

**DAVIESS COUNTY DETENTION CENTER**

**VISITOR HANDBOOK**

**PROFESSIONAL AND CONTACT VISITORS**

**2023-2024**



**ART MAGLINGER, JAILER**



**VISITOR HANDBOOK**

**SUMMARY OF CHANGES**

**INCLUDED IN THIS HANDBOOK**

**2023-2024**

**1. CHANGES**

- a. There were no changes to the Visitor Handbook at this time.

# VISITOR HANDBOOK

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All policies, procedures and schedules listed in this handbook are subject to change without notice. Persons not on Daviess County Detention Center payroll are referred to as "visitors," including clergy, contractors, volunteers and others. Contractors include commissary, food service and medical/mental health staff.

Sections marked with (\*) do not apply to contract visitors.

1. **Cell Phones**
  - a. Cell phones are prohibited on secure side of buildings except for supervisors.
2. **Contact Information**
  - a. Visitors need to keep contact information current.
  - b. Submit all changes to:
    1. Deputy Joni Barnett  
Security Clearance Coordinator  
270-685-8466, Ext. 256  
[jbarnett@daviesscojail.org](mailto:jbarnett@daviesscojail.org)
3. **Contraband Definitions**
  - a. Promoting contraband in the first degree is a Class D felony. KRS 520.050
    1. This includes knowingly introducing dangerous contraband into a detention center like firearms, knives, drugs, lighters, etc.
  - b. Promoting contraband in the second degree is a Class A misdemeanor. KRS 520.060
    1. This includes knowingly introducing contraband into a detention center like pictures, candy, gum, pens, pencils, tobacco, etc.
4. **Contract Visitors**
  - a. Contract visitors:
    1. Shall wear company ID or logo shirt while on complex
    2. Shall have driver's license available
    3. May take food or drink to secure side but no glass or metal items
5. **Cross-Gender Visits – Programs and Services**
  - a. Cross-gender visits are not permitted unless pre-authorized by jailer/designee.
6. **Denied Entrance – Under the Influence**
  - a. Visitors who appear to be under the influence of drugs or alcohol may be denied entrance to secure side.
7. **Dress Code**
  - a. A business casual dress code is recommended which includes jeans; however, no shorts are permitted.
  - b. If dress is deemed inappropriate by a supervisor, visitor may be asked to leave and wear more appropriate clothing upon return.
  - c. All extra clothing and accessories like jackets and hats should be left in a locked vehicle.
8. **Driver's License \***
  - a. Visitors need to keep their driver's license on them at all times while on complex.
9. **Escorts on Secure Side**
  - a. Visitors shall be escorted by deputy to and from assigned visiting areas.
  - b. Visitors need to remain with inmates until deputy arrives to escort visitor out of secure side.
10. **Family Incarcerated in DCDC**
  - a. Visitors who have immediate family in jail need to disclose that information to a supervisor.
  - b. Family ties may tempt some people to bend the rules which may affect safety or security of the facility.
11. **Head Counts**
  - a. No visitors are permitted on secure side during head counts.
  - b. Head count times are:
    1. 07:00a-08:00a
    2. 03:00p-04:00p
    3. 11:00p-12:00a
12. **Intercom Use**
  - a. Visitors need to press and release intercom button.
  - b. Do not need to press button again after operator answers but just give visitor's name, reason for visit and location.
  - c. For example: "This is John Doe, starting AA in the large classroom."
  - d. Use intercom when visit ends or to call for assistance if needed.
13. **Keys \***
  - a. Visitors need to leave their vehicle keys with jail staff to be returned before leaving the building.
14. **Lockdowns**
  - a. Follow staff directions when a lockdown is called.
  - b. Visitors may be asked to remain in place until an "all clear" is given.

- c. Visitors may be asked to present their driver's license during these situations.

#### **15. Manipulation**

- a. Inmate manipulation is one of the most common dangers in corrections.
- b. Inmates are always "sizing up" visitors.
- c. They are looking for "targets" to get their "wants."
- d. Some signs they look for are wrinkled uniforms or someone who jokes around.
- e. Inmates may think since these persons don't follow the rules, maybe they won't enforce the rules.
- f. Manipulation usually starts simple, then builds up to a more serious situation, even before visitor can see the danger.
- g. It is better to address the issue as it occurs or inmate will likely continue their efforts to manipulate.
- h. Some manipulation examples:
  - 1. Compliments – "You look nice today"
    - a. "Personal comments are against policy"
  - 2. Favors – "Will you do me a favor?"
    - a. "I don't do favors, but what is your issue?"
  - 3. Information – "What happened to Deputy Smith?"
    - a. "That is not public information"
  - 4. Obligation – "I will take care of you when you're in my area"
    - a. "I don't need any favors"
  - 5. Requests – Ask for items or services off-topic
    - a. "See Inmate Handbook for that information"
  - 6. Standard response that usually gets inmates to stop trying to manipulate
    - a. "Let me ask the supervisor if that is permitted"

#### **16. Meal Times**

- a. Expect delays when request to visit inmates around meal times.
- b. Meal times are:
  - 1. 05:00-07:00a
  - 2. 11:00-01:00p
  - 3. 04:00-06:00p

#### **17. Pencils and Pens**

- a. Pencils and pens are prohibited on secure side.
- b. Flex pens are available upon request.
- c. Pencils needed for GED tests need to be pre-authorized by supervisor to be taken to secure side.
- d. In this case, pencils shall be counted in and out to ensure none are left on secure side.

#### **18. Permitted Items – Programs and Services**

- a. Some pre-approved items:
  - 1. Bible for teaching
  - 2. Bible workbooks
  - 3. Communion
  - 4. Guitars
  - 5. Keyboards
  - 6. Notebook – No metal spiral
- b. All items need to pass inspection for each visit.
- c. Any other items need to be pre-authorized by jailer/designee.

#### **19. Physical Contact with Inmates**

- a. Visitors should not hug inmates at any time.
- b. Visitors should limit any physical contact with inmates including handshakes and pats on the back.
- c. Many inmates have been sexually abused in the past and may be hypersensitive about physical contact which may trigger their PTSD.
- d. These policies are also in place to help prevent building personal relationships with inmates.

#### **20. Program Visitors**

- a. Cancel a Program
  - 1. Visitors should give as much notice as possible when need to cancel a scheduled program.
  - 2. Please call 270-685-8466 and ask to speak to a supervisor.
- b. Arrival Time
  - 1. Visitors should arrive about 10 minutes before start time to begin set up.
- c. Attendance Roster
  - 1. Visitors need to sign Attendance Roster for each program session.
- d. Closets Available – Storage
  - 1. A closet for program supplies is available.
  - 2. A closet key is available upon request.
  - 3. All closets shall remain locked at all times when not in use.

#### **21. Report Suspicious Activity or Comments**

- a. Report Information by Visitor:
  - 1. Report to supervisor any suspicious activity or comments that were heard, observed or reported to them

2. Report anything unusual to supervisor so it can be assessed for safety or security reasons
- b. See Something Say Something
  1. Third party or bystander reporting are effective ways to help maintain safety and security of the facility.
  2. Even if information seems unimportant, combined with other reports, it may help prevent or address a critical problem.
- c. Suicide
  1. Immediately report to supervisor all signs or information about inmate suicide.
  2. Some examples include if an inmate says keywords like:
    - a. Harm myself
    - b. Kill myself
    - c. No hope
    - d. Suicide
  3. Telephone triage company is available 24 hours a day to assess inmates who may need closer monitoring.
- d. Withholding Information
  1. Visitors shall not withhold information that may threaten security of facility, staff, visitors or community, including when inmate requests visitor not to tell anyone.

**22. Requests from Inmates**

- a. Do not pass any items or messages from one inmate to another inmate.
- b. Do not place any items in outgoing mail for an inmate.
- c. Do not give or receive any items to or from an inmate, except program or service items or notes.
- d. Notes received from inmates shall be given to supervisor for assessment.
- e. These are examples of ways inmates may try to circumvent the system.
- f. Remind inmates that a floor deputy will help them or they can refer to Inmate Handbook for information.

**23. Screening Process \***

- a. Visitors will be asked to empty all pockets before being screened with a handheld metal detector.
- b. No prohibited items shall be held by staff but may be secured in visitor's locked vehicle.
- c. Visitors may then return to lobby to restart the screening process.

**24. Search Anytime**

- a. Visitors are subject to a search of their person or property at any time while on complex.

**25. Vehicles**

- a. Visitors need to leave all items in their vehicles, except driver's license, vehicle keys and approved items for visits. \*
- b. Vehicles need to be locked at all times while on complex and not in use.

**26. Visitor Badge \***

- a. Visitors will be issued a visitor badge to be worn at all times while on secure side.
- b. Badges indicate that visitors have been screened and registered.

**27. Visitor Log**

- a. Visitors need to complete Visitor Log each time they enter and leave facility at Building One.
- b. This log is kept for official records and may be used during emergencies to help clear the buildings as quickly as possible.

*See next page for Contact Information*

## Contact Information for Agency and Staff

Daviess County Detention Center  
3337 Hwy 144  
Owensboro, KY 42303  
Phone: 270-685-8466  
Fax: 270-685-8449

Jailer Art Maglinger  
270-685-8466, Ext. 205  
[amaglinger@daviesscojail.org](mailto:amaglinger@daviesscojail.org)

Major Jack Jones  
270-685-8466, Ext. 244  
[jjones@daviesscojail.org](mailto:jjones@daviesscojail.org)

On-Duty Supervisor  
270-685-8466, press (0) for operator and ask for supervisor

Chaplain Emil Herzog  
270-685-8466, Ext. 236  
[emil.herzog@goodnewsjail.org](mailto:emil.herzog@goodnewsjail.org)

Deputy Lacy Denson  
Program Coordinator  
270-685-8466, Ext. 207  
[ldenson@daviesscojail.org](mailto:ldenson@daviesscojail.org)

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Security Clearance Coordinator  
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