

**WARREN COUNTY REGIONAL JAIL
MANUAL OF POLICY AND PROCEDURES
12.09 – ATTORNEY/ PROFESSIONAL GUEST VISITS**

POLICY:

It is the policy of the Warren County Regional Jail for Attorneys to have the availability to have confidential access with their client through on-site, video, and through-the-glass meetings when possible. The purpose of this guideline is to organize and streamline attorney visitation, virtual court hearings and other professional guest visitations for the inmates of the Warren County Regional Jail conducted in the meeting spaces available. The policy should be adhered to for the accommodations on all inmates, courts, attorneys, and other professional guests. Please see policy 13.03 – VISITS for the visitation process for friends, family and clergy.

PROCEDURE:

1. Attorneys or other professionals must call into WCRJ and speak to the administrative staff to schedule meetings and/or assessments. All meeting spaces shall be utilized by appointment only by calling the administrative office at WCRJ.
2. Attorneys must log all incoming and returning legal discovery, including but not limited to paperwork, photos, CD's, flash drives, and laptops through the administrative office during normal business hours. No discovery materials should be given to the inmate while in a meeting.
3. Ink pens, full size pencils, paper clips, food items, and all other property should not be made available to the inmate during the visit.
4. Cellular phones may be taken in on-site visits as long as the control of the device is maintained by the attorney or professional guest. Phones may not be used for personal phone calls and are only to be used in official capacity.
5. The only information passed in any visit shall be in regard to the case or assessment at hand.
6. Attorneys may have confidential access to their client including a private room and/or private phone calls, when available.
7. Attorneys have the option to register with the current inmate communication company and have their phone numbers put on a private call list. This way their clients may call collect or direct and it remain a privileged communication.
8. Visitation hours are Monday – Saturday between the hours of 8:30am and 2:30pm, and between 4:30pm and 7:00pm, with the exception of holidays or when the administrative offices are closed by administrative order.
9. When a private room is available, the jail shall provide seating and workspace to be used. The options available are as follows:
 - A. On-site Meeting: The attorney or professional guest will be in the same room as the inmate. This option requires a pat down and for all bags to be inspected of any persons going into the visit for safety and security purposes.
 - B. Virtual Meeting: The inmate will be brought into a secure room and the attorney or professional guest will be able to speak to the inmate from another location.
 - C. Through-the-glass: The attorney or professional guest will be able to speak to and see the inmate by being separated by a window. This option does not require a pat down.
10. Attorneys who have not made an appointment and have an emergency need to meet with an inmate shall call the jail between 8:00am and 4:00pm and request visitation. When calling between 4:00pm and 11:00pm, the shift supervisor may be contacted through booking. If the jail can make the accommodation, the supervisor in charge will provide the time for an on-site or through-the-glass visitation by the attorney. The staff scheduling the emergency visit may ask the nature of the emergency.
11. Though the private room may be locked, it shall be located where a call for aid can be heard or shall contain another means to summon aid.
12. All visitors that come into the facility are subject to search, and notice shall be posted at public entrance.
13. All visitors that come into the facility must sign in and show their bar card for each visit and professional guests will need to show official identification on each visit.
14. The jail shall pass messages to inmates from attorneys as soon as practicable, requesting them to call their attorney from their cell. This shall be done during the hours of 8:00am and 11:00pm.
 - A. The "Attorney Phone Call Request" must be completed and the original given to the inmate by staff and the yellow copy returned to the front office to be filed.
15. Meetings may be cancelled for safety and security reasons at the discretion of the Jailer.