



SEDGWICK COUNTY, KANSAS

SHERIFF'S OFFICE
ROBERT HINSHAW
Sheriff

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April 28, 2011

Re: Sedgwick County Detention Facility Access to the Professional Visitation Area

The following is in response to requests to streamline professional visitation procedures. As you know, access to the Sedgwick County Detention Facility Professional Visitation area is restricted to law enforcement agents, investigators with federal or state public defenders office, attorneys licensed in Kansas or those who have been found by the courts to have a need to see individuals that are being held in our custody. The ultimate goal of the Sheriff's Office is to maintain the safety and security of the facility and the individuals therein. With that in mind, we propose these procedures to address visitation by persons who have been hired by an inmate's attorney to evaluate or provide professional services to an inmate.

In order to reduce difficulties encountered by professionals when attempting to visit an inmate in the professional visitation area, the following steps must be completed prior to the visitation:

- 1) The attorney will provide the professional with a letter indicating that the professional will be working on behalf of the attorney's office and will require access to the Professional Visitation area to complete an evaluation on a specific inmate. The attorney will instruct the professional to contact an Inmate Coordinator during normal business hours to obtain specific instructions on gaining access to the professional visitation area. Within the letter, the attorney may designate a staff member to address questions on the attorney's behalf.
- 2) No later than one business day prior to the visitation, the attorney or the professional will provide an Inmate Coordinator with a copy of the letter appointing the professional. The Inmate Coordinator will verify with the attorney or staff member by phone the authenticity of the letter before access will be granted. Also, the Inmate Coordinator will explain to the professional the following steps they will need to follow when coming in to visit an inmate:
 - Professional visits may occur only during the days and times designated for the activity which currently are: 8:00 a.m. through 11:00 a.m. and from 1:00 p.m. to

5:00 p.m. Monday through Friday; and 7:00 p.m. through 10:00 p.m., Monday through Thursday, Saturdays, 9:00 a.m. through 3:00 p.m. and Sundays 3:30 p.m. thru 10:00 p.m.

- Call ahead to allow for time to bring the inmate to the Professional Visitation area.
- Show their photo identification to the lobby visitation deputy and advise they are conducting a professional visit. The lobby visitation deputy will then verify that the individual is an authorized professional identified on the Professional Visitation Access program.
- Advise that all approved equipment brought into the facility must be searched. The search may be expedited if conducted in the Inmate Coordinator's Office during normal business hours.

This procedure will be followed for each individual inmate. The Sheriff's Office reserves all rights to determine whether these procedures have been sufficiently complied with and ultimately whether to allow the professional and any equipment to access the professional visitation area.

Letters designating the person as a professional may be faxed to (316) 383-7600 to the attention of the Inmate Coordinator's Office. For questions on these procedures, please contact the Inmate Coordinator at (316) 383-7703. The watch commanders may also assist after normal working hours at (316) 383-7279.

Effective April 29, 2011, laptop computers or laptop type computers, such as iPad have been specifically authorized by the Sheriff to be brought into the professional visitation area by attorneys. Any attorney having any other type of electronic device that they wish to use in professional visitation must have prior approval from Detention Administration.

An "Agreement for Allowing Laptop Computers into the Professional Visitation Area of the Sedgwick County Detention Facility" must be completed and signed by the attorney before any computer or laptop type computer is taken into Professional Visitation. The attorney must have, on his or her person, a copy of the signed form each time the device is taken into the facility.

Also effective April 29, 2011, digital cameras will be available in the watch commander's office for use by attorneys to take photographs of their clients. Upon request a sergeant will take the camera to professional visitation. It is the responsibility of the attorney to supply the SD memory card that will be placed into the camera, and the sergeant will verify that the SD memory card has no existing photos.

The sergeant will then allow the attorney or the attorney's investigator take photos. The sergeant will inspect all photos taken. Only photos of the attorney's client will be taken. No photos of the facility, locks, control panels, or other security devices will be allowed. The SD memory card will be removed from the camera and be given to the attorney.