



DIVISION OF ADULT INSTITUTIONS

Eastern Reception Diagnostic & Correctional Center

Warden

Inter-Office Communication

DATE: January 2, 2023
TO: All ERDCC Staff
FROM: Richard Adams, Warden
SUBJECT: Operational Memorandum – SOP 13-3.1 Offender Visitation

Weather Coffey, Acting Warden

After recent review of our visiting procedures, we have made the decision to begin a pilot for scheduling our offender Administrative Segregation Non-Contact visits. We believe this will alleviate confusion and congestion for our Non-Contact visitation.

Efforts are underway to revise the above mentioned policy and will be distributed as soon as completed. In the interim, this memorandum will serve as the following changes.

Beginning January 23, 2023 we will begin an Administrative Segregation Non-Contact visiting pilot using the below guidelines:

- Ad/Seg Non-Contact visiting will be scheduled for Friday, Saturday and Sunday of each week. Hours are 1st session 9:30 am to 11:30 am and 11:30 am to 1:30 pm and 2nd session 2:30 pm to 4:30 pm and 4:30 pm to 6:30 pm.
- The offender's visitor is responsible for contacting the facility @ 1 (573) 358-5516 to schedule the visit.
- Visitors may schedule up to 8 visits per month with no more than 1 per day.
- We will schedule visits Monday through Friday beginning at 8:00am and ending at 3:00pm with a 30 minute break at 12:00pm to 12:30pm.
- We will schedule visits up until all the Ad/Seg booths are full for the month.
- We will begin scheduling visits for the following month beginning on the last Monday of the month.
- Non-contact visits for segregation offenders will be limited to two visitors, one at a time, with the exception of a child under the age of 18. These visits will be conducted in the designated Ad/Seg non-contact booths.
- If two visitors present for a visit which is non-contact status, the second visitor must wait in the front visiting reception area until the first visitor leaves the visiting room, the visit must not exceed the allowed total of two hours for the visit.

Cc: File