



SHERIFF VIC REGALADO

UNDERSHERIFF GEORGE W. BROWN

## TULSA COUNTY SHERIFF'S OFFICE

303 W. 1ST ST. TULSA OK 74103

### Rules for Visitation

1. The Tulsa County Sheriff's Office may terminate a visit at any time.
2. The Tulsa County Sheriff's Office reserves the right to deny entry to any person believed to be a threat to the safety and security of DLMCJC.
3. Visitation is a privilege not a right.
4. Visitors must register on entry into the facility.
5. All visitors will be searched prior to the visit.
  - a. Visitors will be searched by hand-held scanning device and stationary scanning device (metal detector). Persons unable to successfully pass through will be denied.
  - b. Visitors who have a medical issue preventing pass-through may provide a valid medical card or they will be referred to the supervisor.
  - c. All searches will be conducted in a dignified manner with as much privacy as can be reasonably afforded.
  - d. Visitor pat searches will be performed by an officer of the same sex as the visitor when possible.
  - e. Visitors may refuse search, and in such case, the visitor will not be allowed access to the facility.
  - f. Visitors found in possession of contraband will be denied visitation. Visitors with contraband may be subject to criminal charges.
6. Visitors may not visit during the first seven (7) days of inmate detention while the background is being processed. Only attorneys, approved clergy members, and bondspersons will have access to inmates during the first seven (7) days of detention.
7. Visitors under the age of eighteen must be accompanied by their parent or guardian.
8. Visitors must maintain control over their minor children.
  - a. Children under the age 16 will not be permitted in the upstairs visitation area unless court ordered or approved by the Jail Administrator.
  - b. Children under the age of 18 will not be left alone in the lobby or upstairs visitation.
  - c. Any visitor who fails to maintain control over any child under the age of 18 will be permanently suspended from visitation.
9. Visitors who have mobility impairments and request visits in the handicap visitation will be accommodated, using the handicap visitation area. Visitors with mobility impairments may have their assistant accompany them in the handicap visitation area. The assistant must also complete an inmate visitation request and background.
10. Visitor's pets are not allowed. Visitors with special needs animals should contact the visitation supervisor prior to the visit for approval and any

accommodations.

11. Visitors cannot visit more than one inmate per week and each inmate is allowed one visit per week unless a special visit has been granted, in writing, by the Jail Administrator.
12. Juvenile inmate visitation will be limited to only a parent or guardian. Proof of guardianship, birth certificate, court issued guardianship, or court order, must be presented with the inmate visitation request at the time of visitation.
13. No personal items will be taken past the last metal detector, including cell phones, mobile communication devices, food, beverages, and tobacco products.
14. Inmates have the right to terminate a visit or refuse any visitor.
15. Visitors must obey all staff instructions.
16. Pod changes will not be reason enough to request a special visit.
17. Visitors must conduct themselves in an appropriate manner.
  - a. Profanity, loud or disrespectful comments, disruptive behavior, threats of any kind, or other inappropriate behavior will result in termination of the visit.
18. Visiting hours for attorneys and their representatives (see below), bondspersons (see below), and TCSO volunteer clergy will be between 0800 and 1900. After 1900 all visitation stops until 0800 hours the next day.
19. Inmates will not be allowed to use any electronic device for any reason.
20. Visitors must remain seated at all times during the visit.

#### C. Denial or Suspension of Visitation -

1. Visitors found to be falsely representing their identity will be permanently suspended from visiting.
2. Any visitor appearing to be under the influence of drugs or alcohol will be permanently suspended from visiting and subject to arrest.
3. Visitors found visiting an inmate other than the inmate named on the request will be permanently suspended from visitation.
4. Visitors on ankle monitors are denied access.
5. Visitors demonstrating or exhibiting possible health hazards, as determined by medical personnel, are denied access.
6. Visitor privileges may be permanent or suspended for a specific period of time as determined by the Jail Administrator.

#### D. Dress Code-

1. Failure to comply with visitor dress requirements will result in the denial of visitation privileges, until compliance is made, as determined by the desk officer.
2. The following are NOT allowed:
  - a. Gloves, coats, jackets, hoodies, hats, caps or other head coverings (excluding religious) will not be worn past the lobby area and can be stored in secure lockers;
  - b. Clothing that unduly exposes the stomach, back, shoulders, chest, midriff, or underarms.
  - c. Dresses, skirts, or shorts which are more than three inches above the knee when seated. Visitors are highly urged to not wear skirts, dresses, shorts or any version thereof. Wrap-around skirts, dresses/skirts with split seam

higher than the mid-thigh;

d. Clothing associated with street gangs, or which bears obscene or distracting messages, shapes or designs;

e. Clothing that exposes the midriff, extremely tight, off the shoulder, or which exposes any part of the breast;

f. Low-cut or cut-out designs on clothing;

g. Blouses/tops that are: Tube-tops, tank-tops, crop-tops, halter-tops, spaghetti-top blouses, sleeveless/transparent or mesh tops/blouses;

h. Leggings/biker's pants/body suits;

i. Spandex clothing, to include swimsuit;

j. Tight fitting sweat suits;

k. Clothing bearing profanity, offensive wording, and pictures;

l. Clothing that resembles a law enforcement uniform;

m. Medical scrubs red, orange or black & white in color;

n. Or any other clothing as deemed by any officer as inappropriate.

3. If approved for special visits, children 12 years of age and above must comply with the dress code for adults unless they are restricted by disability or medical reasons.

#### E. Bondspersons -

1. Bondspersons will be subject to the same visitation rules and requirements for non-contact visits as the public except:

a. Bondspersons may visit with inmates in the booking area, as applicable.

b. Bondspersons will be allowed to visit inmates in housing units between 0800-1900 hours.

c. Bondsperson visits do not count toward the inmate's visitation privilege.

#### F. Attorney Visits -

1. Guidelines. Attorneys are subject to the same guidelines regarding searches, behavior, personal items, records checks, and standards of dress as are public visitors.

2. Attorney Visitation. Attorney visits will occur in the contact visitation rooms unless a non-contact visit is requested. Attorneys and their representatives, i.e. investigators, paralegals and law students are permitted to visit inmates in reasonable numbers for business purposes.

a. Hours: Visiting hours for attorneys and their representatives will be between 0800 and 1900 hours. Emergency visits may be granted after 1900 hours at the discretion of the Shift Supervisor.

b. Credentials:

i. Attorneys. Each attorney may be required to present evidence of license to practice law, such as a state bar membership card and matching identification, such as a valid driver's license.

ii. Attorney Representatives. Law clerks, paralegals, investigators, etc., must present valid photo identification, such as a driver's license, and written evidence of authority to visit from the attorney for whom the representative works.

iii. Interpreters. Interpreters accompanying an attorney for contact visitation must possess a valid court issued interpreter card.

c. Searches: Attorneys and their representatives may be pat searched or

searched using hand-held or standing scanners. Any belongings that an attorney or representative takes to the visiting area may also be searched.

i. No attorney will be granted access whose items are not in a clear container, to include all items within.

d. Denial of Visits: Improper acts committed by an attorney or attorney's representative may result in termination of the visit and denial of future contact visits. Inmates have the right to terminate or refuse attorney visits.

e. Number of Visits: Attorneys will not be limited as to the number of inmates that can be visited in a day. Visits must be made with one inmate at a time. Attorney visits will not count toward an inmate's weekly visitation privilege.

f. Cellular Phones and Electronic Devices: Conditional permission for attorneys to bring in cellular phones and electronic devices can be granted under the following stipulations:

i. A one year agreement must be signed and presented by the attorney each time they wish to bring their cellular phone or electronic device (i.e. laptop/Chrome book) inside the secure area of the facility (Attachment A);

ii. Cellular phones and electronic devices may only be used, when in the secure area of the facility, for conducting official business in relation to the inmate being met with;

iii. Cellular phones and electronic devices will not be used to access the internet, play games, take pictures with or to video record anything or anyone within the secure area of the facility;

iv. Cellular phones and electronic devices will not, at any time, be given to any inmate for any reason;

v. Wearable technology (i.e. fitness trackers, cameras, smart watches, etc.) will not be permitted inside the secure area of the facility even under this signed agreement.

g. Public Defender Visitation: If an attorney from the Public Defender's Office wishes to visit "one at a time" with multiple inmates, the following procedure should be followed:

i. The Public Defender must fax a list of the inmates to visit to the Transportation Desk (918-596-8945).

ii. The Public Defender should notify the Operations Desk no less than 45 minutes before the desired visitation time so that the Operations Desk Officer can retrieve the list from Transportation and notify the appropriate pod officers.

iii. As many as five (5) inmates from the list will be pulled out at one time. Inmates will sit in the chairs by the Operations Desk to wait for their turn with the Public Defender.

iv. The Public Defender will be allowed access to visit inmates in an interview room adjacent to the Operations Desk.

#### G. Clergy Visits -

1. Guidelines. Members of the clergy will be permitted to visit inmates on a professional basis. Clergy members are subject to the same guidelines regarding searches, behavior, personal items, electronics, records checks, and standard of dress as are public visitors.

a. Hours. Clergy visits will be permitted from 0800-1530 hours. Emergency visits may be granted after 1530 hours at the discretion of the Shift Supervisor.

b. Authorization:

i. Members of the clergy who wish to have visitation privileges with inmates must complete and submit a Clergy Visitation Verification Form (Attachment B) and an Authority For Release of Information (Attachment C) to the Jail Administrator for approval.

ii. The Jail Administrator, or designee, will review the submitted clergy verification form and compile a list of authorized clergy members.

iii. Clergy members requesting a contact visit with an inmate must submit the request in writing through the office of the Jail Administrator and receive approval prior to the visit.

c. Identification. Prior to visitation, clergy members must present a valid State or Federal issued photo identification such as a driver's license, State identification card, or passport along with documentation from their denomination.

d. Searches: Clergy members may be pat searched or searched using handheld or standing scanners. Any belongings that a clergy member takes to the visiting area may also be searched.

i. No clergy member will be granted access whose items are not in a clear container, to include all items within.

e. Length and Frequency. Clergy members will be allowed one, fifteen minute visit, per week with each inmate requested to visit. Clergy members may not visit more than two inmates per day.

f. Inmate Visitation Allowance. Clergy visits will not count toward an inmate's weekly public visitation privilege, unless the clergy member and the inmate are related. If related, the clergy visit will count as a family visit. Each inmate is allowed only one clergy visitation per week.

g. Denial of Contact Visit. Contact visits will be denied to clergy members if the clergy member is the spouse of the inmate or if safety concerns dictate that a contact visit is not appropriate, as determined by the Shift Supervisor.

h. Outside Facilities. There are no outside visits unless approved by the Jail Administrator, or designee.

H. Service Providers - Family and Children's Services, Mental Health Association of Tulsa, DHS, Women In Recovery, etc.

1. Guidelines. Service providers are subject to the same guidelines regarding searches, behavior, personal items, electronics, records checks, and standards of dress as are public visitors.

2. Service Provider Visitation. Service provider visits will occur in the contact visitation rooms unless a non-contact visit is requested. Service providers are permitted to visit inmates in reasonable numbers for business purposes.

a. Hours: Visiting hours for service providers will be between 0800 and 1900 hours. Emergency visits may be granted after 1900 hours at the discretion of the Shift Supervisor.

b. Identification. Prior to visitation, service providers must present a valid State or Federal issued photo identification such as a driver's license, State

identification card, or passport along with documentation from their agency.

c. Searches: Service providers may be pat searched or searched using handheld or standing scanners. Any belongings that a service provider takes to the visiting area may also be searched.

i. No service provider will be granted access whose items are not in a clear container, to include all items within.

d. Denial of Visits: Improper acts committed by service provider may result in termination of the visit and denial of future contact visits. Inmates have the right to terminate or refuse visits.

e. Number of Visits: Service providers will not be limited as to the number of inmates that can be visited in a day. Visits must be made with one inmate at a time. Service provider visits will not count toward an inmate's weekly visitation privilege.

f. Denial of Contact Visit. Contact visits will be denied to service providers if the service provider is the spouse of the inmate or if safety concerns dictate that a contact visit is not appropriate, as determined by the Shift Supervisor.

#### I. Contact Visitation Process -

1. Contact visits will not be approved for family members.

2. The inmate will be escorted to the visitation room and pat searched prior to entry.

3. The inmate will be placed inside the visitation room, seated, and one arm will be restrained using a wall-mounted restraint.

4. After the inmate is secured, visitors will be allowed to enter the room.

5. After visitors enter, officers will ensure that both doors are closed and secure.

a. Upon conclusion of the visit, the visitor must remain seated until the inmate exits the room.

b. The inmate will be searched.

c. After the search, the inmate will be allowed to return to the housing area.

d. The visitor will then be allowed to exit the room.

e. After both the inmate and visitor have left the visitation room, officers will search the room for contraband, have the room cleaned if needed, and ensure that both doors are secure.

#### J. Items for Inmates -

1. Only legal papers bearing no staples, paper clips or other binding devices will be allowed to be taken from the visitation room by an inmate. The papers will be searched for contraband prior to the inmate returning to the housing unit.

2. Inmates are not allowed to take pens, pencils, paper clips, or other such supplies from the visitation room.

3. Attorneys and clergy members found to be supplying prohibited items to inmates may be denied visitation privileges for a period of time or indefinitely.

K. Phone/Computer Usage - Cell phones, computers, and/or any other mobile communication devices are prohibited during visits unless authorized by the Sheriff or Jail Administrator. Anyone found in possession will be terminated and subject themselves to arrest. Complaints will be filed with their professional

licensing boards, if applicable.

L. Private Process Service -

1. Private process servers will not have access to inmates at the David L. Moss Criminal Justice Center. All private process servers will be directed to wait until the inmate is released or the private process server may utilize the Tulsa County Sheriff's Office for service by going to the Civil Desk at the Tulsa County Courthouse.

2. Visitation by Private Civil Process Servers. Private civil process servers may visit inmates only in accordance with the guidelines, rules and restrictions applicable to social visitation, including the public visiting