

DAVISS COUNTY DETENTION CENTER

VISITOR HANDBOOK



ART MAGLINGER, JAILER

VISITOR HANDBOOK

TABLE OF CONTENTS

1. Approved / Prohibited Items
2. Arriving / Leaving
3. Confidential Information
4. Contact Information
5. Contact with Inmates
6. Contraband Definitions
7. Cross-Gender Visits
8. Family of Inmates
9. Head Counts
10. Lockdowns
11. Manipulation by Inmates
12. Meals
13. Program Visitors
14. Relationships with Inmates
15. Report Suspicious Activity / Conversation
16. Requests from Inmates
17. Treatment of Inmates
18. Visits Beginning / Ending

*The policies, procedures and schedules listed in this handbook are subject to change without notice.
For this training, persons not directly employed by Daviess County Detention Center are referred to as “visitors.”
This includes clergy, contractors, volunteers or others.*

1. Approved / Prohibited Items

- a. Approved items allowed on secure side for visits:
 1. Bible for teaching
 2. Bible workbooks
 3. Communion
 4. Guitars
 5. Keyboards
 6. Staples
- b. All items must pass staff inspection for each visit to be allowed on secure side.
- c. Any other items to be brought in during a visit must be pre-approved by jailer/designee.
- d. Prohibited items for secure side:
 1. Drinks
 2. Food
 3. Any other item

2. Arriving / Leaving

- a. Arriving at Facility
 1. Parking
 - a. May use riverside parking lot of Building 1 or anywhere not marked for jail staff
 2. Leave all items in vehicle
 - a. Only exceptions are driver’s license, vehicle keys and approved items for visit
 3. Lock vehicle at all times while not in use
 4. Visitor log
 - a. Complete log to include date and time of visit
 5. Denied entrance:
 - a. If appears to be under influence of drugs / alcohol
 - b. If dress is deemed inappropriate
 6. Screened
 - a. Will be asked to empty all pockets before being screened with a handheld metal detector
 - b. Any unapproved items will need to be secured in a locked vehicle
 - c. Visitor may return to the lobby to resume the screening process
 7. Vehicle keys
 - a. Leave with jail staff to be returned before leaving
 8. Driver’s license
 - a. Keep on person at all times while on complex
 9. Search at anytime
 - a. Visitors are subject to search of their person or property at anytime while on complex
- b. Issued Items
 1. Closet key for program supplies, if needed
 2. Flex pens, if needed
 3. Visitor’s badge
- c. Leaving Facility
 1. Return all issued items
 2. Receive vehicle keys
 3. Visitor Log
 - a. Enter date and time when visitor left facility

3. Confidential Information

- a. Visitors shall not divulge confidential jail information to any other persons.

4. Contact Information

- a. Keep contact information current.
- b. Submit all changes in writing to a supervisor.

5. Contact with Inmates

- a. Visitors should not hug any inmate.
- b. Visitors should limit any physical contact with inmates to include handshakes and pats on the back.

6. 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, matches, 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 to include pictures, candy, gum, pens, pencils, tobacco, etc.

7. Cross-Gender Visits

- a. Cross-gender visits are prohibited unless pre-authorized by jailer/designee.

8. Family of Inmates

- a. Visitors who have an immediate family member in jail needs to disclose that information to a supervisor before having a contact visit with that inmate.

9. Head Counts

- a. Facility shall be on partial lockdown during head counts each day.
- b. No visitors are allowed on the secure side during these times:
 1. 06:30-07:30a
 2. 02:30-03:30p
 3. 10:30-11:30p

10. 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 such emergency situations.

11. Manipulation by Inmates

- a. Inmates are constantly observing staff and visitors, looking for human weaknesses.
- b. Some reasons why inmates do what they do:
 1. Play “con” games
 2. Entertainment
 3. See how far they can go
 4. For a reaction
 5. Push buttons
 6. Get their “wants”
 7. Be treated different from others, stand out from the other 700 inmates
- c. Other reasons include criminal activity, to include escape attempts

12. Meals

- a. Expect delays when arrive at facility to visit inmates during meals times.
 1. 05:00-07:00a
 2. 11:00-01:00p
 3. 04:00-06:00p

13. Program Visitors

- a. Arrival Time
 1. Should arrive about 10 minutes before program start time
- b. Attendance Roster
 1. Need to sign Attendance Roster for each program session
- c. Cancel a Program
 1. Should give as much notice as possible when need to cancel a scheduled program
 2. Please call 270/685-8466, ext. 232, and ask to speak to a supervisor
- d. Guest Speakers
 1. Guest speakers shall be pre-authorized by jailer
 2. These speakers shall be constantly supervised by a certified visitor or staff
- e. Leave a Program – Inmates
 1. Inmates who need to leave a program to return to their cell will not be allowed to return to program that day

14. Relationships with Inmates

- a. Visitors shall:
 - 1. Keep professional boundaries
 - 2. Keep conversations on topic of services providing
- b. Visitors shall not:
 - 1. Accept or give any gift or personal service from or to inmate
 - 2. Borrow or lend anything from or to an inmate
 - 3. Knowingly enter into business with inmate, their family or close relatives
 - 4. Share personal information of self or other staff, like address and telephone number
 - 5. Discuss such information with staff or other visitors when inmates are present
- c. Intimate, personal relationships with inmates are prohibited for visitors and illegal for staff.
- d. Relationships with inmates can quickly lead to breaches of security.

15. Report Suspicious Activity / Conversation

- a. Report Information
 - 1. Report to supervisor any suspicious activity or conversation that may have been heard, observed or reported.
 - 2. Report anything unusual to supervisor so it can be assessed for safety and security reasons.
- b. See Something Say Something
 - 1. Third party or bystander reporting is an effective tool to help maintain safety and security for all.
 - 2. Even if information seems unimportant, combined with other reports, it may help lead to preventing or solving a critical situation.
- c. Suicide
 - 1. Report all signs or information about suicide to supervisor as soon as possible.
 - 2. Some examples include if an inmate says keywords like:
 - a. Suicide
 - b. Kill
 - c. Harm self
 - d. No hope
- d. Withholding Information
 - 1. Visitors shall not withhold information which may threaten the safety and security for all.
 - 2. This includes if an inmate reveals some information and requests the visitor not to tell anyone.

16. Requests from Inmates

- a. Favors
 - 1. No favors shall be given to any inmate.
- b. Items to/from Inmates
 - 1. Do not give or receive any items to or from an inmate.
 - 2. Do not pass any item from one inmate to another inmate.
- c. Mailing Items for Inmates
 - 1. Do not place any items in outgoing mail for an inmate.
 - 2. Advise inmate to use regular system for mail and all other needs.
- d. Messages
 - 1. Do not pass any messages from one inmate to another inmate.
- e. Response to Requests
 - 1. Visitor may remind inmate that a floor deputy will help them with their needs.

17. Treatment of Inmates

- a. Visitors shall treat each inmate in a fair and impartial manner.
- b. Visitor shall not discriminate against any inmate based on race, religion, creed, gender, national origin or other individual characteristics.
- c. Visitors shall not:
 - 1. Intentionally demean or humiliate inmates
 - 2. Use abusive, indecent or profane language in presence of inmates

18. Visits Beginning / Ending

- a. Escort
 - 1. Visitors shall be escorted by staff to assigned visiting area
 - 2. Visitor shall remain with inmate(s) until staff arrives to escort visitor out of building
- b. Intercom Use
 - 1. Visitor shall press and release intercom button
 - 2. Wait for control room operator to answer

3. Do not need to press button again after operator answers but just give visitor's name, reason for visit and location
 - a. For example: "This is John Doe, starting AA class in the large classroom"
4. Use intercom to call for assistance if needed during visit
5. Repeat steps 1-3 when visit has ended

Contact Information for Agency / Staff

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

Jailer Art Maglinger	Ext. 205
Captain Jack Jones Supervisor	Ext. 244 Press (0) for operator, ask for supervisor
Chaplain Emil Herzog	Ext. 236
Deputy Lacy Denson	Ext. 207 – Program Coordinator
Deputy Joni Barnett	Ext. 256 – Security Clearance Coordinator