



**Hamilton County
Sheriff's Office**
Policy and Procedure
Court and Jail Services

Procedure No: C.31.

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Effective Date: 1/14/2015

Subject:
Community Out-Reach Tours/Grand Jury Tours

Date Revised: 01/14/2015

PURPOSE: The purpose of this policy is to establish procedural guidelines for community out-reach and Grand Jury tours of the Justice Center.

PROCEDURAL GUIDELINES:

1. Tours of the Justice Center require 5 business days of notice for coordination. Less than 5 business days of notification will result in denial of request except in the case of Grand Jury which is required by statutory function.
2. Except in the case of the Grand Jury, tours of the Justice Center will be denied in the event that the date requested will cause undue/ mandatory overtime.
3. The Hamilton County Sheriff's Office reserves the right to cancel any previously scheduled tour or participant for any reason.
4. Tour groups cannot exceed 15 persons, and must be escorted by a security officer/ supervisor, who is able to call for assistance by radio, at all times.
5. Tour groups, as part of their initial request, must disclose whether any of the tour participants will be under the age of 18 years old. Tour groups must provide one adult chaperone for every five participants under the age of 18. The Sheriff, or his designee, may limit or deny access to any group tours when it is determined that such tours are not appropriate given the age of the prospective participants.
6. Tour participants are forbidden from bringing any item, including personnel effects, inside the secure perimeter of the Justice Center. This will be verified by metal detector.
7. Tour routs of the Justice Center will not interrupt or interfere with the normal operation of the Justice Center.
8. Tours of inmate living/ housing areas are limited to areas that are currently unoccupied and unassigned.

Sheriff's Approval:

Jim Neil

Date:

01-20-2015

Date: 12/24/2014

9. A witnessed Waiver of Liability indemnifying the Hamilton County Sheriff's Office must be obtained from each participant prior to the start of the tour, except in the case of Grand Jury which is exempt. (Appendix 'A')
10. Minor participants must have a waiver executed by their parent or legal guardian.
11. State photo identification must be used to verify the identity of tour participant or parent/ guardian of a minor child who is completing the Waiver of Liability.
12. Tour participants must wear appropriate attire and will be refused participation for clothing that the Hamilton County Sheriff's Office finds revealing, insulting, etc.
13. Waivers of Liability will be kept on file in accordance with the records retention schedule.

WAIVER OF LIABILITY

In consideration for being allowed to enter the Hamilton County Justice Center and to participate in a tour of the secure area housing inmates held by the Hamilton County Sheriff, the undersigned, on his or her own behalf and on the behalf of the minor identified below and those persons and entities set forth in numbered paragraph 4, acknowledges and agrees that:

- (1) The Hamilton County Justice Center houses persons who are charged with or have been convicted of violations of criminal laws. The convictions range from non-violent crimes, such as non-support, to aggravated murder. The undersigned also acknowledges that all jail settings are inherently dangerous places and that the jail population is more likely to have communicable diseases and or mental illnesses than the general population outside of the jail setting. These diseases include, but are not limited to, sexually transmitted diseases, MRSA, and other diseases that can be transmitted in an airborne manner or spread by contact with body fluids.

- (2) There is a risk of injury or death from participation in the tour and while particular rules, equipment, and sheriff personnel may reduce the risk, the risk still exists and is accepted and assumed by me. These risks include:
 - a. Course, abusive, inciting, and demeaning language.
 - b. Spitting.
 - c. Throwing of urine and feces.
 - d. Assault by striking, kicking, and biting.
 - e. Could be taken hostage or involved in a riot.
 - f. Could be the victim of sexual assault.
 - g. Could be detained pending their positive identification if separated from the tour group.

- (3) I knowingly and freely assume all such risks, both known and unknown, and however arising, even if arising from the negligence of other participants in the tour and Sheriff employees conducting the tour. I will assume full responsibility for the participants listed below. I agree to assume liability for all medical costs, attorneys' fees, and any and all other expenses and damages resulting from injury or infection to myself, the participants listed below, and those persons and entities set forth in numbered paragraph 4 below.

(4) I, for myself and on behalf of my spouse (if any), children, heirs, assigns or representatives, hereby release and hold harmless Hamilton County, Ohio, the Hamilton County Sheriff, and the Hamilton County Board of County Commissioners and the employees, agents, and officials of Hamilton County, Ohio, the Hamilton County Sheriff, and the Hamilton County Board of County Commissioners and all other participants with respect to any and all expenses, medical bills, causes of action, claims, injury, disability, loss and damage to person property, and attorney fees to the fullest extent permitted by law.

Participant Name (Please Print)

Witness

Adult Participant Signature

Witness

Adult/ Parent or Guardian Signature
If Participant is a minor

Relationship of signee to minor:

The type of photo identification presented by the participant and signee of this document is as follows:
