

CWJ - Attorney, Bondsman, Official and In-Custody Visitation

5016.1 LOCATION OF VISITS

- (a) Location of Visits
 1. Attorneys, licensed bondsman and other official visitors for inmates at the CWJ will check in at the Attorney/Bondsman Guard Station located at the northeast corner entrance to the jail.

5016.2 SCHEDULED ATTORNEY AND OFFICIAL AGENCY VISITATION

- (a) Attorneys and other official visitors may call ahead for a maximum of two (2) inmates housed in the Central Jail Complex.
- (b) The attorney or official visitor will provide the inmate's name, booking number if known, name, agency/title and the requested time of visit.
- (c) The Attorney/Bond Guard Station Deputy/SSO/CSA will call the appropriate housing location.
- (d) If the inmate is not at court or a hospital appointment, the Deputy will prepare a movement pass. If the inmate is at work, she will be notified to return to her housing location and pick up her Attorney/Bonds pass.
- (e) Upon arrival at the Attorney/Bonds Guard Station, visitors will present proper identification prior to the visit being granted.
- (f) If an official visitor requests to see multiple inmates, visits will be scheduled for a maximum of two (2) inmates. The visitor must make any additional requests upon arrival at the jail.
- (g) If a visitor does not arrive within thirty (30) minutes after the appointed time, the inmate will be returned to her housing location. An entry will be made in the comments section of the A/B Log stating "No Show" and the time the inmate was returned. If the visitor arrives after the time the inmate was returned to housing, the visitor must sign up for a visit following routine procedures.
- (h) The Attorney/Bonds Guard Station Deputy/SSO/CSA is not authorized to grant the use of more than one attorney/client booth per attorney.
- (i) For procedures on passing papers during official visits, refer to CCOM Section 1902.4(h) - Visiting Area Procedures.

5016.3 IN-CUSTODY VISITATION

For more information about In-Custody Visitation, refer to CCOM Section 1902.7 – In-Custody Visitation.