

**DAVISS COUNTY DETENTION CENTER**

**VISITOR HANDBOOK**

**PROFESSIONAL AND CONTACT VISITORS**

**2021-2022**



**ART MAGLINGER, JAILER**

# 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. 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)

**2. 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.

**3. Contract Visitors**

- a. Contract visitors:
  - 1. Shall wear Department ID while on complex
  - 2. Shall sign in and out on Visitor's Log for each day
  - 3. Shall have driver's license available
  - 4. May take food or drink to the secure side, but no glass or metal items
  - 5. Only supervisors may keep their cell phones on their person on the secure side

**4. Cross-Gender Visits for Programs / Services**

- a. Cross-gender visits are not permitted unless pre-authorized by jailer/designee.

**5. Denied Entrance – Under the Influence**

- a. Visitors who appear to be under the influence of drugs or alcohol may be denied entrance to the secure side.

**6. 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.

**7. Driver's License \***

- a. Visitors need to keep their driver's license on them at all times while on the complex.

**8. 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 the secure side.

**9. Family of Inmates**

- a. Visitors who have an immediate family member in jail needs to disclose that information to a supervisor before having physical contact with that inmate.
- b. Family ties may tempt some people to bend the rules which may affect the safety and security of the facility.

**10. Head Counts**

- a. Facility shall be on partial lockdown during head counts each day.
- b. No visitors are permitted on the secure side during these times.
  - 1. 7a-8a
  - 2. 3p-4p
  - 3. 11p-12a

**11. 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.
  - 1. For example: "This is John Doe, starting AA class in the large classroom"
- c. Use intercom when visit ends or to call for assistance if needed.

**12. Keys \***

- a. Visitors need to leave their vehicle keys with jail staff to be returned before leaving the complex.

### **13. Leaving Facility**

- a. Return all issued items
- b. Receive vehicle keys
- c. Log out on Visitor's Log

### **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 some 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 examples are a wrinkled uniform 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 the visitor can see the danger.
- g. It is better to address the issue as it occurs or the 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 clean your area extra special"
    - a. "I don't need any favors"
  5. Requests – Ask for items / services off-topic
    - a. See Inmate Handbook for the policy on that
  6. Standard response that usually gets inmates to stop trying to manipulate
    - a. "Let me ask the supervisor if that is permitted"

### **16. Meals**

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

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

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

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

- a. Permitted items:
  1. Bible for teaching
  2. Bible workbooks
  3. Communion
  4. Guitars
  5. Keyboards
  6. Notebook without metal spiral
- b. All items need to pass inspection for each visit.
- c. Any other items to be brought in during a visit need pre-authorization by jailer/designee.

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

- a. Visitors should not hug any inmate.
- 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 the program is set to start to begin set up.
- c. Attendance Roster
  1. Visitors need to sign the 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.
- e. Leave a Program – Inmates
  - 1. Inmates who need to leave a program to return to a cell will not be permitted to return to the program that day.

**21. Report Suspicious Activity or Comments**

- a. Report Information
  - 1. Visitors need to report to supervisor any suspicious activity or comments they heard, observed or was reported to them.
  - 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 are helpful ways to help maintain safety and security of the facility.
  - 2. Even if information seems unimportant, combined with other reports, it may help lead to preventing or addressing a critical problem.
- 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. 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 threatens security of facility, staff, visitors or community including when an inmate requests the visitor not to tell anyone.

**22. Requests from Inmates**

- a. Inmate-to-Inmate – Items and/or messages
  - 1. Do not pass any items / messages from one inmate to another inmate.
- b. Mailing Items for Inmates
  - 1. Do not place any items in outgoing mail for an inmate.
- c. Visitor to/from Inmates Items
  - 1. Do not give or receive any items to or from an inmate, except program / service items or notes.
  - 2. Notes need to be given to supervisor for assessment.
- d. These are examples of ways inmates may try to circumvent the system.
- e. Remind inmates that a floor deputy will help them or they can refer to the 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. Prohibited items will need to be secured in a locked vehicle.
- c. Visitors may then return to the lobby to resume the screening process.

**24. Search Anytime**

- a. Visitors are subject to search of their person or property at any time while on the 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 the complex while not in use.

**26. Visitor Badge \***

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

**27. Visitor Log**

- a. Visitors need to complete the Visitor Log each time they enter and leave facility.
- 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 / 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, 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)

Deputy Joni Barnett  
Security Clearance Coordinator  
270-685-8466, Ext. 256  
[jbarnett@daviesscojail.org](mailto:jbarnett@daviesscojail.org)