



# MCSO VISITATION GUIDELINES



## I. GUIDELINES PERTAINING TO ALL VISITATION

### A. VISITORS SUBJECT TO SEARCH

ALL VISITORS TO THE SECURED FACILITY ARE SUBJECT TO BEING SEARCHED AT ANY TIME, INCLUDING WHEN ENTERING AND LEAVING.

### B. PROHIBITED ITEMS

UNLESS EXPRESSLY STATED OTHERWISE HEREIN (E.G. RE CELL PHONES AND ELECTRONIC DEVICES FOR CERTAIN PROFESSIONAL VISITORS) THE FOLLOWING ITEMS ARE NOT PERMITTED WITHIN THE FACILITY:

1. BAGS
2. HANDBAGS
3. BACKPACKS
4. KNIVES
5. PEPPER SPRAY
6. NAIL FILES
7. ANY ITEM DEEMED BY MCSO STAFF TO BE A POTENTIAL WEAPONS
8. FOOD AND DRINKS
9. CELL PHONES, AND ALL OTHER ELECTRONIC DEVICES
10. TOBACCO PRODUCTS
11. MATCHES AND/OR LIGHTERS

### C. USE OF LOCKERS AT VISITATION

1. MCSO STAFF MAY ALLOW CERTAIN PROHIBITED ITEMS TO BE PLACED IN LOCKERS AVAILABLE AT VISITATION CHECK-IN
2. BEFORE BEING PLACED IN LOCKERS, ALL ELECTRONIC DEVICES MUST BE COMPLETELY TURNED OFF

### D. DRESS CODE AND DECORUM

1. ALL VISITORS MUST BE DRESSED APPROPRIATELY
2. PROHIBITED DRESS INCLUDES, WITHOUT LIMITATION:
  - a. HALTER, TUBE, BIKINI OR LOW-CUT TOPS
  - b. TEE STRAP OR SMALL WIDTH TANK TOPS
  - c. MINI-SKIRTS OR SHORT-SHORTS (SKIRTS AND SHORTS MUST BE MID-THIGH LENGTH).
  - d. JEGGINGS, LEGGINGS, OR TIGHTS (UNLESS WORN UNDER APPROPRIATE ATTIRE)
  - e. HATS OR DO-RAGS
  - f. HOODIES OR FACE MASKS
3. CLOTHING MUST COVER CLEAVAGE AND ALL UNDERGARMENTS (BRAS AND UNDERWEAR)
4. PANTS, SHIRTS AND SKIRTS MUST BE WORN AROUND (NOT BELOW) THE WAISTLINE
5. FEET MUST REMAIN ON THE FLOOR AT ALL TIMES

### E. VIOLATIONS OF FACILITY GUIDELINES/RULES

1. A VISITOR IS SUBJECT TO IMMEDIATE REMOVAL FROM THE FACILITY IF THE SENIOR MCSO COMMANDING OFFICER ON DUTY DETERMINES THAT FACILITY SAFETY AND SECURITY GUIDELINES (INCLUDING THESE VISITATION RULES) HAVE BEEN BREACHED BY THE VISITOR
2. VISITORS MAY BE FURTHER RESTRICTED FROM THE FACILITY UPON FURTHER REVIEW AND ORDER OF THE FACILITY MAJOR
3. VIOLATIONS OF FACILITY GUIDELINES/RULES INCLUDE, WITHOUT LIMITATION:
  - a. UNRULY BEHAVIOR (EX. FIGHTING, ARGUING, EXTREME PROFANITY, REFUSING TO FOLLOW AN OFFICER'S DIRECT ORDERS)
  - b. ATTEMPTING TO PASS CONTRABAND TO A RESIDENT OR ACCEPTING CONTRABAND FROM A RESIDENT
  - c. ALLOWING A RESIDENT CONTROL OF AN ELECTRONIC DEVICE OTHERWISE PERMITTED BY A PROFESSIONAL VISITOR
  - d. APPEARING TO BE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS
4. ANY CONTRABAND BROUGHT TO THE FACILITY IS SUBJECT TO SEIZURE AND CONFISCATION

## II. ADDITIONAL GUIDELINES PERTAINING TO PUBLIC VISITATION

### A. ID REQUIRED

1. MEMBERS OF THE PUBLIC MUST PRESENT A VALID STATE-ISSUED ID (DRIVER'S LICENSE, PASSPORT, MILITARY, OR INTERNATIONAL ID)
2. ID'S THAT ARE CRACKED, EXPIRED, TAPED, FADED, LAMINATED, OR APPEAR TO BE ALTERED WILL NOT BE ACCEPTED

### B. PUBLIC VISITATION ADMINISTRATION AND PROCEDURES

1. VISITATION HOURS (EVERY DAY):
  - a. 8:00AM-11:00AM
  - b. 1:00PM-4:00PM
  - c. 8:00PM-10:00PM

2. SCHEDULING
  - a. ALL VISITS (IN PERSON AND VIRTUAL/VIDEO) MUST BE SCHEDULED AT LEAST 24 HOURS IN ADVANCE THROUGH THE FOLLOWING LINK: <https://mecklenburgcountync.gtlvisitme.com>
  - b. IF THE VISITOR IS MORE THAN 10 MINUTES LATE FOR A SCHEDULED VISIT, THAT VISIT WILL BE CANCELED
3. LIMITATIONS ON FREQUENCY AND DURATION OF PUBLIC VISITATION
  - a. IN PERSON VISITS – LIMITED TO ONE 25-MINUTE VISIT PER WEEK
  - b. VIRTUAL/VIDEO VISITS – NO LIMITATION (OTHER THAN SCHEDULING/AVAILABILITY OF EQUIPMENT)
  - c. VISITS MAY BE CUT SHORT DUE TO FACILITY EMERGENCY, LOCKDOWN, OR VIOLATION OF THESE OR ANY OTHER FACILITY RULES
4. LIMITATIONS ON CAPACITY/NUMBER OF SIMULTANEOUS VISITORS
  - a. MINIMUM NUMBER OF ADULTS: ONE
  - b. MAXIMUM NUMBER OF ADULTS: TWO
  - c. MAXIMUM NUMBER OF TOTAL VISITORS: THREE
  - d. ADULT IS DEFINED AS OVER 18 YEARS OF AGE

### III. ADDITIONAL GUIDELINES PERTAINING TO LAW ENFORCEMENT AND DEFENSE TEAM VISITATION

#### A. ID REQUIREMENTS – A STATE-ISSUED DRIVER’S LICENSE OR PICTURE ID CARD, PLUS:

1. LAW ENFORCEMENT OFFICER: THE OFFICER’S LEA-ISSUED BADGE
2. DEFENSE TEAM:
  - a. ATTORNEY: STATE BAR CARD
  - b. UNACCOMPANIED NON-ATTORNEY PROFESSIONAL DEFENSE TEAM MEMBER: MUST HAVE AN UP-TO-DATE **DEFENSE TEAM MEMBER LETTER** ON FILE
  - c. UNACCOMPANIED NON-ATTORNEY PROFESSIONAL DEFENSE TEAM MEMBERS MUST BE IDENTIFIED IN WRITING SIGNED BY THE RESIDENT’S CRIMINAL DEFENSE ATTORNEY, ON FIRM LETTERHEAD, DATED, WITH HARD-COPY PROVIDED TO MCSO STAFF AT THE VISITATION CHECK-IN STATION AT DETENTION-CENTER CENTRAL, CONSISTENT WITH THE FOLLOWING SUGGESTED LANGUAGE (REFERRED TO AS A **DEFENSE TEAM MEMBER LETTER**):
 

***THE UNDERSIGNED ATTORNEY REPRESENTS A RESIDENT OF DETENTION CENTER-CENTRAL IN DEFENSE OF CRIMINAL CHARGES. \_\_\_\_\_ (NAME OF VISITOR) IS A MEMBER OF THE DEFENSE TEAM, ASSISTING ME IN SAID REPRESENTATION AS A \_\_\_\_\_ (PROFESSIONAL ROLE OF VISITOR, E.G. PARALEGAL, INVESTIGATOR, LEGAL INTERN, EXPERT). PLEASE ALLOW \_\_\_\_\_ (NAME OF VISITOR) ALL PRIVILEGES OF DEFENSE TEAM MEMBER VISITATION, INCLUDING UNACCOMPANIED CONTACT VISITS AND THE USE OF A CELL PHONE AND ONE OTHER ELECTRONIC DEVICE.***
  - d. **DEFENSE TEAM MEMBER LETTERS** ARE VALID FOR 12 MONTHS FROM THE DATE OF THE LETTER (A NEW **DEFENSE TEAM MEMBER LETTER** MUST BE PROVIDED EVERY 12 MONTHS)

#### B. AGE REQUIREMENTS

1. NON-CONTACT/STANDARD VISITS: 18 YEARS OF AGE OR OLDER
2. CONTACT VISITS
  - a. UNACCOMPANIED BY AN ATTORNEY OR LEO: 21 YEARS OF AGE OR OLDER
  - b. ACCOMPANIED BY AN ATTORNEY OR LEO: 18 YEARS OF AGE OR OLDER

#### C. LAW ENFORCEMENT AND DEFENSE TEAM VISITATION ADMINISTRATION AND PROCEDURES

1. VISITATION HOURS (EVERY DAY):
  - a. 8:00AM-11:30AM
  - b. 1:00PM-4:30PM
  - c. 5:30PM-6:30PM
  - d. 8:00PM-10:00PM
2. SCHEDULING
  - a. NON-CONTACT/STANDARD VISITS: NO PRE-VISIT SCHEDULING REQUIRED
  - b. CONTACT VISITS: MUST BE SCHEDULED AT LEAST 24 HOURS IN ADVANCE THROUGH THE LINK PROVIDED BELOW (SEE III(D)(2))
3. ELECTRONIC DEVICES
  - a. LAW ENFORCEMENT OFFICERS, ATTORNEYS, AND DEFENSE TEAM MEMBERS WITH AN UP-TO-DATE **DEFENSE TEAM MEMBER LETTER** ON FILE ARE PERMITTED TO BRING A CELL PHONE AND ONE ADDITIONAL ELECTRONIC DEVICE (A COMPUTER, IPAD, TABLET, ETC) TO ANY VISIT – STANDARD OR CONTACT
  - b. ANY VISITOR PERMITTED TO BRING A CELL PHONE AND/OR ELECTRONIC DEVICE (COLLECTIVELY “ELECTRONIC DEVICE”) TO A RESIDENT VISIT MUST MAINTAIN DIRECT AND SOLE POSSESSION AND CONTROL OF THAT ELECTRONIC DEVICE AT ALL TIMES DURING THE VISIT. THE ELECTRONIC DEVICE MAY NOT BE USED BY ANYONE ELSE (INCLUDING THE VISITED RESIDENT) TO COMMUNICATE WITH OTHERS, DIRECTLY OR INDIRECTLY, BY VOICE, BY TEXT, BY SOCIAL MEDIA APPLICATION, OR BY ANY OTHER MEANS. VIOLATION OF THESE RESTRICTIONS MAY RESULT IN TERMINATION OF THE VISITOR’S VISITATION PRIVILEGES, AND DISCIPLINARY ACTION AGAINST THE VISITED RESIDENT TO THE EXTENT THE LATTER IS INVOLVED IN THE VIOLATION.

#### D. CONTACT VISITS

1. LAW ENFORCEMENT OFFICERS, ATTORNEYS, AND UNACCOMPANIED DEFENSE TEAM MEMBERS WITH AN UP-TO-DATE ***DEFENSE TEAM MEMBER LETTER*** ON FILE ARE PERMITTED TO SCHEDULE AND CONDUCT CONTACT VISITS
2. CONTACT VISITS MUST BE SCHEDULED AT LEAST 24 HOURS IN ADVANCE, THROUGH THE FOLLOWING LINK: [PROFESSIONAL CONTACT VISIT REQUEST FORM](#)
3. CONTACT VISIT DRESS CODE (IN ADDITION TO THE REQUIREMENTS OF I(D) ABOVE)
  - a. VISITORS MUST WEAR CLOSED-TOE SHOES
  - b. PROHIBITED ATTIRE INCLUDES NECKTIES, BOWTIES, SCARVES, OR ANY OTHER ACCESSORIES DEEMED BY MCSO STAFF TO PRESENT A SAFETY OR SECURITY RISK
4. RESIDENTS WILL BE SECURED IN RESTRAINTS, IN ACCORDANCE WITH THEIR SECURITY CLASSIFICATION, UNLESS THE VISITOR SPECIFICALLY REQUESTS OTHERWISE AND SIGNS A RELEASE AND HOLD HARMLESS AGREEMENT ([INDEMNITY FORM](#)) FOR THE RESTRAINTS TO BE REMOVED. VISITORS REQUESTING RESTRAINTS TO BE REMOVED ARE TO SUBMIT A COMPLETED INDEMNITY FORM TO VISITATION PERSONNEL UPON ARRIVAL.

#### E. PAPER DOCUMENTS

1. MCSO FACILITY SAFETY AND SECURITY MEASURES GENERALLY REQUIRE THAT DISCOVERY AND ANY OTHER DOCUMENTATION BE RECEIVED BY RESIDENTS THROUGH THE USPS. THIS ENSURES ALL DOCUMENTATION, INCLUDING PACKAGES AND ENVELOPES CONTAINING PERMITTED READING MATERIALS ENTERING THE SECURED FACILITY, ARE SUBJECT TO HIGH VOLUME XRAY AND SCREENING PROCEDURES.
2. ***ASSUMING MCSO STAFFING & CIRCUMSTANCES PERMIT***, DURING VISITATION BY ATTORNEYS AND MEMBERS OF THE DEFENSE TEAM, MCSO STAFF WILL ASSIST IN PASSING ***TO*** A RESIDENT: 1) A REASONABLE NUMBER OF LEGAL DOCUMENTS REQUIRING THE RESIDENT SIGNATURE. MCSO WILL PROVIDE A PEN FOR SIGNATURE, AND MCSO WILL RETURN SIGNED DOCUMENTS TO THE VISITOR. VISITORS MUST PROVIDE ANY REQUIRED NOTARY/WITNESS SIGNATURE; AND 2) *ONE* PACKAGE OF *LEGAL OR DISCOVERY DOCUMENTS*, PROVIDED SUCH DOCUMENTS ARE ALL 8 ½ X 11 INCHES (MAXIMUM OF 500 PAGES) AND FIT INTO AND ARE PROVIDED IN ONE REGULAR AND UNALTERED, SEALED ENVELOPE. DOCUMENTS WILL BE SCREENED FOR CONTRABAND (INCLUDING STAPLES AND PAPER CLIPS) BY MCSO STAFF IN THE RESIDENT'S PRESENCE. RESIDENTS WILL BE PERMITTED TO BRING TO PROFESSIONAL VISITS 1) ONE NOTEPAD WITH QUESTIONS FOR THE PROFESSIONAL VISIT, 2) ONE PACKAGE OF LEGAL OR DISCOVERY DOCUMENTS, PROVIDED SUCH DOCUMENTS FIT INTO ONE REGULAR AND UNALTERED ENVELOPE (MAXIMUM OF 500 PAGES). RESIDENTS WILL BE PERMITTED TO RETURN UP TO 500 PAGES TO COUNSEL DURING A PROFESSIONAL VISIT. RESIDENTS WILL NOT BE ALLOWED TO RETURN TO THE POD FOR ADDITIONAL ITEMS.
3. IN ADDITION TO PROVIDING DOCUMENTS THROUGH THE USPS AND WHEN VISITING A CLIENT IN CUSTODY (IF 500 PAGES OR LESS), ATTORNEYS AND THEIR REPRESENTATIVES MAY PROVIDE FOR HAND-DELIVERY OF ***VOLUMINOUS DISCOVERY*** DOCUMENTS (MORE THAN 500 PAGES) TO THEIR CLIENTS IN CUSTODY BY BRINGING SUCH VOLUMINOUS DISCOVERY DOCUMENTS TO THE VISITATION DESK OFFICER AT DETENTION CENTER CENTRAL, MONDAY-FRIDAY (EXCLUDING HOLIDAYS) BETWEEN THE HOURS OF 8:00 A.M. AND 4:00 P.M. AND ADHERING TO THE FOLLOWING PROCEDURES:
  - a. HAND-DELIVERED VOLUMINOUS DISCOVERY DOCUMENTS MUST BE PROVIDED IN SEALED ENVELOPES ADDRESSED TO THE RESIDENT, INCLUDING THE RESIDENT'S FULL NAME AND P.I.D. NUMBER. DOCUMENTS PROVIDED IN BOXES MUST BE IN SEALED ENVELOPES WITHIN THE BOXES; BEST TO ENSURE THAT NO "LOOSE" DOCUMENTS ARE LOST OR MISPLACED. ALL BOXES MUST BE LABELED IN THE SAME FASHION AS THE INDIVIDUAL, SEALED ENVELOPES.
  - b. PERSONS DROPPING OFF VOLUMINOUS DISCOVERY DOCUMENTS MUST SHOW PHOTO IDENTIFICATION AND "SIGN-IN" THE DOCUMENTS WITH THE VISITATION DESK OFFICER, WHO WILL RECORD THE DATE, TIME, NUMBER OF SEALED ENVELOPES RECEIVED, AND THE NAME AND TITLE OF THE INDIVIDUAL DROPPING OFF THE DISCOVERY DOCUMENTS.
  - c. SEALED ENVELOPES MUST CONTAIN THE NAME, RETURN ADDRESS, EMAIL ADDRESS, AND TELEPHONE NUMBER OF THE ATTORNEY; AND
  - d. ENVELOPES MUST BE FREE OF CONTRABAND, INCLUDING STAPLES AND PAPER CLIPS.
4. MCSO WILL MAKE ALL REASONABLE EFFORTS TO DELIVER VOLUMINOUS DISCOVERY DOCUMENTS HAND-DELIVERED TO DETENTION CENTER CENTRAL BY NO LATER THAN THE END OF THE FOLLOWING BUSINESS DAY.
5. MCSO RESERVES THE RIGHT TO REFUSE TO DELIVER TO THE RESIDENT ANY ENVELOPE FOUND TO CONTAIN CONTRABAND OR ANY MATERIALS NOT PROVIDED IN COMPLIANCE WITH THIS POLICY, AND IN SUCH INSTANCE, WILL CALL AND/OR EMAIL THE ATTORNEY TO RETRIEVE SAID ENVELOPE OR MATERIALS FROM DETENTION CENTER CENTRAL ADMINISTRATION.