducted at the detention center..

H. For all visits, remote or others, children under the age of 18 are required to be accompanied by an adult for their own protection. The detention center is NOT responsible for what can be seen or viewed in the inmate housing unit when a video visits is being conducted.

### J. Monitoring:

1). All video visits, whether conducted at the detention center or remotely, are recorded and are subject to monitor. Visitors and inmates are advised that all video visits are monitored on the detention center's website and in the Inmate Handbook, respectively.

2). Recorded video visitation sessions can be retrieved for use as evidence for investigatory or prosecutorial purposes.

3). Visitation staff is authorized to suspend or to terminate any visit or to suspend a visitor's visitation privileges for violations of visitation rules. Information on prohibited activities is included on the detention center's website for visitors and in the Inmate Handbook for inmates, to include the length of suspension for first, second, and third violations.

E. Employee Visits with Inmates: Employees of the Cherokee County Detention Center are prohibited from visiting with inmates unless prior written approval has been received by the Director/designee; the inmate is an immediate family member of the employee; and, the inmate desires to visit with the individual.

### A. Scheduling and Check-In or Logon:

1). visitors can schedule a visit up to 24 hours in advance of an inmate's visitation schedule, but no later than close of normal business hours the day prior to the visit. This is applicable to both visits conducted at the detention center and to remote visits.

2). Visitor's that desire to conduct their video visit at the detention center may contact the Detention Center by phone or in person to schedule a visit. Should a visitation officer not be available by phone, visitors may leave a message and an officer will return their call.

3). visitors desiring to conduct their visit at the detention center are encouraged to arrive to the detention center at least ten (10) minutes prior to the scheduled inmate visit. Remote visitors are encouraged to logon to the outside provider's website to conduct their remote visit at least five (5) minutes before their scheduled visit. The visit will activate at the start of the appointment time.

4). For visits conducted at the detention center, visitors are required to present a valid identification card to the visitation officer prior to being authorized to visit any inmate. Children may be exempt from this requirement if they are too young to possess a valid identification card. In these cases, the accompanying adult is asked to verify the identity of the child(ren). All children 18 and under must be accompanied by an adult. (NOTE: Remote visitors are required to download a copy of their photo government issued identification card in order to be approved to visit at the time of their registration.)

5). For visitors arriving to the detention center to conduct their video visit, the visitor's identity is checked against the JMS database.

6). All visitors arriving to the detention center to conduct a video visit are logged into detention center by a visitation officer.

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- a. Visitor's name and address;
- c. Name of inmate being visited;
- d. Visitor's time in and time out of the facility;
- e. Credentials used to verify identity, i.e., driver's license, state-issued ID, etc.

8). All visitors arriving to the detention center to visit with an inmate must enter the visitation area at the same time. Up to three (3) visitors are authorized to visit with inmates at any given time. Once a visit has begun, no additional visitors are allowed to join. Multiple visitors may not switch out during a visit. For remote visits, the number of visitors is limited by those that are able to be seen through the camera equipped on the visitor's phone, computer or tablet device. Remote visitation does allow inmates to receive visits with more than three (3) approved visitors; however, depending on the device the visitor is using, there is no guarantee that all other visitors will be seen at the same time.

### B. Rules Regarding Property:

- 1). visitors arriving to the detention center are prohibited from bringing any personal items into the visitation area. Cell phones, purses, tobacco products, wallets, cameras, pagers, recording devices or any other personal belongings are stored in lockers provided in the visitation area or are secured in the visitor's vehicle. The CCDC is NOT responsible for any items stored in lockers by visitors.
- 2). Any visitor who is found bringing a cellphone or other prohibited item into the visitation area is referred to the Captain as outlined in Procedure #5, below, and is subject to being suspended from visitation, as follows:

- a. First Offense: 30 days;
- b. Second Offense: 60 days;
- c. Third Offense: 90 days.

3). Any visitor found possessing a weapon, knife, firearm, pocket knife, alcoholic beverages, or any controlled substances is detained, subject to arrest, and to criminal prosecution under state contraband laws. For remote visitation, the display of any weapon or use or display of any controlled substance or alcohol by a visitor will in suspension or termination of the visitors visitation privileges and can result in possible criminal prosecution.

4). Visitors arriving to the detention center to conduct a scheduled video visit may bring money orders or cash to deposit into an inmate's commissary account. A public commissary kiosk is made available to visitors for this purpose in the main lobby of the detention center.

### C. Dress Codes:

1). All visitors, whether arriving to the detention center for video visitation or conducting a visit remotely, must adhere to the detention center's visitor's dress code. Shoes and shirts are required of all visitors arriving to the detention center. Shirts are required for all remote visitors. Visitation officers are responsible for using their discretion when examining clothing worn by visitors for appropriateness. As a general rule, the following types of clothing are prohibited:

- a. Tube tops;
- b. Low cut halter tops or tank tops that expose excessive cleavage;
- c. Swim suits;
- d. Shorts or skirts that expose any portion of the person's posterior;
- e. See-through clothing of any type;
- f. Clothing with any form of profanity or sexually explicit language printed on the front or back.

For remote visitation purposes, officers assigned to the housing unit can periodically view visitation screens to ensure compliance with dress code requirements. In addition, monitored versions of video visitation sessions can be reviewed at any time for compliance with dress code requirements.

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2). Should a visitor arrive to the detention center and be inappropriately dressed, the visitation officer advises the visitor their visitation is being terminated due to their inappropriate dress. Visitors are authorized reentry to the detention center if they change their clothing. For remote visitation sessions, should an officer detect a visitor inappropriately dressed, he/she can terminate the session. Visitors that do not comply with dress code requirements can have their visitation privileges suspended or terminated.

### D. Children:

1). Children under the age of 18 must be accompanied by an adult during any video visitation session, remote or otherwise.

2). The failure of an adult to maintain children in an orderly manner can result in the immediate termination of the visit. This also includes remote visitation sessions where a child may be disrupting another inmate's video visit or disrupting other activities.

### 5. Termination/Suspension of Visiting Privileges:

A. Officers may suspend or terminated a visitor for any of the following:

1). Falsification of identification by a visitor to obtain entry to the detention center;

2). Failure to provide proper identification;

3). The visitor is not on the inmate's approved Visitation List;

4). Unruly or disruptive behavior;

5). Any attempt to bring contraband or prohibited items into the detention center or the display of contraband by a remote visitor (See, also, Procedure #4. B. (2).);

6). Destruction or damage to any county property or equipment, to include leased equipment;

7). Any attempt to visit an inmate while appearing to be under the influence of drugs or alcohol or the display of any alcohol or controlled substance by a remote visitor;

8). Failure to abide by dress code requirements;

9). Any other type of behavior or incident that would threaten the security and order of the facility.

- B. Depending on the circumstances, a visitor may be subject to civil or criminal sanctions in addition to having their visitation privileges suspended or terminated.

- C. Any incident in which a visitor is suspended or terminated from visiting with an inmate is documented on an Incident Report for submission to the Captain for information and record keeping purposes.

- D. Inmates: Inmates may have their visitation privileges suspended as a sanction for rules violations.