



RESOLUTION NUMBER: 2016-15

Adopting an Amendment to the Roosevelt County Detention Center Policies and Procedures Manual

WHEREAS, Roosevelt County operates and maintains an Adult Detention Center;

AND WHEREAS, the mission of the Roosevelt County Detention Center is to insure the safety of the public by providing a safe, secure and humane environment for all inmates lawfully placed in the custody of Roosevelt County by the Courts and to provide excellent customer service to the public and all participating agencies;

AND WHEREAS, Roosevelt County has implemented Detention Center Policies and Procedures which are current and reflect contemporary standards adopted by the American Correctional Association Standards for Adult Local Detention Facilities (4th Edition), the New Mexico Local Government Accreditation Program and the Adult Detention Professional Standards, (1st Edition), and the New Mexico Association of Counties Detention Accreditation Program;

AND WHEREAS the Adult County Detention Center Policy and Procedures Manual has implemented policies and procedures relating to administration, personnel, and staff development, security and control, safety and sanitation, inmate programs, which contains post-orders, as well as building schedules and operational schedules, inmate handbook;

AND WHEREAS, the policy as originally adopted, shall be amended to include provisions for electronic home detention and monitoring program, as well as the inclusion of minor children within the visitation policy;

AND WHEREAS, all other portions of the policy as originally adopted shall remain unchanged but shall include these amended provisions;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ROOSEVELT COUNTY, NEW MEXICO that the Roosevelt County Detentions Center Policy is hereby amended to include visitation of minor children within the visitation policy, procedures and credit rules which shall apply; to include, all parts and subparts contained in such provisions shall be implemented effective immediately.




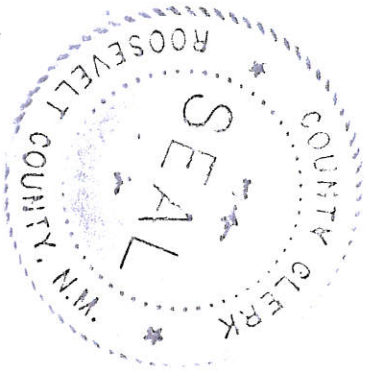
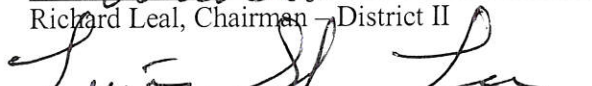


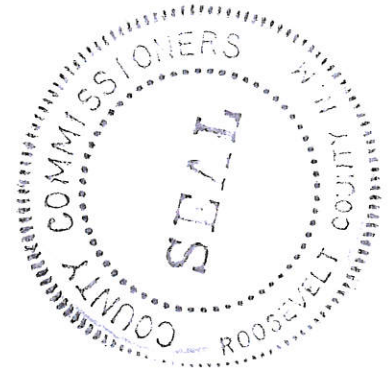
PASSED, ADOPTED AND APPROVED this 2nd day of February, 2016.

**BODY OF COUNTY COMMISSIONERS
ROOSEVELT COUNTY, NEW MEXICO**

ATTEST:



DeAun D. Searl, Roosevelt County Clerk


Richard Leal, Chairman – District II
Lewis (Shane) Lee, Vice-Chair – District III
Jake Lopez – District I
Gene Creighton – District IV
Paul Grider – District V

ROOSEVELT COUNTY ADULT DETENTION CENTER POLICY AND PROCEDURE

CHAPTER F: INMATE PROGRAM

SECTION 9: VISITATION

ADOPTED JULY 2015

AMENDED FEBRUARY 2016

1. REFERENCES:

American Correctional Association Standards for Adult Local Detention Facilities. Fourth Edition. Standard: 4-ALDF-5B-01.

2. POLICY:

Visits with family members, friends, and professionals, are beneficial to both the inmate and the facility. Visits provide the inmate with the means to keep in contact with friends, family and professionals, and to deal with their personal and legal problems.

3. PROCEDURE: A. RULES - GENERAL

- A. Visits are held at the Roosevelt County Detention Center to permit inmate visits with family members. The visitation schedule will be posted in the front lobby and also in the Inmate Handbook.
- B. Visits are restricted to two (2) visits per week. Visits will be a minimum of fifteen (15) minutes.
- C. All adult visitors will be required to show proof of their identity.
- D. Minor children under eighteen (18) years of age must be accompanied by a parent or legal guardian. If the minor child has not been emancipated by court order and cannot provide evidence of such, the parent or legal guardian must be able to provide a birth certificate, power of attorney, or other court documentation granting guardianship.
- D. All visitors are required to register.
- E. Visitors may be subject to searches by the visitation officer.
- F. Any visitor who brings or attempts to bring any item of contraband into the Detention Center will be prosecuted to the full extent of the law.
- G. Visitors who are intoxicated or uncooperative will not be permitted to visit with inmate(s).
- H. Inmates and visitors will conduct themselves appropriately at all times. It is important that you respect the rights of your fellow inmates and visitors to visit without incident.
- I. No electronic devices are allowed in visitation rooms.
- J. Absolutely no pictures can be taken of any inmate at any time.
- K. Visitors will be refused in their attire is inappropriate.
- L. Visitors can be banned from the facility.
- M. All visitors must be on the inmate's visitation list. All changes to inmate visitation lists must be routed through and approved by the visitation officer or a supervisor.

N. Special visits may be granted at the discretion of the visitation officer or a supervisor.

4. PROCEDURE: B. VISITS FROM PROFESSIONALS, ATTORNEYS, CLERGY AND COUNSELORS

Attorneys and Clergy visits:

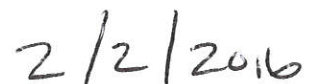
- A. Are allowed twenty four hours a day, 365 days a year.
- B. Attorneys wishing to have a contact visit with his/her client must have prior approval from the Administrator or designee.
- C. The designated attorney visitation booth will be utilized for attorney visits. All other visits will be conducted through the public visitation booths. In the event an attorney visit is held in a public visitation booth, staff will ensure the recorded telephone system is disabled during the duration of the visit and enabled after the attorney visit is complete.
- D. Clergy visits are limited to thirty (30) minutes.

5. PROCEDURE: C. RECEIVING VISITORS

- A. All visitors must enter through the visitation area.
- B. Visitors are required to present picture identification to the visitation officer. The visitor will specify which inmate they wish to visit and the officer will verify approval of the visitor.
- C. The visitor must leave all items except for vehicle keys and picture identification in their vehicle.
- D. If circumstances dictate, the visitation officer can cancel or stop visitation.
- E. The visitation officer will supervise visits and will enforce detention center rules.
- F. The visitation officer will give one verbal warning to inmates or visitors who fail to comply with the rules. The second time a rule is breached, the visit will be terminated and the visitor will be asked to leave. Serious rule violations will not receive a warning.
- G. The visitation officer will be courteous but firm.
- H. The visitation officer will complete an incident report on disturbances in the visitation area which result in termination of the visit.
- I. The visitation officer will search the visitation area and public restrooms after all visitors have exited.



Detention Administrator



Date