



Reference: Custody Operations Division Manual

Selected excerpt from Policy and Procedure: 7.21, Visiting

Last revised: 05/29/2015

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| CUSTODY OPERATIONS DIVISION  POLICY AND PROCEDURE | Date Issued: 04/19/1990 | Policy #: CODM 7.21 |
| | Last Revised: 05/29/2015 | |
| | Related Policies: CODM 7.03 Prisoner Rules of Conduct / Sentencing SFSD 01-08 Jail Clearance | |
| | Approved By:  Ross Mirkarimi, Sheriff | |
| Chapter: 07 Prisoner | Title: Visiting | |

POLICY: In order to maintain family and community connections, visiting will be allowed in all San Francisco Sheriff's Department (SFSD) facilities and be restricted only by the necessity to maintain order and security of the facility.

PURPOSE: To establish standards pertaining to inmate visiting for all facilities in the SFSD.

C. Children and Young Visitors

1. All visitors under 16 years of age must be accompanied by an adult.
2. Persons who do not appear to be over 16 years of age and are not accompanied by an adult will be required to show identification.
 - a. If there is a question as to the validity of the identification, a Watch Commander or designee will be contacted to make the determination.
3. Children accompanied by adults are allowed, provided they are closely supervised and do not disrupt the visiting process.
4. Persons unwilling or unable to control his / her children will be asked to leave.
5. Visitors who are 16 and 17 years old may visit his / her parent, sibling or legal guardian, unaccompanied by an adult, once the following prerequisites are met:
 - a. Submit an application and follow all enrollment instructions listed on the Sheriff's internet site at: www.sfsheriff.com/jail_visitor_info.html.

- b. A birth certificate or other documentation verifying the minors age and confirms his/her parent, sibling or legal guardian relationship must be provided as part of the enrollment process.
 - c. Participation in an interview with the Parent / Child visit coordinator is required to determine the familial or guardian relationship.
 - d. Based on the interview the Parent/Child visiting coordinator will report their assessment and findings to Custody Administration for approval
6. Custody Administration or a designee will preapprove visitors who are 16 and 17 years old once all the conditions above have been met.
- a. Once a 16 or 17 year old has been approved for an unaccompanied visit, they do not need to seek approval for any subsequent visits with the same family member.
 - b. Custody Administration or a designee will make sure a notation is entered in the JMS indicating the visits have been approved.