

CANCELLED: Visitation Policies at the Monroe Detention Center



## **VISITATION POLICIES AT THE MONROE DETENTION CENTER**

A report by the 2021-22 Yolo County Grand Jury

May 10, 2022



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## **SUMMARY**

The 2021-22 Yolo County Grand Jury finds that the Sheriff's Office did not implement promised and funded changes to visitation policies at the Monroe Detention Center (MDC) in Woodland, CA. The Sheriff's Office received funding for a visitation scheduling process and video visitation system in 2018 but as of March 2022 these improvements have not been made. A February 2020 pledge to maintain visitations was broken without notice one month later and continues to the time of the writing of this report. The Sheriff's Office claimed Coronavirus Disease 2019 (COVID-19) as the reason for the cancellation, but it appears the Sheriff's Office made no effort to reinstate visits using common safeguards.

The 2021-22 grand jury finds that social visitation policies at the county's MDC remain unacceptably restricted years after earlier grand jury reports first noted the problem. The jail in Woodland, CA was previously cited by the 2017-18 and 2019-20 Yolo Grand Juries for unreasonably limiting visitation and employing a needlessly cumbersome system for scheduling visits and appointments. While COVID-19 social distancing restrictions have limited the choices for the Sheriff's Office to make reasonable accommodations for social visitation of inmates, available measures (such as remote visitation or socially-distanced in-person visitation) have not been put in place. Now the situation is worse with family and other in-person or video social visits terminated. The MDC has been on modified operational status since March 2020, due to protocols implemented to reduce spread of COVID-19. As of March 2022, restrictions from March 2020 are still in effect. Two years later, there is no identified timeline or strategy to reinstate in-person social visits.

The Yolo County Board of Supervisors provided funding for a new Jail Management System in 2018. This system would create remote onsite visitation and online scheduling. To date the system has not been implemented.

The grand jury inspected the MDC facility twice at the end of 2021.

## **BACKGROUND**

### Past Recommendations, Responses and Updates

The 2017-18 Grand Jury made the following recommendations (Exhibit A):

- R2 - The Yolo County Board of Supervisors should allocate funding for implementation of an online system for making visiting appointments (to be implemented by Dec. 31, 2020, with evidence of planning by Oct. 31, 2018)

R3 - The Yolo County Board of Supervisors should allocate funding for implementation of a video visiting system (to be implemented by Dec. 31, 2020, with evidence of planning by Oct. 31, 2018)

The Yolo County Sheriff's Office responded in May 2018 that the "recommendation requires further analysis" and in July 2018 the Board of Supervisors invited the Sheriff to apply for funding for an online system under an "IT Innovation Fund".

The 2019-20 Grand Jury again wrote to the Sheriff's Office on January 23, 2020 to request an update on this inquiry. The Sheriff's Office replied on February 4, 2020 stating the Sheriff's Office had purchased a "Jail Management System (JMS)" that "is scheduled to go live at the end of 2020" and it is "therefore expected that scheduling for visitation will be an option for family and friends of inmates in 2021" (Exhibit B).

In the same February 4, 2020 response, and concerning video conference visitations, the Sheriff's Office responded that "while the Detention Center is not currently equipped to handle videoconference visitations, this is a technology that will be included with the upcoming jail expansion". The Sheriff's Office further stated that the system would be completed in phases so that "inmates would not lose any privileges" and concluded by stating "we anticipate the conversion project to be completed within the next 6 months barring any major setbacks." The schedule described meant completion by roughly August 2020.

The Sheriff's Office on November 20, 2020 further responded to the 2019-20 Grand Jury that the JMS would "go-live" in March of 2021 (Exhibit C). The Sheriff's Office stated the visitation scheduling and video visitation would be delayed since the module required to implement them would require a different contractor as the JMS contractor was exiting the inmate telecommunications industry. The Sheriff's Office stated in this November 20, 2020 response that neither recommendation has been implemented "but will be implemented in the future, within a year". According to the Sheriff's Office timeline, this system should have been available by November 2021, nearly 15 months after the initial August 2020 pledge. The Sheriff's Office has not revised their February 4, 2020 statement that "inmates would not lose any privileges", even though the Sheriff's Office has terminated all social visitation by press release of March 13, 2020 (Exhibit D).

The 2021-22 Grand Jury wrote to the Sheriff's Office on October 15, 2021, calling for a status update by December 30, 2021. On December 6, 2021, the Sheriff's response included the following (Exhibit E):

*"The expected implementation date of our new Jail Management System (JMS) has been pushed back to the end of April 2022. The reasons for this postponement include continuing headwinds cause by pandemic induced staffing challenges, the vendor's inability to complete data conversion, and Records Management System/JMS integration testing that found significant errors. For*

*GTL to begin video visitation and online visitation scheduling, an interface between the JMS and GTL software must be active and correct. The Sheriff's Office has chosen not to invest in a costly interface with the current JMS because it will become obsolete in less than a year. A new interface has been developed and tested between GTL and the new JMS and will be ready at inception."*

The Sheriff's Office response of December 6, 2021 did not explicitly state any date for implementation of social visitation (live or virtual). The grand jury was later informed through the investigative process that implementation of the JMS would not necessarily result in simultaneous visitation resumption. This latest development places the visitation appointment system and video visitation system behind schedule and with no estimate for when to expect these systems to be available for use. Again, no mention is made of the March 2020 termination of all social visitation. The termination of live visits and failure to implement video visits effectively ended all family and friend visitation at the MDC.

## **DISCUSSION**

### The Grand Jury Visits the MDC 2021

On November 18, 2021 members of the 2021-22 Grand Jury toured the MDC. Such tours are annual events conducted by the Yolo County Sheriff's Office. Officers present were Capt. Oviedo, Capt. Davis, Lt. Day, and Lt. Timm. Staff provided the grand jury the same informational booklet provided to inmates upon booking. The MDC housed about 280 inmates (254 males and 26 females), and was staffed by 95 non-sworn officers, 4 sergeants, 10 lieutenants, and 2 captains at the time of the visit.

The nine grand jury visitors were tested for COVID-19, a seven-minute test, and all jurors tested negative. Staff explained that these tests were similar to the tests given weekly to the staff and to inmates. An officer explained that infections among staff were so low that they had never seen a positive COVID-19 result. Separately, other staff advised the grand jury that COVID-19 levels for inmates in the facility were historically low.

Grand jury members asked questions to follow-up on prior grand jury queries about visitation. Some questions focused on the proposed online scheduling system for making appointments, as well as the promised online video visitation option for inmates. The Sheriff's Office staff advised grand jury visitors that the contractor for the Yolo County contract (that included the video visitation system) assigned the contract to another contractor. The new contractor in turn was unable or unwilling to perform the work, requiring revision of the original contract to exclude the work, therefore requiring a new contract with a different contractor.

Six members of the grand jury, in pairs, interviewed three inmates privately utilizing closed-circuit telephones in booths separated by plate glass. The grand jury asked various questions of inmates about whether they were treated respectfully and felt safe, and solicited any significant complaints. The inmates reported the only outsiders visiting them, either at all or for a very long time, were the grand jurors.

The 2017-18 and 2019-20 Yolo County Grand Juries, and many corrections experts, have stressed the rehabilitative and humanitarian benefits of in-person visitation. The Sheriff's Office policy on visitation, with an update recorded on May 15, 2020, writes: "The Detention Division shall enable and encourage inmates to maintain relationships with family and friends through the visiting process. Visits are scheduled on a regular basis, limited only by the physical and personnel constraints of the facilities" (Exhibit F).

Members of the 2021-22 Grand Jury addressed with the Sheriff's Office policies regarding inmate access to outside communications. During the 2021-22 Grand Jury investigation, the MDC staff indicated that the following policies were in effect:

1. One free telephone call is permitted per week; additional calls can be purchased.
2. Ten free texts are permitted (time frame unclear). Inmates may purchase additional texts.
3. Use of U.S. mail is permitted (limitations not specified).
4. General population inmates are provided with several internet-enabled tablets for in-cell educational opportunities and limited texting.
5. Use of closed-circuit telephones in booths divided by plate glass for in-person visits, as provided to the grand jury for inmate conversations. The staff stated this system was not available for social visits due to COVID-19 policies. The Sheriff's Office staff stated to grand jurors that the Sheriff's Office acted on general advice from the Yolo County Health Officer.

The visitation area used by grand jurors for inmate interviews contained four booths total. Entry was through an external door at the end of the structure. Grand jury members used the booths at either end, about 12 feet apart. Staff reported that the use of these booths for family and friend visitations were suspended due to COVID-19.

The Sheriff's Office staff presented a Detention Division Policy Manual excerpt updated May 15, 2020, as current at the time of the MDC visit by the grand jury (Exhibit F). The Policy Manual references Title 15, section 1506 of the California Code of Regulations (15 CCR 1506). Title 15 concerns minimum standards for inmates. 15 CCR 1506 entitled *Visiting* relates to inmate visitation policies and procedures at correctional facilities.

This Policy Manual (Exhibit F) includes statements to the following effect:

- The Detention Division shall enable and encourage inmates to maintain relationships with family and friends through the visitation process. Visits are scheduled on a regular basis.
- Each inmate shall be permitted a minimum of two 30-minute visits per week unless circumstances dictate temporary suspension.
- Visitors shall be subjected to security controls established by the Detention Division.
- A Regular Visit is defined as a visit with family and friends.
- While the Detention Division attempts to honor all visit reservations, visits may be changed or cancelled without notice.
- Violation of any of the rules by a visitor may subject an inmate to loss of visiting privileges.

There is no mention of COVID-19 precautions in the Detention Division Policy Manual excerpt. The Policy Manual still details visitation options that are, in fact, not available. Other policy statements from the Sheriff's Office neither disclose nor suggest cancellation of family and friend visitation. The Sheriff's Office COVID-19 online information page does not mention cancellation of visitation (Exhibit G). The inmate information booklet for newly admitted inmates was provided to the grand jury and similarly does not refer to the cancellation of visitation for COVID-19. There is no known written policy regarding COVID-19.

The Sheriff's Office did not explain why there was a cancellation of social visitation within the already established visitation facilities at the MDC. To this grand jury's knowledge, the Sheriff's Office published no additional information other than the March 2020 press release on the issue (Exhibit D). When visitation was previously allowed, visitors to the MDC were protected from inmates (and vice versa) because visits took place in sealed, glass-divided booths.

There have been many changes in the COVID-19 situation since March 2020. COVID-19 vaccinations are available and have been given to the great majority of adults in Yolo County and California. The COVID-19 vaccine is also available at no-cost to inmates at MDC. Testing and social distancing protocols are in use at the MDC for daily operations and other MDC activities, including professional visitations.

It is not clear that the Yolo County Sheriff's decision to continue cancelling family and friend visitation is justified. Protective actions should be based on present or probable conditions and should be subject to modification. Neither the Center for Disease Control and Prevention (CDC)<sup>1</sup>, the Board of State and Community Corrections (BSCC)<sup>2</sup>, nor the California Department

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<sup>1</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/correction-detention/guidance-correctional-detention.html>, accessed March 26, 2022

<sup>2</sup> <https://www.bscc.ca.gov/wp-content/uploads/Adult-Facilities-4-3-2020.pdf>, accessed March 26, 2022

of Corrections and Rehabilitation<sup>3</sup> require cancellation of inmate visitations or discourage alternative means for visitation due to COVID-19. In fact, the CDC acknowledges that “some COVID-19 prevention measures, such as prolonged quarantine periods, repeated isolation, and restrictions on visitation and programming, are known to lead to negative impacts on mental health and well-being.”<sup>4</sup>

The Sheriff’s Office informed the 2021-22 grand jury that California continues to allow the waiver of California Code of Regulations Title 15 requirements pertaining to minimum standards for inmates, arguably making the MDC social visiting ban lawful. While this approach may be legal, this policy is more than two years old and has not been updated. It is not reasonable nor transparent to effectively establish an unlimited ban on family and friend visitation for inmates.

### Jail Management System

Sheriff’s Office staff informed the 2021-22 Yolo County Grand Jury that a JMS by Tiburon, a software solution for managing the jail population first used at MDC in 2006, cannot handle visitation scheduling. Roadblocks to implementing a virtual visitation system have caused delays in implementing the new JMS. All videos must have a capability to record and allow deputies to be able to virtually monitor and control the system. Sheriff’s Office staff stated in a grand jury interview that there was a new target, the end of 2022, for a JMS with video visit capability. A Louisiana-based consultant, Praeses<sup>5</sup>, is assisting with a new JMS contract. The grand jury was unable to verify the status of these contracts.

The MDC expansion did create space for video visits to potentially eliminate the need for visitors to enter the secure area of the jail, and incidentally to help with COVID-19 exposure issues. MDC staff advised the grand jury that video kiosks were installed but not yet operational. Once operational, video visitors must be on-site and not remote.

## **FINDINGS**

- F-1 The Sheriff’s Office has failed to provide an online visitation scheduling system despite appropriated funding by the Yolo County Board of Supervisors in 2018. The Sheriff’s Office committed that scheduling would be available by the end of 2020. This constitutes a broken pledge.
  
- F-2 The Sheriff’s Office has failed to provide a video visiting system despite appropriated funding by the Yolo County Board of Supervisors in 2018. This constitutes a broken pledge.

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<sup>3</sup> <https://www.cdcr.ca.gov/visitors/visiting-status/>, accessed March 26, 2022

<sup>4</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/correction-detention/guidance-correctional-detention.html>, accessed March 26, 2022

<sup>5</sup> <https://praeses.com/business-technologies/>, accessed March 26, 2022



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- F-3 The Sheriff's Office stated in February 2020 that inmates would be able to access new visitation options and not lose any visitation access during the transition. Within a month, the Sheriff's Office cancelled all social visits and has not made any efforts to reinstate these visits.
- F-4 The Sheriff's Office's public statements erroneously state that social visitation is permitted. In fact, no system is in place to permit such visitation. This contradiction misleads the public.

**RECOMMENDATIONS**

- R-1 The Sheriff's Office should resume in-person social visitation by September 1, 2022.
- R-2 The Sheriff's Office should update handbooks, websites, and other public communications to reflect the most accurate and up-to-date policies of social visitation by September 1, 2022.
- R-3 The Sheriff's Office should update the grand jury on the progress of the implementation of the round-the-clock online visitation scheduling system by September 1, 2022.
- R-4 The Sheriff's Office should update the grand jury on the progress of implementation of the promised video visitation system by September 1, 2022.
- R-5 The Sheriff's Office should update the grand jury and the public on the status of the contracts fulfilling the Jail Management System and Video Visitation System by September 1, 2022.

**REQUIRED RESPONSES**

Pursuant to Penal Code sections 933 and 933.05, the Grand Jury requests responses from the Yolo County Sheriff Findings F-1, F-2, F-3, F-4, and Recommendations R-1, R-2, R-3, R-4, and R-5.

**EXHIBIT A:** Excerpt from 2017-18 Grand Jury Report (page 5)

**FINDINGS**

F-1. The Monroe Detention Center permits visits with inmates by family members and friends, but its scheduling procedure is unduly inconvenient and discourages rather than encourages such visits.

F-2. The Monroe Detention Center would benefit from an online system that would allow visitors to make appointments more conveniently.

F-3. The Monroe Detention Center would further enable and encourage visits by investing in video-visiting technology that allows remote visits with inmates by family members and friends.

**RECOMMENDATIONS**

R-1. The Yolo County Sheriff should direct the Monroe Detention Center to implement a revised, more convenient and more family-friendly schedule for making visiting appointments (to be implemented by Oct. 31, 2018).

R-2. The Yolo County Board of Supervisors should allocate funding for implementation of an online system for making visiting appointments (to be implemented by Dec. 31, 2020 with evidence of planning by Oct. 31, 2018).

R-3. The Yolo County Board of Supervisors should allocate funding for implementation of a video visiting system (to be implemented by Dec. 31, 2020, with evidence of planning by Oct. 31, 2018).

**EXHIBIT B:** Excerpt from 2019-20 Grand Jury Report (pages 5-6)

**Inmate Visitation Policy at the Yolo County Monroe Detention Center**

Recommendation 2: The Yolo County Board of Supervisors should allocate funding for implementation of an online system for making visiting appointments (to be implemented by Dec. 31, 2020 with evidence of planning by Oct. 31, 2018).

**Agency responses to Recommendation 2:**

Yolo County Board of Supervisors (July 10, 2018)	The Board of Supervisors maintains an IT Innovation Fund to fund innovative online projects and welcomes an application by the Sheriff should he seek to implement such a system
Yolo County Sheriff (May 25, 2018)	This recommendation requires further analysis

In response to the follow up status inquiry dated January 23, 2020, the Sheriff's Office submitted the following updated response in a letter dated February 4, 2020:

"The Sheriff's Office purchased a new Jail Management System (JMS) in October 2019 and is in the beginning phases of project implementation. The new system is scheduled to go live the end of 2020. Although the new JMS does manage inmate visitation, unfortunately it does not offer an online portal for family and friends to schedule visitation. Family and friends would still need to call Records in the jail to schedule visits. For this reason, once the new JMS is live, the Sheriff's Office will contract with a third party software vendor and develop an interface with the new JMS to offer seamless online visitation scheduling. The Sheriff's Office is asking County BOS to include this cost in the FY20/21 budget. It is therefore expected that online scheduling for visitation will be an option for family and friends of inmates in 2021."

Recommendation 3: The Yolo County Board of Supervisors should allocate funding for implementation of a video visiting system (to be implemented by Dec. 31, 2020 with evidence of planning by Oct. 31, 2018.)

**Agency responses to Recommendation 3:**

Yolo County Board of Supervisors (July 10, 2018)	The Board of Supervisors maintains an IT Innovation Fund to fund innovative online projects and welcomes an application by the Sheriff should he seek to implement such a system
Yolo County Sheriff (May 25, 2018)	This recommendation requires further analysis. While the Detention Center is not currently equipped to allow videoconference visitations,

	this is a technology that will be included with the upcoming jail expansion.
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In response to the follow up status inquiry dated January 23, 2020, the Sheriff's Office submitted the following updated response in a letter dated February 4, 2020:

"In 2007, the concept of video visitation was adopted as part of the jail expansion project. We broke ground on construction mid-year of 2018. Since that date, we have been working to implement both in person and video visitation for all inmates.

"Currently the visitor center is built and awaiting installation of hardware, in- person phones and video kiosks. The Sheriff's Office is currently coordinating with the contractors and phone vendor to plan the complex rollout. This will involve installing in-person visiting phones in the visiting center, installing video kiosks in the visiting center and converting the in-person visiting booths in the housing units to video kiosks.

"The project will be completed in phases so inmates will not lose any visiting privileges while the conversion is taking place. For example, B-1 pod inmates will be escorted to the visiting center for in person visiting while that housing unit's visiting phones are being converted to video kiosks. Once the kiosks are completed, the B-1 pod inmates will have video visitation while the next housing unit is being converted. This phased rollout, will continue until all housing units are converted to video kiosks. Once the conversion has been completed, all inmates will have the opportunity of in-person and/or video visitation throughout the facility. We anticipate the conversion project to be completed within the next 6 months barring any major setbacks."

**Follow-Up: Elections Office Indiscretions and Culpability**

Recommendation 1: Because of the critical need for ongoing training in all areas, the Elections Office should maintain documentation of all training classes and individual instruction that includes, at minimum: signatures of individuals attending with date and topic covered.

EXHIBIT C: Yolo County Sheriff's Response to the 2019-20 Grand Jury, November 20, 2020



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To: Honorable Sonia Cortés  
Superior Court of California, County of Yolo  
1000 Main Street  
Woodland, CA 95695

November 20, 2020

To: Yolo County Grand Jury  
P.O. Box 2142  
Woodland, CA 95776  
via e-mail: [grandjury@yolocounty.org](mailto:grandjury@yolocounty.org)

RE: 2019-2020 Yolo County Grand Jury Report: Monitoring Compliance with 2017-2018 Yolo County Grand Jury Recommendations

Honorable Sonia Cortés:

The following is the response to the findings and recommendations in the 2019-2020 Yolo County Grand Jury Report titled, "Monitoring Compliance with 2017-2018 Yolo County Grand Jury Recommendations" from the Yolo County Sheriff.

**FINDINGS:**

RI. By July 1, 2021 the Yolo County Sheriff's Office should provide a status update to the Grand Jury on the new Jail Management System, specifically its ability to provide online visitation scheduling.

**Sheriff-Coroner-Public Administrator Response:**

R1: The recommendation has not yet been implemented, but will be implemented in the future, within a year.

The Sheriff's Office has begun implementation of the new Jail Management System with an expected go-live in March of 2021. However, this software does not include a visitation scheduling module. After further analysis it was determined the best option to offer the community the opportunity to schedule inmate visitation is to incorporate the functionality with the video visitation software. This will allow friends and family to schedule in-person and video visitation online in one solution. The Sheriff's Office will utilize the on-line visitation scheduling module included with the video visitation software provided by G.T.L. (see below).

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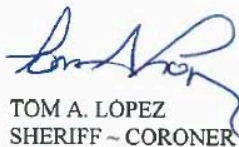
- R2. By July 1, 2021 the Yolo County Sheriff's Office should provide an update to the Grand Jury on the operational status of the video kiosks**

R2: The recommendation has not yet been implemented, but will be implemented in the future, within a year.

The Sheriff's Office's current vendor for inmate phones, Legacy, is in the process of transferring the Sheriff's Office inmate phone contract to G.T.L. The initial intent was for Legacy to provide video kiosks and video visitation as well as inmate phones. Unfortunately, Legacy is exiting the inmate telecommunications industry. The Sheriff's Office is currently waiting for the transfer of the contract to G.T.L., which requires approval by the F.C.C. Until this transfer is complete, the Sheriff's Office is unable to proceed with the implementation of video visitation.

While FCC approval is pending, the Sheriff's Office is currently in contract negotiations with G.T.L as a provider for inmate video visitation and an outward facing online citizen scheduling platform that has the capacity for friends/family to schedule both in-person and video visitation. Although the Sheriff's Office does not yet have an exact cost, \$116,000 has been allocated for the project.

Respectfully submitted,



TOM A. LÓPEZ  
SHERIFF ~ CORONER  
PUBLIC ADMINISTRATOR

EXHIBIT D: Press Release from the Yolo County Sheriff's Office, March 13, 2020



# YOLO COUNTY SHERIFF'S OFFICE

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## Press Release

**Subject:** COVID-19 Preparedness

**Contact:** Lieutenant Matthew Davis (530) 406-5395

**Date:** March 13, 2020

In order to prevent the spread of the COVID-19 virus, the Yolo County Sheriff's Office is taking steps to protect the health of staff, inmates, and the community.

Effective immediately, and until further notice, all jail visitation will be cancelled. Additionally, all public Live Scan fingerprinting is suspended until further notice.

The Sheriff's Office values visitation as an essential part of our jail operations, but at this time the health and wellness of all those who work, live, and visit our campus must be protected. Legal and professional visits will continue as scheduled.

We will continue to ensure the safety and security of the people who work in our facilities, and the continuation of access to medical, and mental health services for the inmate population.

It is important to note that at this time there are no suspected or confirmed cases of COVID-19 in the Yolo County Jail.

The Sheriff's Office is prepared to address exposure to COVID-19 through infection control practices already in place to prevent the spread of any communicable diseases. Our primary focus during this time is to:

- Prevent the spread of the disease
- Promptly identify and isolate patients with possible COVID-19
- Care for patients with confirmed or suspected COVID-19
- Initiate COVID-19 emergency procedures in the event of an escalating outbreak
- Monitor and manage potential staff exposures

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EXHIBIT E: Yolo County Sheriff's December 6, 2021 Response to the 2021-22 Grand Jury



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December 6, 2021

Michael Familia, Foreperson, YCGJ  
P.O. Box 2142  
Woodland, California 95776

Re: 2019-2020 Yolo County Grand Jury Report: Monitoring Compliance with the 2017-1018 Yolo County Grand Jury Recommendations

Dear Mr. Familia and Yolo County Grand Jury,

In response to your inquiry dated October 15, 2021, please understand that there have been delays caused by factors beyond the control of the Sheriff's Office.

The expected implementation date of our new Jail Management System (JMS) has been pushed back to the end of April 2022. The reasons for this postponement include the continuing headwinds caused by pandemic induced staffing challenges, the vendor's inability to complete data conversion, and Records Management System/JMS integration testing that identified significant errors.

For GTL to begin video visitation and online visitation scheduling, an interface between the JMS and GTL software must be active and correct. The Sheriff's Office has chosen not to invest in a costly interface with the current JMS because it will become obsolete in less than a year. A new interface has been developed and tested between GTL and the new JMS and will be ready at inception.

TOM A. LOPEZ  
SHERIFF ~ CORONER  
PUBLIC ADMINISTRATOR

*"Honored to Serve"*



EXHIBIT F: Detention Division Policy Manual excerpt, May 15, 2020

**YOLO COUNTY  
SHERIFF'S OFFICE**

**DETENTION DIVISION  
POLICY MANUAL**

**TITLE:** Inmate Visiting

S.O. NO.: T-300

**EFFECTIVE DATE:** 10/01/99

**REVISION DATE:** 05/31/02  
12/15/09; 07/13/11; 03/26/14  
10/16/15; 06/23/16; 11/23/16  
05/15/20

**POLICY:**

***As of May 2020, Leinberger Center is closed and any reference to the facility in this policy is suspended until the new facility is opened.***

The Detention Division shall enable and encourage inmates to maintain relationships with family and friends through the visiting process. Visits are scheduled on a regular basis, limited only by the physical and personnel constraints of the facilities.

Each facility shall maintain a visitors' log and document all visiting in the Tiburon System. All visitors shall be required to show proper identification. Each inmate shall be permitted a minimum of two 30 minute visits each week unless circumstances dictate temporary suspension. The inmate may elect to use both visits on the same day, totaling one hour. The week period begins on Mondays and ends on Sunday. Visits for inmates at Monroe Center and Leinberger Center are by appointment.

Visiting is normally limited to one visitor per inmate. Mother and Father may visit at the same time. Grandmother and Grandfather may visit at the same time.

Visitors shall be subjected to security controls established by the Detention Division to prevent the introduction of contraband or weapons in the facilities. Visitors normally are not restricted to the number of inmates they may visit, unless the facility security is jeopardized by such visits. Jail staff will not listen to the conversations during visiting but may visually observe the visit. Visits at Monroe Center are subject to audio recording. Minors must be accompanied by their parent or legal guardian. Proof of legal guardianship must be provided upon request of jail staff.

A Correctional Sergeant may make exceptions to the time allotted for visiting to grant additional time as indicated by special circumstances including, but not limited to the distance a visitor must travel to get to the jail or health problems of the visitor that limit the frequency of the visits.

**REFERENCES:**

Title 15, Section 1062

**DEFINITIONS:**

**Regular Visit:** A non-contact visit between an inmate and family and friends.

**Contact Visit:** A visit between an inmate and a non-inmate which permits informal communication in a supervised area. Contact visits normally require a Court Order and Sheriff's Department approval.

**Professional Visit:** A confidential contact or non-contact visit, depending on the circumstances, between an inmate and attorney or other officials such as law enforcement agents, doctors, and clergy.

**Family Visits:** A non-contact visit for the children, grandchildren, siblings, or children under guardianship under the age of 18 visiting an inmate.

**Court-Ordered Visits:** A special visit for an inmate requested by a Superior Court Judge. Court Ordered visits are subject to approval of the Sheriff's Department.

**Valid Identification:** Valid identification is any current government issued identification card showing their name, date of birth, and shall contain their photograph.

**PROCEDURE:**

**IMPORTANT** Jail Visitors need to be checked in 30 minutes PRIOR to the visitation session time.

Social visits are non-contact, conducted through a visit window using telephone handsets. Each facility has a visit schedule that specifies the days and times available for inmate social visits and are subject to change without notice.

**REQUIRED IDENTIFICATION**

Only those visitors with the following types of valid photo identification shall be allowed to visit inmates in the custody of the Sheriff:

- ï Driver's license
- ï Federal, state, local government identification card (any state)
- ï Military identification
- ï Passport
- ï U.S. Immigration identification (including visas)
- ï Border crossing card issued by the United States Department of Justice
- ï Current high school identification for children who do not possess a current California driver's license or California I.D. card
- ï Matricula Consular ID card issued after April 22, 2002 by the Consul General of Mexico

A maximum of 3 visitors (including children) may visit an inmate at any one time. Minors must be accompanied by their parent or legal guardian.

**Visit Reservations**

When preparing to schedule a visit, please have the following information ready for all visitors.

- i Full name
- i Identification number
- i Date of birth
- i Current home address

While we attempt to honor all visit reservations, visits may be changed or cancelled without notice. Also, changes in the inmate's housing assignments may automatically cancel a scheduled visit.

Inmates have the right to refuse visits at any time.

There is no expectation of privacy in a jail facility. Social visits may be monitored or recorded. Visitors who have been incarcerated within the past 60 days shall not be permitted to visit

If you have previously been convicted of a felony and served time in state prison, you may not enter the grounds of a county jail without the permission of the Facility Commander. That permission should be obtained in writing before attempting to schedule a visit. Entry to the facility grounds without such permission is a felony (California Penal Code §4571).

Visitors may be subject to a search of their person and belongings by deputies and are subject to warrant checks and arrest.

Visitors must be 18 years or older to visit. Anyone under 18 must be accompanied by a parent or legal guardian. Children may not be left unattended at any time.

No smoking is allowed in any part of the Sheriff's Office property.

All visitors must dress in appropriate attire. Visitors who fail to comply with the dress code will be denied their visit. Visitors clothing must not refer to gang affiliation, display sexual or lewd comments or pictures, or have the potential for being offensive to others. Clothing must cover the upper torso and lower/mid body parts. Skirts must be at least to mid-thigh length. A sleeveless blouse is acceptable.

Visitors are only allowed to visit with the inmate they signed up to visit. You may not change or trade inmates with another visitor. Once a visitor departs the visitation area, the visit with the inmate is terminated.

Covertly communicating with an inmate by using notes, letters, hand gestures associated with gang affiliation, etc. is strictly prohibited and the visit may be terminated and the visitor barred from visiting in the future.

Any visitor committing a criminal act anywhere on jail property is subject to arrest. Any visitor bringing illegal contraband into the visiting area is subject to arrest.

Violation of any of the rules by a visitor may subject him/her to loss of visiting privileges.

- i Nothing is to be brought into the facility except I.D. and a car key.

## **Hospital Visits**

Occasionally, inmates may be admitted to hospitals for medical treatment. Visits may be allowed for hospitalized inmates, subject to approval of the Jail Commander. Persons wishing to visit a hospitalized inmate must check at the appropriate facility and register for the visit. The Jail Commander will be consulted concerning the inmate's suitability to have visitors. If the visit is approved, a visit pass will be issued, which can be taken to the hospital and presented to the assigned Deputy or Guard. In addition to normal visiting guidelines, the following rules apply to visits occurring in hospitals:

- i All visits must conform to the hospital's regular visiting hours and policies  
Only two visitors are allowed at a hospital visit for the duration of 30 minutes.
- i Two visits per week are allowed, Sunday through Saturday.
- i Inmates cannot receive items of any type from social visitors.
- i Any deviation from the above rules requires Jail Commander approval.

## **Media Access to Persons in Custody**

News media representatives have no greater right of access to detention facilities or inmates, than any other member of the public. A visit by news media personnel shall be considered a social visit, not a professional visit.

## **Access to Courts & Counsel**

Inmates are entitled to confidential correspondence and consultation with the courts and legal counsel. Attorneys and other professionals of record can visit an inmate by presenting photo identification and a professional card. The visit is limited to a

reasonable length of time, which is determined in part by facility operations and needs. Foreign citizens can have professional visits with consular staff from their country.

Staff in all facilities within the Yolo County Sheriff's Detention Division reserve the right to terminate any visit if deemed necessary for security purposes. If this occurs, staff members will ask visitors to safely exit the facility.

## 1. Attorney Visits

### a. Pre- Arraignment

Any Attorney wishing to visit an inmate shall be allowed a confidential contact visit, upon the inmate's approval.

### b. Post-Arraignment

- An attorney may visit an inmate if he or she has been named attorney of record by the court.
- The attorney of record in all criminal matters shall be given priority access to confidential visit rooms. All other attorney visits shall be accommodated on a space available basis.
- An attorney, who is not the attorney of record, shall provide the following information, prior to visiting:
  - Declare that:
    - The attorney either by appointment by the court or at the inmate's request
    - Has been requested by a judge to interview a named inmate for purposes of possible appointment as counsel by the same court; provide the name of the Court
    - Is requesting to visit an inmate who may be a witness directly relevant to a legal process, purpose, or proceeding; provide Court Case number
    - Is seeking to interview a named inmate, at the request of the inmate, for the purpose of representation of the inmate in a legal process, for a legal purpose or in a legal proceeding.
    - Has been requested by a third party to consult with the inmate because the inmate cannot do so because of a medical condition, disability, or other circumstance.

An attorney or any other visitor shall not accept or pass to an inmate any communication that is not specifically related to attorney/client relationship. All material to be passed between an inmate and an attorney such as books, legal pads, writing tools, etc., shall be viewed by the officer on duty and checked for contraband for security purposes. All items entering the facility are subject to search by security staff.

In addition to confidential correspondence, inmates have access to unlimited collect telephone calls to their attorneys during their recreation time. The facility correctional staff can also provide the inmate with various in-house and community legal resources.

Attorney Representatives: Attorney's assistants, law clerks, investigators, paralegals, or interpreters will not be permitted to visit until the sponsoring attorney receives notification that their request has been reviewed and approved. Each attorney's representative must obtain prior approval. Individuals who are acting as an attorney's representative, who had a previous social relationship with an inmate, will only be permitted to visit the inmate with the attorney present or during the inmate's regular social visiting hours. The attorney may conduct only one such visit at a time. Processing of attorneys will take precedent over social visitors. Professional visits between inmates and non-bar card holding individuals may be limited to the non-contact visiting area.

1. Attorneys may visit with as many clients as they require; however, legal visits are limited to one inmate at a time.
2. Personal Property: All of the attorney's legal material will be searched. Handbags, newspapers, magazines, cellular phones, tobacco, food items, and non-legal material are not allowed in the visiting room. Video recordings are permitted but must be viewed only in the visiting room and returned to the attorney or paralegal after viewing.
3. Legal Mail Deposit: If an attorney needs to provide legal documents for the inmate's possession, the documents should be provided to the Correction Sergeant. Each item deposited should be in an envelope labeled as Legal Mail and contain the attorney's name and title, inmate's name, register number, and return address. Note: inmates are limited to three pounds of paper goods in their cells. If the items provided exceed the limit, the items shall be broken down into smaller groups, by the attorney and label in the order that they wish their client to receive them. Please consider that legal documents are not the only paper goods inside an inmate's cell.
4. Joint defense Counsel Meetings: Joint Defense Counsel Meetings (visits between verified co-defendants and their legal counsel) may only occur upon written consent and approval of the Facility Manager.
5. Foreign Attorneys: Foreign attorneys who are not licensed in a state or jurisdiction of the United States must provide verification of their status as a licensed attorney in good standing in a foreign jurisdiction. This is normally handled by contacting their respective Consulate's office, which will provide official documentation to the United States Government. The Consulate or other verifying authority must forward the verification to the Yolo County Sheriff's Detention Records Manager. Records staff will notify the Facility Manager of the verification. Once the status of the foreign attorney has been confirmed and before the initial visit, the Facility Manager will have the documentation placed into the inmate's file. The attorneys will then be processed as legal visitors for future visits.
6. Official Visitors: U.S. Attorneys, law enforcement agents, military personnel conducting investigations, U.S. Court officials, U.S. Probation Officers, Consulate representatives, and staff from the Federal Public Defenders office will be permitted to visit upon presentation of appropriate identification. These individuals are required to clear electronic screening procedures and will be required to sign the appropriate log books. Any questions regarding the above officials will be directed to the Facility Manager during normal duty hours, and the on-call Jail Administrator after normal duty hours.

7. Special Non-Social Visits: Non-law enforcement personnel requesting to visit inmates must submit a written request in advance and receive written approval from the appropriate Facility Manager prior to entering the institution. These individuals include, but are not limited to: court appointed psychologist, medical personnel, Minister of Record, clergy, educational and religious volunteers, and representatives of the media. All such visits must be reviewed by the Facility Manager and approved by the Jail Commander or designee.
- a) Minister of Record: An inmate wanting to receive visits from his/her minister of record must submit a written request, blue card, to the Jail Commander. Upon approval, unit staff shall add the name and title (minister of record) to the inmate's visitor list.
  - b) An inmate may only have one minister of record on his/her visiting list at a time. The addition of the minister of record will not count against the total number of authorized regular visitors an inmate is allowed to have on his/her visiting list and will not count against the total number of social visits allowed.
  - c) Clergy: Visits from clergy (other than the minister of record) will be in accordance with the general visitor procedures and will count against the total number of regular visits allowed.
  - d) Ordinarily, clergy visits will not be accommodated unless requested by the inmate. However, the Jail Commander or designee may approve a visitation request initiated by the clergy if the inmate wishes to visit with the clergy.
  - e) The Facility Manager may establish a limit to the number of minister of record and clergy visits an inmate receives each month, consistent with available resources. However, during times of personal or family emergencies, an inmate will be authorized a visit from his/her minister of record.
  - f) Visit Termination/Denial: The Shift or Booking Sergeant may terminate/deny a visit that is disruptive to the overall security or good order of the facility. This may involve conduct initiated by the inmate and/or visitor(s). The right to receive future visits may be denied or restricted as part of any administrative action following the incident. If the Shift or Booking Sergeant terminates a visit, they must inform the Facility Manager.
  - g) Visitor Personal Property: Lockers are not available to store personal articles not allowed in the visiting room. Visitors will be required to place all personal articles and handbags in their vehicle prior to security screening. No bags of any kind will be permitted into the visiting room. The only exception will be infant care items including one pacifier and one baby blanket.
  - h) Inmate Personal Property: Inmates will not be permitted to receive any item(s) from a visitor.
  - i) Inmate Separatees: Inmates and their separatees, and families of separated inmates, will not be placed in the visiting room at the same time. Visitation for inmates with separation assignments will be processed on a first come first served basis. The remaining visitors will be processed as soon as the visiting room officer notifies the front lobby that the inmate and his/her visitors have departed.
12. Inmates Under Supervised Medical or Psychological Care: Inmates under supervised medical or psychological care and inmates who are being physically restrained or in negative pressure cell will not normally be permitted to visit. Circumstances may exist in which the Facility Manager, in conjunction with Health Services and/or Psychology Services, may determine that a visit is appropriate. The appropriate location of the visit will be determined by

CANCELLED: Visitation Policies at the Monroe Detention Center

the consulting individuals. Inmates admitted to local hospitals for medical treatment may be permitted social visits with the approval of the Jail Commander. In instances where authorization has been granted, visitors will visit in accordance with the medical facility's schedule. Visitors will be limited to immediate family.

- j) 13. Loss of Visiting Privileges: Upon a finding of guilty for violating institution regulations, inmates may be subject to disciplinary sanctions as outlined by policy, i.e., loss of visiting privileges for a specified period of time.
- k) 14. Special Rules for Children: Visitors are responsible for their minor children. Children may not be disruptive in the waiting visiting room and should remain seated at all times with their parents/guardians. There is no play area available for children.

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Detention Commander

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Date



# CANCELLED: Visitation Policies at the Monroe Detention Center

## EXHIBIT G: Screenshot of Yolo County Sheriff's Office Web page concerning COVID-19, March 19, 2022

The screenshot shows the Yolo County Sheriff's Office website. At the top, there is a navigation bar with social media icons, a language selector, and a search bar. The main header features the Yolo County Sheriff's Office logo and the tagline "HONORED TO SERVE". Below the header is a navigation menu with links for HOME, ABOUT, SERVICES, FORMS & FEES, OUTREACH, JOIN, I WANT TO..., and CONTACT US.

The main content area is titled "COVID-19" and includes a link to "Check Here for YC SO COVID-19 Statistics". The text states that the health, safety, and wellbeing of the incarcerated, staff, and the public are of utmost importance. It describes the office's collaboration with health officials and WellPath to ensure the best practices within the facilities.

The page is organized into several sections:

- Medical Screenings:** All inmates are medically screened on arrival. All inmate workers (those who travel throughout our facility) are medically screened daily. All staff members are medically screened prior to the start of each shift. In addition, any person (vendor, attorney, etc.) entering the jail is medically screened prior to entering the jail facility.
- Testing:** All incoming inmates are tested for COVID-19. Any current inmate with COVID-19 symptoms or presenting with a complaint of sickness is tested for COVID-19. All staff entering the jail facility are tested for COVID-19 at least once weekly.
- Vaccinations:** COVID-19 vaccinations are available to anyone incarcerated desiring to be inoculated. The County of Yolo has implemented a mandatory vaccination policy which applies to all Sheriff's Office staff.
- Decreased Movement / Physical Distancing:** Inmates are now housed in single cells as population allows. Housing pods have been reorganized to provide for 6-foot distances between chairs. Inmates are required to social distance and wear masks when out in general areas. Inmates are provided with literature regarding the importance of physical distancing. Staff members now distribute commissary rather than the vendor.
- Sanitation:** The jail has employed increased cleaning and sanitation measures. Hand sanitizer is provided to the inmate population. Mail is held for 24 hours prior to distribution.
- Preparation:** Isolation unit with up to 23 beds is utilized for any inmate Positive for COVID-19. An additional 26 beds have been prepared as an additional quarantine unit if necessary.
- Releases:** Upon release, inmates are provided with literature regarding available emergency housing.

On the left side of the main content area, there is a "Related Pages" sidebar with links to Crime Desk, COVID-19, Detention Facilities, Inmate Commissary, Inmate Mail Policy Programs, and Booking Statistics.

At the bottom of the page, there is a "Contact Info" section with the following details:

- ADDRESS:** Yolo County Sheriff's Office, 148 Tony Diaz Drive, Woodland, CA 95776, Get Directions
- EMERGENCY:** 911
- NON-EMERGENCY:** 530-668-8282
- ADMINISTRATION:** 530-668-5280
- ADMINISTRATION FAX:** 530-668-5238
- ANIMAL SERVICES:** 530-668-5287
- DETENTION (MAIN JAIL):** 530-668-JAIL
- [CLICK FOR OTHER DIVISIONS](#)

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