


<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Inmate Communication</p>	<p>NUMBER:</p> <p>5:001</p>
	<p>SUBJECT:</p> <p>Attorney Visits</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>All Certified Personnel</p>

REVISED DATE: 12/31/08

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I. POLICY:

It is the policy of the Monroe County Detention Facilities to monitor attorney movements and visits throughout the facilities.

II. REFERENCE:

None.

III. SCOPE:

These procedures apply to All Certified Personnel.

IV. PROCEDURES:

- A. All attorneys will abide by the dress code, attorney hours, and attorney rules (posted at Main Control) of the Monroe County Detention Facilities.
- B. Attorneys are required to display their Florida Bar Card and a valid photo ID prior to admission, unless the attorney is known by sight to the officer.

NOTE: Attorneys from other states must have a court order from a Florida Judge, usually called an Order of Admission Pro Hac Vice, approving them to practice on a particular inmate's case in order to be considered that inmate's attorney in Florida. The court order must be shown to the Main Control Officer/Clerk prior to admission along with their state bar card.

- C. Attorney visits will not start before 07:30 a.m.
- D. No attorneys will be allowed to visit an inmate during meals or lockdown hours.
- E. No attorney will be allowed in less than thirty (30) minutes prior to attorney hours being secured (i.e., when inmate's are in lockdown/eating).

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Attorney Visits

- F. All attorney visits will be completed by 11:00 p.m.
- G. Main Control shall log in all attorneys and issue the attorney a visitor's tag which must be worn at all times while in the secured envelope. Public Defenders shall wear their ID badges at all times while in the secured envelope. When the attorney's visit is completed, Main Control shall retrieve the visitor's tag and log the attorney out of the facility.
- H. The Unit/Dorm Officers will be notified by the Main Control Room Officer of an inmate attorney visit so the inmate can prepare for the visit.
- I. The Main Control Room Officer will call the Rover to come to the main lobby to search the attorney's belongings and then escort him/her through the magnetometer. ALL attorneys are subject to a search. ALL personal property (e.g., car/house keys, purses, wallets, lap tops, cell phones, briefcases, medication, food, etc.) will be secured in their vehicle or a locker in the lobby.

NOTE: Attorneys are not allowed to introduce money, laptops, cell phones, cameras, radios, tape players, MP3 players, or other electronic items into the facility without prior permission from the Site Commander/designee.

- J. Attorneys must be dressed appropriately. Attorney visitation will not be permitted if the attorney is dressed in a manner that violates the visitor's dress code.

DRESS CODE--THE FOLLOWING WILL NOT BE PERMITTED:


Hot pants, short shorts, clothes with holes in inappropriate places, waistband of shorts, trousers, or skirts hanging below the waist, undergarments showing, bare midriffs, swimsuits, spandex, tank tops, see-through blouses, low-cut necklines, shirts/blouses without sleeves, bralessness, sweat outfits, mini-skirts or dresses more than 1 1/2 inches above the knee, bare feet, bedroom slippers, or open toed shoes.

- K. A Detention Officer will escort the attorney to the appropriate visitation booth or conference room. Public Defenders will not have to be escorted through the facility, but will be subject to search. The following areas will be primarily utilized for attorney inmate visits:
 - 1. The appropriate visitation booth for the inmate's housing area.

Inmate Communication

Attorney Visits

2. With the approval of the Shift Commander, attorneys will use the appropriate conference rooms as follows:
 - a. Dorms E, F, G and H: Utilize the exam/conference rooms directly across from the multi-purpose room.
 - b. Units A, A-1, B and B-1: Utilize the two (2) conference rooms (1-A01 and 1-A02) in front of the Zone "D" Control Room.
 - c. Units C & D: Utilize the two (2) conference rooms (1-C01 and 1-C02) directly across from the Zone "E" Control Room.
 - d. Upper Keys Facilities: An appropriate space will be utilized for attorney inmate visits.
- L. All attorneys will be monitored by the Detention Deputies while in the facility. No item of any kind will be given to or received directly from an inmate by an attorney except for legal paperwork required for the inmate's case.
- M. The introduction or attempts to introduce into or upon facility grounds of weapons, drugs, medication, narcotics, alcoholic beverages or any other unauthorized items is a violation of Florida Laws, as stated in Florida Statutes 944.43 and 944.47.
- N. Attorneys under the influence of alcoholic beverages, narcotics or other drugs, or exhibiting irrational behavior for any reason will not be allowed to visit or remain on county property.
- O. Any disturbances or emotionally disruptive behavior exhibited at any time will result in the attorney's visit being canceled, and the attorney will not be allowed to remain on county property.
- P. There will be no smoking, eating or drinking in the secured envelope of any Monroe County Detention Facility.
- Q. Attorneys will refrain from physical contact with an inmate (e.g., kissing, hugging, holding hands, etc.). Attorneys may offer a handshake as a way of greeting or saying goodbye to an inmate.
- R. The officer-in-charge may terminate a visit at any time a rule violation warrants such action.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Inmate Communication</p>	<p>NUMBER:</p> <p>5:002</p>
	<p>SUBJECT:</p> <p>Inmate Mail</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>KW Property/Mail Clerk / KV/PK Rover/Dorm Officer</p>

REVISED DATE: 12/31/08

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I. POLICY:

It is the policy of the Monroe County Detention Facilities to handle inmate mail without delay. Inmate mail is to be received through the postal system only (e.g., United States Postal Service, Fed Ex, UPS). The Property/Mail Clerks / KV/PK Rover/Dorm Officer are responsible for processing and sorting of all inmate incoming and outgoing mail. There will be no limit on incoming or outgoing mail. No list of correspondents will be made.

II. REFERENCES:

FMJS 9.03, FCAC 10.11 & 12.03-12.08, and Consent Decree 162.

III. SCOPE:

These procedures apply to all Property/Mail Clerks / KV/PK Rover/Dorm Officer.

IV. PROCEDURE:

A. The following items will be needed to process inmate mail:

1. Letter opener
2. Current alphabetized roster of inmates
3. Return to Sender stamp
4. Undeliverable Return to Sender stamp
5. This Mail Originated from MCDC stamp
6. Rejection Forms
7. Gloves
8. Scissors

Inmate Communication

Inmate Mail

B. Receipt of Inmate Mail

1. Utilizing the alphabetical roster, verify that the inmate is in one of the facilities. Record and circle the housing area "Letter and Number" (e.g., A-16) in the top middle portion of the envelope. If the inmate is in one of the other Monroe County Detention Facilities, forward the mail to the correct facility.

NOTE: All incoming mail must have a return address including full name. Mail without a full name and return address will be placed in the inmate's property bag.

- a. If the inmate is not in jail and there is a return address on the mail, stamp with "Return to Sender" and return to the post office.
- b. If the inmate is not in jail and there is no return address on the mail, stamp "Undeliverable Return to Sender" and return to the post office.

NOTE: Inmates are not permitted to correspond with ANY inmate incarcerated in ANY detention facility. Mail received from inmates at other detention facilities will be stamped unauthorized inmate-to-inmate mail and returned to sender. If the mail is between inmates at our facilities, it will be destroyed.

2. Opening of Inmate Mail

- a. Open the mail and check for money orders and contraband.
- b. Only money orders and U.S. Treasury checks will be accepted through the mail. Enter the money order or U.S. Treasury check into the inmate's account. Even though it is against policy, if cash is received, it will be placed into the inmate's account. The computer will generate a receipt for the inmate.

3. Contraband

- a. All unauthorized items will be noted on a Mail Rejection Form and a copy will be sent to the inmate. The unauthorized items will be placed into the inmate's property or returned to the sender.

Inmate Communication

Inmate Mail

- b. For ALL illegal items/activity, the Property/ Mail Clerk / KV/PK Rover/Dorm Officer shall write a full Incident Report, attach the contraband as evidence, and delivering it to the Programs Services Director / KV/PK Site Commander who will forward it to the Operations Commander. The illegal items/activity will be turned over to the Criminal Investigations Division or properly disposed of.
 4. The Property/Mail Clerk / KV/PK Rover/Dorm Officer will visually scan the letters to see if any mail may contain information related to an escape attempt, threats of physical harm, criminal activity, plans for activities in violation of jail rules, or if the letters are in code or contain information which if communicated would create a clear and present danger of violence or physical harm to a human being.
 5. The Property/Mail Clerk / KV/PK Rover/Dorm Officer shall remove all stamps, adhesive labels, stickers, etc. If the return address was adhered to the envelope by utilizing an adhesive label, that address will be written down by the Property/Mail Clerk / KV/PK Rover/Dorm Officer and attached to the inmate's letter. If the removal of adhesive items causes the envelope to be "non-functional" as an envelope, the inmate will be given another envelope.
- C. Legal Mail
1. Privileged mail, including mail from attorneys, courts, and public officials shall not be opened for inspection except for the sole purpose of determining that it is privileged mail and contains no contraband. In such cases, the incoming privileged mail shall be opened and inspected only in the presence of the inmate to whom the mail is addressed and only the signature and letterhead may be read.

NOTE: The Unit/Dorm Officer shall remove all stamps, adhesive labels, stickers, etc. from the envelopes in the presence of the inmate. If the return address was adhered to the envelope by utilizing a label, you shall write the address on a piece of paper if the inmate needs it. If the removal of the adhesive items causes the envelope to be "non-functional" as an envelope, the inmate will be given another envelope. All adhesive items that have been removed need to be thrown away outside of the secured envelope; do NOT throw them in the housing area trashcan.

Inmate Communication

Inmate Mail

2. The dorm/unit officer will inspect outgoing pro-se legal mail for contraband items (e.g., pornographic drawings, pictures, etc.) before being sealed by the inmate. However, the officer is not allowed to read the mail for content during this inspection. The officer will place his/her identification number in the lower right hand corner of the sealed envelope and forward the items to the Mail Clerk / KV/PK Records Assistant (regular pro-se legal mail), or the Programs Services Staff Assistant (indigent pro-se legal mail) for postage.
3. Outgoing privileged mail shall not be opened, but it may be held for a reasonable time not to exceed seventy-two (72) hours, pending verification that it is properly addressed to that person or agency. The Officer-in-Charge may authorize inspection of mail for contraband in the presence of the inmate prior to it being sealed.

NOTE: No receipt from staff will be done stating the mail was sent out or received.

D. Restricted Mail, Magazines, and Periodicals

1. The following items are restricted. The Property/ Mail Clerk / KV/PK Rover/Dorm Officer shall place any mail that meets the following criteria into the inmate's property:
 - a. The material contains instructions for the manufacturing of explosives, drugs, or other unlawful substance
 - b. The material advocates violence within the facility
 - c. The material is of a type which has proved to cause violence or other serious disruption of facility security
 - d. The material advocates racial, religious, or national hatred in such a way that would create a serious danger of violence in the facility
 - e. The material encourages sexual behavior which is criminal and/or in violation of facility rules or detrimental to rehabilitation. This includes any sexually explicit material that is defined as any material that clearly shows or depicts sexual acts and/or the sexual organs, or any material that may cause sexual arousal or encourage sexual behavior (e.g., Playboy, Playgirl, Hustler, Penthouse, Easy Rider, Cycle, High Society, Chic, Cherry, Variety, Swingers, X-rated books, etc.)

Inmate Communication

Inmate Mail

2. A Mail Rejection Form will be sent by the Property/Mail Clerk / KV/PK Rover/Dorm Officer to the inmate explaining why they did not receive their mail.

E. Books and Magazines

Hard cover books are not allowed. Only magazines and soft cover books that are received directly from the publisher or legitimate retailer will be accepted. Only three soft covered books and three magazines per inmate per month will be allowed. Amounts in excess of this and/or hard cover books will be returned to sender. Books received from sources other than the publisher or legitimate retailer will either be returned to sender or placed in the inmate's property.

F. Outgoing Mail

The inmate is to take outgoing mail to the unit/dorm officer unsealed. That officer will ensure that the inmate did not use non-authorized paper to write the letter and will visually scan it for threats, escape attempts, etc. Legal mail will not be visually scanned. The inmate will then seal the letter in the envelope and hand it to the officer. The officer will ensure the inmate's full name, identification number, housing assignment, and the facility address is in the upper left corner of the envelope. The officer will then initial and date the envelope.

NOTE: Inmates are not permitted to correspond with ANY inmate incarcerated in ANY detention facility. Mail sent from our inmates to any other inmate at any detention facility will be destroyed.

G. Dispatch of Mail

NOTE: At no time shall mail be distributed by an inmate nor be accessible to any inmate other than the addressee.


1. Towards the end of the day shift, the Rover shall collect outgoing mail from the Unit/Dorm Officers and deliver it to the Property/Mail Clerk / KV/PK Records Assistant without delay.
2. The Property/Mail Clerk / KV/PK Rover shall deliver incoming mail and money receipts directly to the Muster Room daily for the oncoming Unit/Dorm Officer to deliver to the inmates in their unit/dorm.
3. Incoming certified or registered mail for inmates shall be processed as all other mail.

Inmate Communication

Inmate Mail

H. Indigent Inmates

All indigent inmates shall be provided with writing materials and postage. These items shall be requested by the inmate on commissary order days.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Inmate Communication</p>	<p>NUMBER:</p> <p>5:003</p>
	<p>SUBJECT:</p> <p>Inmate Request Forms</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>All Personnel</p>

REVISED DATE: 12/31/08

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I. POLICY:

It is the policy of the Monroe County Detention Facilities to provide all inmates with a method of requesting information or services and for addressing their complaints regarding the policies, conditions, or the staff of the Monroe County Detention Facilities. No staff member will subject an inmate to harassment, curtailment of privileges or any type of punishment (i.e., disciplinary reports) because of a grievance. No staff member will attempt to prevent or interfere with the reporting of a grievance.

II. REFERENCE:

FMJS 2.10(f).

III. SCOPE:

These procedures apply to All Personnel.

IV. PROCEDURES:

NOTE: Under no circumstances will an inmate be denied an Inmate Request Form with which to file a grievance.

- A. The form used by inmates to request any services offered by the Monroe County Detention Facilities is called the "Inmate Request Form". Any inmate who desires to see the doctor, ask for a job as a trusty, request to participate in programs, report allegations of employee or inmate misconduct, etc., will use this form to do so. Officers must realize that this same form is also used by inmates to communicate their complaints, called grievances, to the Monroe County Detention Facilities. Throughout this policy, the terms "request" and "grievance" are used interchangeably.
- B. Officers must attempt to resolve all requests and grievances at their level. If the Officer is unable to satisfy the request or to resolve the problem, the Officer will then give the inmate a blank Inmate Request Form in order to write their request or grievance. An inmate will not be given more than five request forms per day.

Inmate Communication

Inmate Request Forms

- C. Any inmate wishing to complain in writing will do so on the Inmate Request Form. The form will be completely filled out and given to the Unit/Dorm Officer.

NOTE: Inmates requiring special assistance to complete the Inmate Request Form will be provided assistance.

- D. The Unit/Dorm Officer receiving a completed Inmate Request Form will print their name, sign, date, and place the time on the form. The Officer will also address the form to the proper office and then give the pink copy to the inmate. Rovers shall collect all request forms at least once per shift and give them to the Shift Sergeant.
- E. Shift Sergeants will attempt to resolve all requests at their level. If the Shift Sergeant on duty can't resolve a request, it will be forwarded to the appropriate office for action. Collected grievances shall be forwarded without delay to the appropriate office for response. Shift Sergeants are additionally responsible for ensuring that copies of requests are forwarded to Classification, Medical, Kitchen, etc., as appropriate.
- F. Everyone who receives an Inmate Request Form shall respond in writing to the inmate within a reasonable time. This period should be less than five working days. If there is an investigation surrounding a particular request that will go beyond five working days, the responsible person shall notify the inmate in writing of that fact.
- G. Inmate Procedures
1. Each request may contain only one subject matter. Multiple topics must be addressed with multiple Inmate Request Forms.
 2. The Shift Sergeant on duty will investigate multiple requests that are written during their shift that address the same issue.
 3. All blocks on the Inmate Request Form must be completed. The Unit/Dorm Officer on duty must complete the "SEND TO" address block of the form.
 4. Inmates will use another Inmate Request Form if additional space is needed.

Inmate Communication

Inmate Request Forms

H. Unit/Dorm Officer Procedures

1. OUTGOING INMATE REQUEST FORMS

- a. Officers will NOT hand out Inmate Request Forms to any inmate requesting them without first attempting to resolve the request or grievance personally. If unable to resolve the question, give the inmate one Inmate Request Form.
- b. The Officer, NOT the inmate, must complete the "SEND TO" block on the forms except for medical requests. Some of the common locations to forward the Inmate Request Forms to are:
 - (1) Operations Commander - DR appeals.
 - (2) Programs Services - G.E.D., law library, legal, copy requests, library books, AA, NA, notary services, drug program, bus tickets, diversion programs, and religious requests (including religious diets).
 - (3) Inmate Services - Trusty job assignments or changes and DR questions not concerning appeals.
 - (4) Laundry - Laundry issues, blanket exchange, socks for trusties, shower slides, and trusty work boots
 - (5) Work Release - Request to be placed on work release and clothing for work release.
 - (6) Commissary - Canteen, indigent package, eyeglasses, and inmate account questions.
 - (7) Classification - Release dates, classification status, ID tag, enemies, cell or bunk relocations, and lockdown status.
 - (8) Property - Property (to release items from personal property, person must be present in the facility that is to accept property), inmate account problems from initial intake of money upon arrest only.
 - (9) Mail Clerk - inmate mail

Inmate Communication

Inmate Request Forms

- (10) Reception - Visitation issues
- (11) Records - Court minutes, affidavits, and court dates.
- (12) Kitchen - Food and diet discrepancies.
- (13) Lt. of concerned shift - Allegation of employee or inmate misconduct.

NOTE: The Shift Lieutenant shall review allegations of employee or inmate misconduct. If the Shift Lieutenant feels the complaint is justified, the complaint shall be forwarded to the Operations/Site Commander. If the Shift Lieutenant feels the complaint is not justified, s/he shall write the inmate back stating why and forward a copy of the complaint and response to the Operations/Site Commander. The Operations/Site Commander will decide if the complaint needs to be forwarded to I.A.

- (14) Operations Commander - D.R. appeals.
- (15) Public Defender - Court dates or any court related paperwork. **Inmates that have a private attorney instead of a Public Defender will have to call or write their attorney a letter.**
- (16) Medical - Medical requests, medical diet requests, or allegations of employee or inmate sexual misconduct. **Do NOT read or write on request forms pertaining to medical issues. Instruct the inmate to place all three parts (original white, yellow, and pink copies) of the medical request into the locked medical request box. A nurse will pick up these requests, stamp them "Received by Medical" with the date, initial them, fold the pink copy over, tape it close, and stamp "confidential" on the outside. This pink copy will then be given to the Unit/Dorm Officer who will return it to the appropriate inmate without opening the request.**

NOTE: Inmate Request Forms are for in-house departments only.

- c. When the Inmate Request Form is completed by the Unit/Dorm Officer, then the pink copy is given to the inmate immediately, and the Rover shall collect the other copies and give them to the Shift Sergeant for dissemination.

Inmate Communication

Inmate Request Forms

2. INCOMING INMATE REQUEST FORMS (yellow copy)

Prior to going on duty, the Unit/Dorm Officers will receive from their Shift Sergeant in the Muster Room the completed yellow inmate responses for distribution to the inmates within their unit/dorm.


I. Answering Individuals

1. All Inmate Request Forms must be answered in a timely manner. This is generally within five working days.
2. After answering the request, place the white copy in the Classification basket and the yellow copy in the appropriate basket in the Muster Room.

J. Classification

The Classification Office is responsible for maintaining all original copies of Inmate Request Forms except for medical requests in the inmate's classification folder. This folder is a component of the inmate's incarceration file and is a public record in accordance with Florida Statutes Chapter 119.

NOTE: Classification will forward Inmate Request Form responses to PK or KV if the inmate has been transferred.

MONROE COUNTY  DETENTION FACILITIES	CHAPTER: Inmate Communication	NUMBER: 5:004
	SUBJECT: Inmate Visitation	
	AREAS OF RESPONSIBILITY: Monroe County Detention Facilities	PERSON RESPONSIBLE: All Personnel

REVISED DATE: 12/31/08

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I. POLICY:

It is the policy of the Monroe County Detention Facilities for the staff to make every reasonable attempt to provide visitation privileges for each inmate in the facilities. Visitation privileges shall be limited only by legitimate security and operational considerations; however, non-disciplinary inmates are allowed, at a minimum, two hours of visitation per week.

II. REFERENCES:

FMJS 9.04; FCAC 12.09, 12.10, & 12.11; and Consent Decree 102-105.

III. SCOPE:

These procedures apply to All Personnel and Volunteers.

IV. PROCEDURES:

- A. Once an inmate is incarcerated in the facility, s/he will be classified and assigned a cell number. There will be no visitation until after the inmate has been classified.
- B. As visitors check in, the Receptionist/Officer will sign the visitor in listing, as a minimum:
 - 1. Date of visit
 - 2. Time visit started
 - 3. Visitor's name
 - 4. Visitor's address
 - 5. Visitor's relationship to inmate

Inmate Communication

Inmate Visitation

6. Inmate's name
7. Time visit ended

NOTE: The KW Receptionists and the KV/PK Officers will enter and update visitation data in SmartCop (this includes adding/updating visitor information in MNI).

V. VISITATION RULES:

- A. Valid photo ID is required to visit an inmate (e.g., driver's license or state ID card).
- B. **ALL PERSONAL PROPERTY** will be secured in the visitor's vehicle or a locker in the lobby.
- C. Trustees that are working, inmates that are attending a program, inmates visiting attorneys, or inmates in a JIP class will not be removed for visitation. It is the inmate's responsibility to inform their visitor of their work, class, and programs schedules.
- D. Visitors are permitted to visit a maximum of three different inmates per visitation day. (A visitor shall not be allowed to visit the same inmate more than once per day.) Inmates will be allowed a maximum of three visits per day. Visitors will not be allowed to sign in to see multiple inmates at one time. Visitors requesting to see inmates must:
 1. Sign in at reception.
 2. Length of visits is 30 minutes for locals; 45 minutes for visitors who live more than 50 miles away. **NOTE:** If there are excessive visitors for a particular visitation area, the length of visits may be cut short.
 3. When the visit is complete, the visitor will return to the reception area, turn in the visitor identification tag, and retrieve their ID and locker key.
 4. If they want to see another inmate, they need to get in line and start the entire process over for each inmate.

NOTE: Visitors shall only visit with the inmate that they are signed in to visit. If they talk to another inmate during their visit, the visit will be terminated and future visitation privileges might be temporarily or permanently suspended.

Inmate Communication

Inmate Visitation

- E. Persons with a no contact order, injunction, or restraining order will not visit any inmate who is named in the document. Victims may not visit any inmate who is named as the suspect in the victim's criminal case.

- F. Visitors under the age of 18 need to be accompanied by their parent or legal (court appointed) guardian at all times while in the visitation area. The parent or legal guardian is responsible for their conduct, proof of age, and proof of relationship **(birth certificate with parents' names on it required on first visit)** of the child(ren). Court Appointed guardians need to bring in the legal paperwork that names them as the child(ren) guardian on their first visit. Children under the age of 12 are not to be left alone in the lobby or outside.
 - 1. If the parent or legal guardian refuses to visit an inmate, but has no problem with their child(ren) visiting an inmate, they must give written permission for the child(ren) to be brought in by a maximum of two other designated people. This written permission must be done in person to verify that it is the parent/guardian that writes the letter OR they may have this written permission notarized and the designated person must bring it in when the child(ren) visit. The child(ren) birth certificates must be brought in on the first visit.
 - 2. The inmate can fill out a Visitation Authority for Son/Daughter form authorizing his/her child(ren) to be brought in by a maximum of two designated people in place of the mother/father/guardian of the child(ren). The designated person(s) may bring the child(ren) for visitation. The inmate will NOT be allowed to switch guardians. The child(ren) birth certificates must be brought in on the first visit. This form is not valid for anything but visitation at the Monroe County Detention Facilities and does not override court appointed guardians.

- G. Visitors must be dressed appropriately. Visitation, including contact visitation, will not be permitted if the visitor is dressed in violation of the visitor's dress code.

DRESS CODE - THE FOLLOWING WILL NOT BE PERMITTED:

Hot pants, short shorts, clothes with holes in inappropriate places, waistband of shorts, trousers, or skirts hanging below the waist, undergarments showing, bare midriffs, swimsuits, spandex, tank tops, see-through blouses, low-cut necklines, shirts/blouses without sleeves, bralessness, sweat outfits, mini-skirts or dresses more than 1 1/2 inches above the knee, sunglasses, hats, scarfs, bandanas, bare feet, bedroom slippers, open toed shoes, or socks over open toe shoes. Blankets may only be brought in for infants under one year old.

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Inmate Visitation

- H. Only two (2) adult visitors will be allowed in the visitation booth together. There will be a maximum of three children permitted (this includes infants).
- I. Inmates and visitors will sit where designated. No adult or child will be allowed to sit on the visitation booth ledge. Children must stay with their parent/guardian while in the visitation area.
- J. Any destruction or defacing of county property by visitors or inmates is subject to temporary or permanent suspension of visitation privileges.
- K. No item of any description will be given to or received directly from an inmate by a visitor. We **DO NOT** accept any items of any kind for inmates except work release clothes, eyeglasses, and contact lenses.
- L. Visitors are not allowed to introduce cameras, radios, tape players, cell phones, MP3 players, or other electronic items into the Monroe County Detention Facilities.
- M. **All visitors** are subject to a search.
- N. The introduction or attempts to introduce into or upon facility grounds of weapons, drugs, medication, narcotics, alcoholic beverages or any other unauthorized items is a violation of Florida Laws, as stated in Florida Statutes 944.43 and 944.47.
- O. Persons under the influence of alcoholic beverages, narcotics or other drugs, or exhibiting irrational behavior for any reason will not be allowed to visit or remain on county property.
- P. Any disturbances or emotional disruptive behavior exhibited at any time will result in that visitor's visitation being canceled, and the individual will not be allowed to remain on county property.
- Q. There will be no smoking, eating or drinking in the Monroe County Detention Facilities.
- R. No profanity, loud talking, or yelling.
- S. Instructions given by staff members will be adhered to. Noncompliance with rules, regulations, and policies will result in the temporary or permanent suspension of visitation privileges.

Inmate Communication

Inmate Visitation

- T. The Receptionist and/or officer-in-charge may terminate a visit at any time a rule violation warrants such action.

NOTE: When a visit is terminated, or there are notable violation(s) that did not result in termination, an e-mail or Incident Report shall be forwarded to the Site Commander through the chain-of-command.

- U. Visitation may be terminated when extenuating circumstances exist within or outside the facility (e.g., lockdown, broken elevators, riots, bomb threats, fires, weather).
- V. KV/PK may temporarily suspend visitation when a new intake is received. When the new intake is secured, visitation may resume.

NOTE: Facility security is of prime importance, therefore, contact visits will not be permitted unless approved by the Bureau of Corrections Commander/Designee, and they will be approved only in extreme circumstances. See Contact Visitation Policy and Procedure for further conditions.

VI. VISITATION SCHEDULES:

NOTE: No visitors will be allowed in less than 30 minutes prior to the conclusion of visitation (e.g., visitation hours 1-4 p.m. means the last visitor enters at 3:30 p.m.). There is no visitation on the following holidays: New Years Day, Martin Luther King Day, Presidents Day, Good Friday, Labor Day, Independence Day, Memorial Day, Veterans Day, Columbus Day, Thanksgiving Day, day after Thanksgiving Day, and Christmas Day). Visitation days/hours are posted in each facility where inmates and visitors can view the schedules.