

## **MCSO Inmate Visitors Guide**

*All social visits are subject to change or cancellation based on the needs of the facility. Visiting space is limited and scheduled based on who requests first. All visitors must be present in the lobby to sign up. You must sign up at least 30 minutes before the visiting session requested. Visits are not guaranteed and may be denied or cancelled due to court orders, keep separates, or visitor/inmate behavior.*

### **Multnomah County Detention Center Jail (at the Justice Center)**

1120 SW Third Ave, Portland, OR 97204  
503-988-3689

### **Social Visiting Hours – Multnomah County Detention Center Only:**

Saturday and Sunday from 9:00 am to 2:15 pm & 4:15 pm to 9:30 pm

### **Kiosk Visiting Hours for the Multnomah County Detention Center Only (Inverness Jail Inmates Only):**

Monday through Sunday:

9:00 am to 11:00 am (visit must end by 11:00 am)

1:00 pm to 3:00 pm (visit must end by 3:00 pm)

4:00 pm to 5:30 pm (visit must end by 5:30 pm)

### **Inverness Jail**

11540 NE Inverness Drive  
Portland, OR 97220  
503-988-5060

***Effective January 12, 2015 depending on day and time, social visits at Inverness Jail are available either in person or by video through Securus Video Visiting. Video visitation of Inverness Jail inmates can be made either at the Inverness Jail or Detention Center Lobbies or remotely at home/off site.***

### **In-Person Visiting Hours – Inverness Jail Only:**

Saturday from 9:00 am to 2:00 pm

### **Video Visiting Social Hours – Inverness Jail Lobby**

Monday through Sunday

9:00 am to 11:00 am (visit must end by 11:00 am)

1:00 pm to 3:00 pm (visit must end by 3:00 pm)

4:00 pm to 5:30 pm (visit must end by 5:30 pm)

7:00 pm to 10:00 pm (visit must end by 10:00 pm)

### **Remote Visits (at home/off site)**

Monday through Sunday

9:00 am to 11:00 am (visit must end by 11:00 am)

1:00 pm to 3:00 pm (visit must end by 3:00 pm)

4:00 pm to 5:30 pm (visit must end by 5:30 pm)

7:00 pm to 10:00 pm (visit must end by 10:00 pm)

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## Social Visits at MCSO Jails

Social visits are between an inmate and his or her family, friends, or business associates. They are a privilege for the inmate. They may occur only during visiting hours. Social visitors must be on the inmate's visitor list. Inmates on disciplinary status may be denied or have restricted visiting privileges.

Visiting is on a first come, first served basis. You should plan on arriving at least thirty to sixty minutes prior to the visiting session you plan to attend. The popular times for visiting are the earlier evening sessions; so plan your arrival accordingly. At Inverness Jail you may experience a line of people waiting to sign up for visits.

An inmate may have a maximum of 3 social visitors per visit. Children count as visitors. An inmate has only two visit periods per week (from Sunday to Saturday). Each visit has a maximum length of thirty minutes. Visiting is subject to space availability.

**Note: Inmates must put all visitors on their visiting list prior to the visit. This includes minors.**

Steps to visiting an inmate:

1. Before you approach the visiting window to sign up for a visit, complete a "service request form" for each person visiting.
2. Report to the window with your completed service request form(s), each visitor's identification, and with each visitor present. The officers must see each visitor before sign-up may occur.
3. All adult social visitors must present current, valid, government issued picture identification.

Accepted Identification:

- State driver's license
- State ID card
- Military ID card
- Passport

4. For minor aged visitors, see the *Policy Permitting Minors Under The Age of 18*.

Visitors who are disruptive will be removed and may be denied future visitation privileges. Visitors who are excluded cannot visit until the exclusion expires.

## **Policy Permitting Minors Under The Age Of 18**

If the visitor is under the age of 18, the underage visitor shall be accompanied by a PARENT, LEGAL GUARDIAN, or APPROVED ADULT or show proof of marriage if the minor is the spouse of an inmate.

Inmate visitors under the under the age of 18 who are either emancipated minors or married to an inmate, must have approval from the Officer in Charge prior to the visit.

The accompanying adult of a minor must have copies of documents that prove the child's relationship to the accompanying adult, such as:

- Birth Certificate
- Adoption Papers
- Court Orders indicating child custody
- Notarized Permission from the parent or legal guardian of the child

In the event that proper documentation (i.e. birth certificate, custody papers etc.) cannot be attained, a notarized document which states the minor's relationship to the inmate to be visited and to the parent or legal guardian will be accepted.

In the event that a parent or legal guardian has provided permission for another adult to accompany a minor child during a visit, the adult must have a notarized document indicating approval from the parent or legal guardian.

## **Termination/Denial of Visits**

Visits may be denied or terminated to maintain the safety, security, health and good order of the facility and/or the safety and security of the inmates, staff, visitors, contractors or the community.

Violation of visiting rules of conduct by a visitor shall result, at a minimum, in denial or termination of the current visit.

Continuous violations of visiting rules of conduct by a visitor shall result, at a minimum, in denial of future visitation as follows:

- a. 2nd violation – one week
- b. 3rd violation – two weeks
- c. 4th violation – three weeks
- d. 5th violation – referral to Facility Security Unit Operations Administrator

Note: Length of term may be extended depending on violation.

Visitors may apply for a review of the visitation denial or termination by submitting a written request to the FSU Operations Administrator.

These rules do not cover every situation that may arise during the visitation process. Circumstances occurring outside of these rules should be referred to the Officer in Charge.

## Securus Video Visiting

Securus Video Visiting (SVV) is a web-based system that allows visitation with an inmate through the internet. Video visitation can be done at home or from one of the kiosks located in the Inverness Jail lobby. Currently video visitation is only available to inmates in Dorms 6 or 7 at Inverness. There are plans to expand to other dorms and to the Detention Center.

Sign up or login with Securus [here](#) to participate in video visitations with inmates. Hours of availability are limited and can be found [here](#).

Video visits must be scheduled at least 24 hours in advance. Each visit is 20 minutes. All visits are recorded and subject to electronic monitoring.

Each visit costs \$5.00. A credit or debit card is required to process the visitation fee. Visits are pre-paid and non-refundable.

For those using the SVV kiosks in the Inverness lobby:

- Arrive at least 15 minutes prior to the scheduled visit
- The dress code for in-person visitors applies (see page 11)
- Visitors must check in at the Facility Security Officer desk and provide valid government issued photo identification.
- It is not required to be on the inmates visiting list for video visits
- The minor visiting policy applies to kiosk visits (see page 4)
- Minor children must be supervised and under the immediate control of the parent during video visitation sessions
- Kiosk visits are limited to 3 people
- There is currently no limit to the number of kiosk visits that can be scheduled in a row
- Use of cell phones or other electronic devices is prohibited

For those visiting at home or from a personal computer:

- The computer must have Windows or Mac operating system
- Must have access to High-speed Internet
- A webcam is required
- Enter a registered logon and password into the [Securus website](#).
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Scheduled video visitation sessions cannot be verified over the telephone. The Securus system provides updates to schedule changes via the email address provided when signing up for visits.

## Official, Professional and Media Visits

Jail staff may restrict official, professional, and media visits if they jeopardize the safety, security, and good order of the jail.

You must present valid picture identification at visitor check in. You will also have to present agency or professional identification.

### *Official Visits*

Official visits are between an inmate and a law enforcement, hearings, parole, or probation officer. Official visitors from other agencies should only enter the jail through the jail lobby or intake area. Jail staff may need to check official visitors in and out.

### *Professional Visits*

Professional visits are between an inmate and an attorney, a medical or mental health professional, a clergy member, an investigator, or a legal assistant.

### *Media Visits*

Requests for media visits must go through the MCSO Public Information Officer and the Jail Commander.

TYPE OF PROFESSIONAL VISITOR	ACCEPTED IDENTIFICATION
Official Law enforcement officers Probation and parole officers Hearings officers	<ul style="list-style-type: none"> <li>- State driver's license</li> <li>- State ID card <u>and</u> Agency ID card</li> </ul>
Professional <ul style="list-style-type: none"> <li>-Attorneys</li> <li>-Legal assistants and investigators with written authorization from courts</li> <li>-Clergy</li> <li>-Medical and mental professionals with a court order or written approval from health care staff</li> </ul>	<ul style="list-style-type: none"> <li>- State driver's license</li> <li>- State ID card, <u>and, as appropriate:</u> <ul style="list-style-type: none"> <li>- Bar card (attorneys)</li> <li>- Ministerial license (clergy)</li> <li>- Medical agency ID</li> </ul> </li> </ul>

## Rules of Conduct for Inmate Visitors

Jail staff control inmate visiting. The security system may video record visits as a part of normal checks. A visit cannot take place during jail shift change, a health care appointment, a jail program class, or when safety and security are at stake. An inmate may refuse to visit. As a visitor, you must check in and out with jail lobby staff. You must comply with jail rules. If you do not, jail staff will end your current visit and may deny you future ones.

1. You must not be under any influence of drugs or alcohol. Use of intoxicants is prohibited: visitors who exhibit indication of the use of alcohol, narcotics, or other intoxicants shall not be permitted to visit.
2. You must not take or attempt to bring contraband into the jail. If you do, you are subject to arrest and prosecution under ORS 162.185. Contraband is anything jail staff have not authorized or issued. It includes things like weapons, drugs, cigarettes, lighters, sharp objects, and food.
3. You must not behave in a manner that threatens the safety, security, and good order of the jail.
4. You must not dress or behave in a suggestive or inappropriate manner. For example, no short dresses or shorts, bare midriffs, low-cut blouses, see-through clothing, or clothing with offensive language or symbols.
5. If you are a social visitor, you may not take pens, matches, lighters, tobacco, sharp objects, pocketknives, or containers into the visiting area. Containers include briefcases, purses, fanny packs, and diaper bags. If you are an official or professional visitor, jail staff must approve and search your containers before the visit. All visitors must empty their pockets if jail staff ask.
6. You cannot leave items in the waiting area while you visit. Lockers are available off the lobby to store your personal belongings. The jail is not responsible for items left in lobby or in lockers.
7. You must watch and control your children at all times. They must stay seated and not be left alone. Children cannot be left unsupervised in the jail lobby or in vehicles parked in the parking lot. Children are any child under 18 years of age.
8. You must go directly to and from your assigned visiting area--no loitering. All other areas are off limits.
9. You must not tamper with, damage, or mark jail property.
10. You must end your visit within the allotted time.
11. You must submit to a search of belongings or a pat-down search if jail staff have reasonable suspicion you are trying to take contraband into the visiting area. You may refuse a search. Jail staff will not allow you to visit if you refuse.
12. Persons with outstanding restricted warrants shall not be allowed to visit.
13. Visitors shall not possess or carry onto the grounds of any Multnomah County Sheriff's Office facility explosive devices, firearms, ammunition, alcoholic beverages, narcotics, dangerous drugs, or objects or materials or any kind, which might be used to compromise the safety and security of the facility.

14. Once a visitor or an inmate leaves the visiting area, for any reason, the visit shall be terminated.
15. Neither a visitor nor an inmate shall be permitted to visit with a person who is not specifically authorized for the current visit.
16. Sexual activity, as defined, is prohibited and will cause the visit to be terminated and denial of future visitation.

## **Dress Code for Visitors to MCSO Jail Facilities**

All visitors, including attorneys and official visitors, must be fully dressed in appropriate, conventional clothing which is not unduly provocative, suggestive, or revealing and does not resemble offender attire. Clothing standards for inmate visitation include:

1. Shirts and blouses must have short or long sleeves and a neckline that covers the collar bones. Shorts, skirts, and dresses must be no higher than 2" above your knees. Your clothing must cover you from 2" above your knees to your collarbones - front, back and sides.
2. Tights, leggings and "yoga" pants must be covered by a dress, skirt, pants or shorts. Pants with holes or tears must be worn with tights, leggings or yoga pants underneath.
3. No sheer or see-through fabrics. No clothing that exposes skin (e.g. chest, back, buttocks, thighs, groin or midsection).
4. Metal on clothing - must be removable, this includes belts. Underwire bras are not allowed.
5. Underwear must be worn at all times and cannot be visible. This includes bras, underwear, thongs, and boxers.
6. Shoes must be worn at all times. Closed toed shoes are required for contact visits. Steel toed shoes are not allowed.
7. Coats, jackets and sweatshirts must be removed to clear security. If a sweatshirt or sweater is not worn over a shirt or blouse - inform the officer before clearing security. Hoodies cannot cover your head.
8. Clothing, jewelry and any other accessories, with words / symbols affiliated or associated with gangs / hate groups that are offensive to other visitors or are associated with drugs or alcohol are not allowed.
9. Clothing jewelry and any other accessories that present a possible threat or that could be used as a weapon, are not allowed in the visiting area.
10. Hats are not allowed in the visiting areas of the jail. The only exceptions are for religious or medical reasons but it must not interfere with the staff's ability to readily identify you.

Clothing must meet the dress code at the time you sign up for a visit. Your visit will be canceled if your clothing does not meet the dress code when you begin to clear security to go into the visit. You will need to comply with the dress code before you may sign up for the next available visiting session. If you argue with the officer or delay visiting, you will not be allowed to visit and must leave the facility.

## **Definitions**

Denial of Visiting: The end of any visitation for a set period of time by order of the visiting area staff or other authorized staff.

Disturbances: Conduct or activity which unnecessarily interferes with visitation operations, and/or which advocates, encourages, promotes or otherwise creates or poses a threat to the safety, security, health and good order of the facility, and/or the safety and security of inmates, staff, visitors, contractors or the community. A visitor commits a disturbance if he/she advocates, creates, engages in, maintains or promotes an annoying condition or disorder characterized by unruly, noisy, violent conduct, which disrupts the orderly administration of the visiting process.

Exclusion: Administrative action to bar a person from entering a facility.

Reasonable Suspicion: An apparent state of objective facts and rational inferences from which would permit a reasonable Multnomah County Sheriff's Office staff person to conclude that an individual or set of circumstances poses a threat to the safety, security, health and good order of the facility, and/or the safety and security of inmates, staff, visitors, contractors or the community, including, but not limited to, committing a crime or rule violation or conspiring or attempting the same.

Sexual Activity: Sexual contact including but not limited to kissing, fondling, and/or manipulation of the genitalia, buttocks, and breasts of another person, or of oneself, in a manner which produces or is intended to produce sexual stimulation or gratification.

Termination of Visiting: The end of visiting privileges for the day by order of the visiting area staff or other authorized staff.