



# Benton County Sheriff's Office - Jail

180 NW 5<sup>th</sup> Street, Corvallis, OR 97330  
541.766.6858 FAX 541.766.6011

## PROFESSIONAL VISITOR ORIENTATION

Professional Visits at the Benton County Jail are allowed on **Tuesday and Thursday by appointment only, excluding meal times and certain program times.** Meal times are approximately 11:30am to 12:30pm and 4:30pm to 5:30pm. Professional Visits are not allowed during video court times between 1:00pm and 2:30pm Monday through Friday (approximately).

The normal procedure for access to the Jail is to ring the bell once at the front (4<sup>th</sup> Street side) of the Jail. A Jail staff member will speak to you over the monitor as soon as their activity allows. You will be asked who you are and what your purpose is at the Jail. Once this information has been received you will be given information about how to proceed. Generally, you will be instructed to come into the Jail via the two front doors. Once you have passed through the front vestibule into the lobby area you can use the speaker on the wall near the door to speak with staff. Staff will need to know which inmate(s) you wish to see and the nature of the visit. Staff will then either come out to the lobby or give further directions via the speaker. Staff will tell you which visiting room is available or what other options are available in the event the contact visiting room is in use. Once you know which room you are to use, proceed to that room, open the door, enter and close the door firmly behind you. The inmate will then enter from the secure side of the Jail. When your visit is concluded, notify staff via the speaker in the visiting room that you are ready to leave or ready for another inmate, etc. Staff will unlock the secure side door to allow the inmate to leave the visiting area. When the inmate has left the visiting room and that door is secured, staff will unlock the public side door so you may exit the visiting area. If you have no further business in the Jail you may leave the building through the front doors. If they are locked, just push the buzzer on the speaker once and staff will let you out.

We request that should information come to you from your conversation that alarms you about the inmate's safety, potential for self harm or threats of harm to others, you notify Jail staff either in person or by phone as soon as reasonably possible so we may take appropriate action.

Professional Attorney Visits will normally occur in Visiting Room #1 unless: 1) this room is already occupied, 2) a non-contact room is requested by either the visitor or the inmate, or 3) it is the judgment of the Jail staff that the inmate's current behavior may jeopardize security and/or your safety or that of the inmate, other inmates, and/or Jail staff. All other Professional Visits will take place in Visiting Room #2 which is a non-contact room.

Only one inmate will be allowed in the contact visiting room with the professional visitor(s) at a time.

Professional Visitors may, at the discretion of the shift supervisor, be subject to metal detector searches and the inspection of briefcases or similar containers that may be carried into the contact visiting areas. A visual search of brief cases or other such containers shall be solely for the purpose of intercepting weapons or other contraband. Written materials in the briefcase will not be read or confiscated under any circumstances. You may decline to allow Jail staff to search your items and you will still be allowed professional visitation, however the items will not be allowed in the contact visitation area and you will be required to secure them in a locker in the entry vestibule. You may also decline the metal detector search, however your visit will then occur in a non-contact setting only.

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Audio monitors were installed in the contact visiting rooms at the request of the defense attorneys to address convenience and safety concerns. Jail personnel will not monitor privileged communication. You must activate the system's privacy button upon entering the room. When you need to contact the Control Room Staff to exit the visiting rooms or to summon assistance should an inmate become threatening, violent or ill, you active the call button, which allows two-way communication with the Control Room staff. When you active the privacy button, Control Room Staff can speak to you but cannot hear your conversation in the visiting rooms. You must push the call button to allow two-way communication. The visiting areas are visually monitored by Control Room staff and by other staff in the area.

Do not give your client any items other than paper materials related to his or her case. Paperclips, staples, pens/pencils, etc. are examples of items that could be altered and used as weapons. These items, including any others not issued or purchased through Jail commissary, are considered contraband and possession of such items may result in disciplinary action or criminal charges filed against the inmate. Do not mail or deliver items for inmates. Inmates can request correspondence material through the commissary process and authorized correspondence is mailed daily Monday through Friday, excluding holidays. Do not give inmates food or drink during professional visitation.

Telephone calls to attorneys and their representatives are not subject to monitoring and recording but all social calls placed by inmates are recorded and may be monitored. It is your responsibility to provide Jail staff with updated telephone information should you change numbers or if you are new to the area. We can also verify, upon reasonable request, that your telephone number is entered in the inmate telephone system as a privileged number, meaning it is exempt from recording and monitoring and, if a local telephone number, free of charge. Do not allow family members and/or friends of an inmate to communicate with a client on your business line. Calls to a privileged number are for attorney and their representative communication only.

- **The use of a cell phone or other two-way communication device is prohibited.**
- **Family, friends and other social contacts will not be allowed in contact visiting.**
- It is the responsibility of the inmate's attorney to make arrangements for trial clothes if the inmate is scheduled for jury trial.
- Professional Visitation may be denied or restricted by the shift supervisor, Jail Lieutenant or Jail Commander in certain situations including:
  - Documented proof that the visitor has in the past knowingly provided or attempted to provide contraband to an inmate.
  - Search of the visitor discovers a weapon and/or an apparent attempt to knowingly transfer contraband to the inmate.
  - Documented proof of past behavior that demonstrates a lack of concern for the security, safety or order of the facility.
  - There is sufficient cause to question the credentials of the person presenting her/himself as a "professional."
  - The individual to be visited is acting in a disruptive or potentially violent manner.

Please ask Jail staff on duty if you have any questions about the information contained in this document or if there are issues not covered here that you have questions/concerns about.

**Please review and complete the *Professional Visitor Verification & Prison Rape Elimination Act* forms.**