

DSS Policy and Procedure Guide

Division 03: Child Welfare

Chapter 02: General Administration

Item 027: Issuance of Jail Passes

Suggested changes send to: [DSS Child Welfare QA](#)

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References:

Replaces Issue: New

Policy

Social Workers assigned to Emergency Response duties are eligible to be issued a Fresno County Jail Pass to conduct interviews and facilitate visits with inmates held in the Fresno County Jail. Social workers who are not assigned to the Emergency Response Division but are required to enter the FCJ, may obtain a one day pass by faxing the Watch Commander at 488-3982.

First Time Issuance

To obtain an initial jail pass, the Social Worker (SW) must complete an Application for Facility Access to The Fresno County Detention Facilities. In addition, a letter is required from the Social Worker's immediate supervisor, which states they are a SW in Emergency Response and are eligible for a jail pass. The SW requesting the jail pass must bring the completed original application and letter to Ida Chapa, who is located on the first floor of the main jail in the live scan area. Office hours are Monday through Friday 7 a.m. to 11:30 a.m. In addition, the SW must be cleared through the Department of Justice fingerprinting process before a jail pass can be issued. Fingerprinting services are also available from 7:00 a.m. to 11:30 a.m. in the live scan area of the main jail.

The following is a link to the application; <H:\cotemps\FSO Application for Facility Access.doc>

Jail passes are valid for a period of one year. It is the Social Worker's responsibility to maintain the original signed letter and application, to be used to renew their badge annually.

Renewal Passes

Social Workers are responsible to renew their jail passes annually prior to its expiration. No later than one month prior to the expiration of the jail pass, the SW must email Ida Chapa at Ida.Chapa@fresnosheriff.org to schedule a time to renew their jail pass. The SW must bring the original signed letter and application, as well as their current jail pass.

In the case the Social Worker's jail pass does expire, the employee must notify their supervisor immediately. The SW will be required to re-apply as if it were a first time issuance, including obtaining a new fingerprint clearance through the Department of Justice (DOJ). The SW will be without a jail pass until a new DOJ clearance can be obtained by the Fresno County Sheriff's Department. Temporary passes will not be issued. If the jail pass has been expired for six months or more, a fee of \$52 may be applied. Every two years the SW must take a new photo for their badge.

Forfeiture of Badge

If a SW no longer needs the jail pass, they must return the badge to their immediate supervisor. Supervisors are required to return badges to Ida Chapa with a statement as to the reason the badge is returned. (e.g. employee transferred, employee terminated).

Inmate Contact

Social Workers with jail passes are limited to communicate with inmates in the general visiting area or bonding room of the jail only. Attorneys have privilege to communicate with inmates in other designated visiting areas. Social Workers cannot accompany attorneys for contact with inmates in any area other than the general visiting area or bonding room.