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MISSOURI DEPARTMENT OF CORRECTIONS  
INSTITUTIONAL SERVICES  
FULTON RECEPTION AND DIAGNOSTIC CENTER  
**STANDARD OPERATING PROCEDURES**

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SOP 13-3.1 Offender Visitation

Effective: March 1, 2017

**SOP: April 30, 2018**

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Billy D. Harris, Warden

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Shawn Twyman, Deputy Warden of Operations

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Deputy Warden of Offender Management

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**I. PURPOSE:** This procedure establishes guidelines for offender visits. Visiting is a privilege for the visitor and offender. The department strongly supports and encourages eligible offenders' use of the visiting privilege to assist the offender population in maintaining strong ties to the community.

A. **AUTHORITY:** Sections 217.040 and 217.175 RSMo

B. **APPLICABILITY:** Department staff members at any facility or institution under the jurisdiction of the division of adult institutions or the division of offender rehabilitative services. The chief administrative officer or designee of any facility housing offenders under the jurisdiction of the division of adult institutions or the division of offender rehabilitative services will develop standard operating procedures based on the guidelines established herein.

C. **SCOPE:** Nothing in this procedure is intended to give a protected liberty interest to any offender. This procedure is intended to guide staff member's actions.

D. **SPECIAL NOTICE:** Changes to this procedure and/or the standard operating procedures should, when possible, be posted in the visiting room and other areas accessible to all offenders 30 days prior to implementation of the changes.

**II. DEFINITIONS:**

A. **Bereavement Video:** A video of a funeral or a farewell from the bedside of a terminally ill person.

B. **Chief Administrative Officer (CAO):** The highest ranking individual at the worksite and in accordance with the CAO reference document available in the department's computer system. Exception: Staff members at the worksite who do not report to the worksite CAO will be accountable to the deputy or assistant division directors or central office section heads who are in their chain of command.

C. **Child:** Any person under the age of 18.

D. **Children's Division:** Division within the Department of Social Services.

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- E. **Clergy or Spiritual Advisor:** Community spiritual leader of any religious group formally authorized and empowered by a religious body to administer ordinances or sacraments, to perform mandatory rites, counsel, and to conduct religious or spiritual services and studies subject to institutional verification of his<sup>1</sup> credentials.
  - F. **Confidential Visits:** Authorized visits with legislators, attorneys, etc.
  - G. **Department Computer System:** The computer systems used by department staff members such as, but not limited to the Missouri Corrections Integrated System (MOCIS), Investigation Reporting Intelligence System (IRIS), (OPII), Statewide Advantage for Missouri (SAMII), shared network drive, etc.
  - H. **Facility:** Any location that houses offenders supervised by the department of corrections to include institutions, community supervision centers and community release centers.
  - I. **Immediate Family:** For the purpose of this procedure, immediate family is defined as the offender's:
    - 1. spouse,
    - 2. parents or step parents, mother-in-law, father-in-law, and their spouses,
    - 3. siblings or step siblings and their spouses,
    - 4. grandparents or step grandparents and their spouses,
    - 5. great-grandparents or step great-grandparents and their spouses,
    - 6. legal guardian, primary support person and his spouse,
    - 7. children or stepchildren and their spouses,
    - 8. grandchildren or step grandchildren and their spouses, and
    - 9. great-grandchildren or step great-grandchildren and their spouses.
  - J. **Institutional Training Officer:** A corrections training officer employed for the express purpose of providing practical and technical instructions at the institution.
  - K. **No-Contact Visits:** Visits where physical contact between the visitor and offender is not permitted.
  - L. **Order Restricting Visitation:** Official documentation from a criminal or juvenile court or the Children's Division that restricts any type of visitation between an offender and his victim who is under the age of 18.
  - M. **Parenting Program Visit:** A visit conducted in conjunction with an approved institutional parenting program.
  - N. **Primary Support Person:** One person designated by treatment or case management staff members and the offender to have served in the place of a mother or father prior to incarceration (foster parent, etc.).
  - O. **Related Child:** The biological, adopted or step child of the offender.
  - P. **Sexual Offenses Against a Child:** For the purposes of this procedure these offenses include prior and current offenses and similar old code offenses, including but not limited to:
    - 1. Forcible rape,
    - 2. Statutory rape in the first degree,
    - 3. Statutory rape in the second degree,
    - 4. Sexual assault when victim was a child at the time of the commission of the offense,
    - 5. Forcible sodomy,
    - 6. Statutory sodomy in the first degree,
    - 7. Statutory sodomy in the second degree,

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<sup>1</sup> All references in this procedure to the male gender are used for convenience only and shall be construed to include both female and male genders.

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8. Child molestation in the first degree,
  9. Child molestation in the second degree,
  10. Deviant sexual assault when the victim was a child at the time of the commission of the offense,
  11. Sexual misconduct involving a child,
  12. Sexual contact with a student while on public school property,
  13. Sexual misconduct in the first degree when the victim was a child at the time of the commission of the offense,
  14. Sexual misconduct in the second degree when the victim was a child at the time of the commission of the offense,
  15. Sexual abuse when the victim was a child at the time of the commission of the offense,
  16. Enticement of a child,
  17. Trafficking for the purpose of sexual exploitation when the victim was a child at the time of the commission of the offense,
  18. Sexual trafficking of a child,
  19. Sexual trafficking of a child under the age of twelve,
  20. Incest,
  21. Endangering the welfare of a child in the first degree when the endangerment is sexual in nature,
  22. Child abuse when the abuse is sexual in nature,
  23. Genital mutilation of a female child,
  24. Use of a child in a sexual performance,
  25. Promoting sexual performance by a child,
  26. Promoting obscenity in the first degree,
  27. Sexual exploitation of a minor,
  28. Promoting child pornography in the first degree,
  29. Promoting obscenity in the second degree,
  30. Promoting child pornography in the second degree,
  31. Possession of child pornography,
  32. Furnishing pornographic material to a minor, or
  33. Attempts to commit any of the above offenses when the victim was a child at the time of the commission of the offense.

- Q. **Significant Other:** For the purpose of this procedure, significant other is one person selected by the offender who may visit during visiting times for immediate family members unless otherwise restricted by standard operating procedures.
- R. **Special Visit:** A visit authorized due to unusual or special circumstances, at an unusual time, in a special area, or a visit from the media with a specific offender.

**\*\*\*SOP: R&D and R&O special visits will be non-contact unless designated otherwise by the Warden/designee.**

**\*\*\*SOP: Approved R&O/R&D special visits will not count toward the 1 allotted R&O/R&D monthly visit.**

- S. **Staff Member:** Any person who is:
1. employed by the department on a classified or unclassified basis (permanent, temporary, part-time, hourly, per diem) and is paid by the State of Missouri's payroll system;
  2. contracted to perform services on a recurring basis within a department facility (i.e., medical services, mental health services, education services, vocational services, substance use treatment services, etc.) pursuant to a contractual agreement and has been issued a permanent department identification card;
  3. a volunteer in corrections;

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4. a student intern;
  5. issued a department identification card or special access in accordance with the department procedure regarding staff member identification.
- T. **Trace Technology Search:** A search of a person, an object, or an area in which departmentally authorized trace technology equipment is used to determine whether traces of narcotics and/or explosives are present.
- U. **Visiting Liaison:** A case manager or higher ranking staff member assigned at each institution and treatment center to coordinate communication between the facility and visitors.

**\*\*\*SOP: V. X-ray package machine: A machine used in the detection of contraband.**

**\*\*\*SOP: R&D Offenders: Offenders assigned to Housing Units 3, 4, 5, 6, 7 and 8**

**\*\*\*SOP: R&O Offenders: Offenders assigned to Housing Units 1 and 2**

**\*\*\*SOP: General Population/Perm offenders: offenders assigned to Housing Units 9 and 10.**

### III. PROCEDURES:

#### A. VISITING ROOM

1. Visiting rooms should be arranged to provide a comfortable environment, as well as adequate supervision adapted to the degree of security required for that type of population.

**\*\*\*SOP: The visiting room officer will assign which table the visit will occur. This assignment will be documented.**

2. Areas and activities may be provided to augment the visits whenever feasible.
3. Play areas and activities for children that promote family involvement will be provided.
  - a. Visitors will be responsible to keep children under their immediate supervision and control at all times.

**\*\*\*SOP: Children must stay in the immediate area of the visit and will not be allowed to play in the restrooms, around vending machines, microwaves or water fountains. Termination of the visit will result if children are not properly supervised. This is also to include the lobby waiting area.**

- b. Staff members will not be responsible for child care, but will monitor the area for safety and security issues.
- c. Educational toys, books, puzzles, coloring books, crayons and games will be provided per guidelines established in standard operating procedures (SOP). With approval from visiting staff members, artwork made in the visiting room will be allowed to be brought back to the offender's living area.

**\*\*\*SOP: The FRDC business office will purchase the above items utilizing the offender canteen funds.**

**\*\*\*SOP: A bulletin board will be established for offender/children's artwork. The artwork will be displayed for 30 days and then sent out with a visitor during a normally scheduled visit, sent out at the offender's expense, or placed in the offender's property per policy. The Visiting Liaison must approve displayed artwork.**

4. Vending machines, microwaves and change machines should be available to visitors.

**\*\*\*SOP: Vending machines, microwaves are available in the Perm cadre visiting area.**

5. Sanitary supplies may be provided in the restrooms through a vendor supplied machine.
6. Baby changing facilities will be provided.
7. A video security camera system will augment security in the visiting room.
  - a. Cameras will be strategically placed to include monitoring offenders' and visitors' access to restrooms, as examples.
8. In the event an accident or injury to a visitor is witnessed by or reported to visiting room staff members, the visiting room officer shall complete a department accident/incident cause evaluation form, include statements from witnesses (oral or written) and provide all the documents to the safety manager.
  - a. If the accident or incident is believed to be a medical emergency, the visiting room officer shall contact the appropriate staff members and arrange for emergency services. The safety manager shall also be notified of the incident as soon as possible.
9. The CAO may authorize visiting in an institutional infirmary for offenders who cannot be moved to a visiting room with special security orders and direction.

#### B. VISITING ROOM STAFF MEMBERS

1. Staff members assigned to posts where they will interact with visitors should be carefully selected.
  - a. Consideration shall be given to professional appearance, tact, alertness, grasp of regulations, sound judgment in sensitive situations and communication skills.

**\*\*\*SOP: All officers assigned to the visiting room should read, sign and understand Post Order 34 Visiting Room Officer, a minimum of every 30 days.**

2. Staff members should receive relevant training as developed by the training academy.
  - a. The institutional training officer or designee will train all officers assigned to the visiting room focusing on offender and family dynamics, family values and the importance of family and pro-social relationships within 90 days of being assigned to the visiting room.
  - b. All officers will attend the training at least annually.
3. Visiting room officers shall be present at all times during visiting hours.
4. The chief administrative officer (CAO) may appoint a visiting liaison who will be the primary contact person for visitors who call the institution and have questions or complaints concerning visiting issues or request inquiries and complaints go through the offender's unit staff members.

**\*\*\*SOP: The Assistant Warden will function in the capacity of visiting liaison in addition to regular duties.**

#### C. VISITING SCHEDULES

1. Institution SOP will establish visiting schedules based on the following minimum core hours.

- a. Friday, Saturday, Sunday: Two separate four hour blocks of visiting shall be held; the first from 9:30 a.m. to 1:30 p.m. and the second from 2:30 p.m. to 6:30 p.m.
- b. Each block of time will be considered one visit.
2. SOP for long term treatment centers will establish visiting schedules based on the following minimum requirements.
  - a. Saturday, Sunday: between 9:00 a.m. and 5:00 p.m.

**\*\*\*SOP: Offenders assigned to ARM program are not permitted to have Friday 9:30 am to 1:30 pm visits. They are allowed to have Friday 2:30 pm to 6:30 pm visits.**

3. Institutions may expand or modify these visiting hours with approval of the division director.

**\*\*\*SOP: Friends and Family orientation is allowed in the 3<sup>rd</sup> Thursday of every month at 2:30 pm for R&D offenders. Visitors do not have to be on the visit list in order to visit the offender after the orientation. Children are not permitted to the orientation or the visit following. The visit following the orientation is 1 hour. This visit is not counted against the offender's one visit per calendar month.**

**\*\*\*SOP: All other R&O/R&D visits are not to exceed 2 hours.**

#### D. VISITING GUIDELINES

1. Visiting restrictions, such as number of visitors permitted at one time, length of visits, etc., may be imposed as needed due to inclement weather, the limitation of the visiting room facilities or staff member or other safety and security concerns.
  - a. A visit shall be limited to 3 visitors per offender and may include up to 3 additional visitors who are the age of 5 and under. Institutions may allow additional visitors via the special visit process or by SOP.

**\*\*\*SOP: No more than three (3) visitors for non-contact visits and no more than three (3) visitors for contact visits may visit an offender at the same time. Up to 3 additional visitors age 5 and under may visit Perm offenders.**

**\*\*SOP: Rotation of visitors will be permitted to allow more than 3 visitors during the visiting session. Once a visitor leaves the visiting room for reasons other than medical needs or as authorized by the shift supervisor, they will not be allowed to re-enter the visiting room.**

**\*\*\*SOP: R&O/R&D offenders are restricted to (one) 1 visiting session per calendar month.**

**\*\*\*SOP: R&D food service and laundry workers may have 2 visits per calendar month.**

- b. If a visitor leaves the visiting room floor for reasons other than medical needs or as authorized by the shift supervisor, they will not be allowed to re-enter the visiting room.
- c. Visitors cannot be on the facility's parking lot prior to 30 minutes before visiting starts.
- d. No adults, children or pets may remain in the vehicle while on institutional grounds.
- e. Visitors will be permitted to enter on a first-come, first-serve basis.

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- f. Visitors must comply with all search requirements in accordance with institutional services procedures regarding searches and in accordance with this procedure.
  - g. Visitor processing should begin 30 minutes prior to the start of visiting, at 9:00 a.m. and 2:00 p.m.
  - h. Visitors are restricted to one visit per day unless special authorization has been granted through special visiting status.
  - i. Visitors who demonstrate blatant symptoms of a contagious illness may be temporarily denied visitation to prevent the spread of illness such as pink eye, vomiting, etc.
  - j. To ensure fairness and an ample opportunity for all visitors to receive visits, if the visiting room is full, visitors who are in the visiting room may be asked if they will volunteer to leave so others can visit.
  - k. If the visiting room is full and no one volunteers to leave and there are other visitors waiting to visit, the CAO or designee may terminate visits after the visitor has visited for two hours.
    - (1) Visits may be terminated on a first in, first out basis.
2. When an offender is transferred to another facility, any visiting restrictions will be continued at the receiving facility.
  3. Each offender will be permitted a minimum of 8 visits per month unless restricted otherwise by procedure.

**\*\*\*SOP: Each general population offender will be permitted a maximum of 12 regular visits per month to include any food visits.**

- a. Weekend visits or visitors may be limited based on visiting room capacity and anticipated numbers of visitors.
4. Offenders may have a maximum of 20 approved visitors on their visiting list at any time.

**\*\*\*SOP: For the first 30 days, R&O/R&D offenders will be allowed to have 2 visitors on their approved list prior to receiving the Visiting Application form from the visitor. Both visitors must visit at the same time.**

**\*\*\*SOP: After the 30 days has lapsed, all R&D visitors must have completed the Visiting Application form and be approved in order to be eligible to visit.**

**\*\*\*SOP: After the 30 days has lapsed R&D offender's visitors will be limited to four (4) immediate family members or 3 immediate family members and one significant other on their visiting list.**

**\*\*\*SOP: General population offenders will be eligible for a contact visit if the visitor is on approved status.**

- a. Offenders may make changes to the visiting list 2 times per year in April and October.

**\*\*\*SOP: After the four (4) visitors are approved, R&O/R&D offenders will not be allowed to make changes to their visiting list while at FRDC.**

- b. The offender may designate one significant other.

**\*\*\*SOP: R&O/R&D offenders are not permitted to change their significant other while at FRDC.**

- (1) This person will not be permitted to visit until the visiting application form is processed and the person has been approved to visit.
- (2) An offender may change the designated significant other 2 times per year in April and October.

**\*\*\*SOP: General population (PERM) offenders may change their significant other two times per year (April and October) upon the offender's written request, monitored by classification staff.**

- (3) Ex-staff members, volunteers and interns will not be designated as a significant other unless authorized by the CAO.
- (4) Ex-offenders, parolees, conditional releasees and probationers will not be designated as a significant other unless authorized by the CAO or designee.
- (5) A person can only be designated as a significant other on one visiting list.

#### E. VISITING APPLICATION PROCESS

1. Visitors may only visit one offender confined in the department unless the visitor is an immediate family member of more than one offender.

**\*\*\*SOP: Refer to IS13-3.1 Clergy Visits.**

**\*\*\*SOP: R&D offenders may have an addition of one person designated as a spiritual advisor on their visiting list which is not included in the 4 allowed visitors. This visit will occur in the non-contact visitor area. The clergy/spiritual advisor will enter room A289. The visit may not exceed 2 hours.**

**The Visiting Application form (931-0260) must be filled out for a clergy/spiritual advisor visit and may be obtained from classification staff. The form will be sent to the chaplain's office for verification. A background check will be completed. The visiting application will be sent to the DWOM/designee for approval or disapproval.**

- a. Upon approval of the CAO, a clergy or spiritual advisor may be permitted to visit more than one offender.
2. Up to 5 immediate family members may be approved to visit prior to receipt of the completed visiting application form during the first 2 weeks after the offender has arrived at a diagnostic center.

**\*\*\*SOP: Only 2 immediate family members will be allowed to visit prior to receiving the visiting application form. If both visitors wish to visit, they must visit at the same time.**

- a. Temporary visiting status will only be authorized at reception and diagnostic centers.
- b. Background checks will be conducted as outlined in SOP.
3. The offender will send the visiting application form to the prospective visitor or the prospective visitor may print the visiting application from the department's website.
  - a. Offenders may obtain visiting application forms from case management staff members.
  - b. The return address of the facility will be stamped on the visiting application form.
4. Prospective visitors must complete and sign the visiting application form and mail it back to the facility.



**\*\*\*SOP: Visiting application forms should be returned to the Assistant Warden's office.**

- a. Anyone under 18 years of age must have a visiting application form completed and co-signed by the parent or legal guardian.

**\*\*\*SOP: If the visitor is under the age of 18 and married to the offender, they must provide appropriate documentation of proof of marriage. If proof of marriage is valid, the visitor will not need an application cosigned by a parent/legal guardian.**

- (1) Infants without a social security number may visit for up to six months, but will then be required to provide a social security number for future visitation.
  - b. Visiting application forms returned to the offender will not be accepted.
5. All visiting application forms will be reviewed and approved or disapproved by appropriate staff members as indicated in SOP.

**\*\*\*SOP: General Population visiting inquiries will be reviewed and approved or disapproved by the Assistant Warden/designee. The Visitor Status form will be used to notify the offender of visitor approval/disapproval and the reason for disapproval.**

**\*\*\*SOP: R&D status offender's visiting list will be reviewed by diagnostic classification staff.**

**\*\*\*SOP: R&O status offender's visiting list will be reviewed by the Assistant Warden/designee.**

**\*\*\*SOP: Approval or denial of a visitor's status will not be given over the phone. It is the offender's responsibility to notify their visitor of their visiting status.**

- a. If crucial information is missing from the visiting application form, or there is a question about the information presented, reviewing staff members will, within 5 working days, advise the offender that the application was not processed as it did not contain all the necessary information. The offender may receive another application to send to the visitor.
  - (1) As an alternative, a phone call to obtain minor information is encouraged.
  - (2) This will not be considered misrepresentation of information and is not a denial of visiting status.
- b. Background checks through the Missouri Uniform Law Enforcement System (MULES) or the National Crime Information Center (NCIC) shall be conducted on all prospective visitors 18 years of age or older. Facilities may perform background checks on prospective visitors under the age of 18 as defined in SOP. Subsequent background checks may be conducted as directed by the CAO or designee.
  - (1) MULES dissemination rules prohibit the sharing of information gained from criminal history checks with anyone outside of the department, including the offender and the prospective visitor.
  - (2) If the check shows an active warrant, the CAO or designee should notify the appropriate law enforcement officials.

**\*\*\*SOP: Staff who review the visiting list/applications will notify appropriate law enforcement officials.**

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- (3) Visitors with warrants or pending charges will not be considered to visit until the warrants are cleared or charges are disposed of, unless approved by the CAO.
      - (4) If the visitor is from outside the United States, a MULES background check should be run using the name, date of birth, and passport number.
      - (5) Results of the background check will be documented on the visiting application form and signed and dated by the staff member running the check.
    - c. When reviewing a visiting application form, staff members should consider the visitor's affect on the offender and facility operations and review the past and present history of the visitor including pending charges, prior convictions, prior department of corrections employment, whether the visitor is the offender's victim (if known), etc.
      - (1) If a reviewing staff member believes the visitor would be detrimental to the offender's rehabilitation efforts or the safety and security of the facility, the staff member will document those concerns in a memorandum directed through the established chain of command to the CAO.
    - d. Misrepresentation of information on the visiting application form is reason for removal or denial of visiting status.
  6. The CAO or designee will review the concerns submitted by staff members and determine whether the visiting status will be approved or denied.
    - a. All materials regarding denial will be placed in the classification file. Documentation of the reason for the denial will be noted in the department computer system.
    - b. Case management staff members will notify the offender on the visitor status form of the approval or denial.
      - (1) The visitor status form will include the reason for the denial and advise that the applicant may appeal the decision in writing to the deputy division director within 30 calendar days.
    - c. The offender will be responsible for notifying applicants who are approved or denied to visit.
  7. Upon receipt of a written appeal, the deputy division director will evaluate the denial.
    - a. After full review is made, the deputy division director will advise the visitor of the decision in writing.
  8. Visitors who are denied may reapply for visiting status after one year, unless they were denied for possible pending charges. Visitors who are denied for possible pending charges may reapply prior to one year if the charges were disposed of.
  9. When approved to visit, the visitor's name and relevant information will be included in the department computer system.
  10. When an offender is transferred to another facility, visiting application forms of approved visitors will not be reprocessed.
  11. Any visitor may be requested to provide updated information should a need for such be identified.
  12. A visitor who wishes to be removed from an offender's visiting list must request in writing that his name be removed.

**\*\*\*SOP: Requests for removal from an offender's visiting list must be made in writing and sent to the Assistant Warden/designee.**

- a. A copy of the letter from the visitor will be placed in the offender's classification file.
- b. The visitor's name will be removed within 10 working days of receiving the request.
- c. Offenders will be notified on the visitor status form.
- d. Visitors who request removal from an offender's visiting list cannot be added to another offender's list for a minimum of six months unless they are an immediate family member.
  - (1) The visitor must submit a new visiting application form to be reinstated on an offender's visiting list.

13. Staff Members:

- a. A staff member may only visit an offender who is a member of his immediate family and with approval from the division director or designee in accordance with departmental procedures regarding staff member conduct.
- b. The staff member must notify the CAO where he works and the CAO of the facility to which the offender is assigned.
  - (1) This information must be included on the visiting application form.
- c. Staff members who have been placed on administrative leave pending investigation or who have been suspended will not be permitted to visit offenders while under this status, unless approved by the staff member's CAO.

14. Ex-Staff Members:

- a. An ex-staff member, whose separation from service was not in good standing, who was under investigation or who had discipline pending at the time of departure from service will not be permitted to visit for a minimum of 5 years.
- b. Ex-staff members, whose separation from service has been verified as in good standing, may be considered for approval to visit an offender 6 months after separation from service.

15. Probationers:

- a. A probationer who has not served time in any state or federal corrections facility may be considered for approval to visit immediate family members.
- b. An offender on supervised probation must have the written approval of the probation and parole officer prior to being considered for approval to visit.

**\*\*\*SOP: Approval must also be obtained from the Visiting Liaison.**

**\*\*\*SOP: Offender's immediate family members on supervision (parole/probation) desiring a visit with an FRDC offender will need to have an approval letter sent to the Assistant Warden/designee (faxed/mailed) from their probation/parole officer.**

- (1) If the offender is on unsupervised probation, the offender must have written documentation that the probation is unsupervised.
  - c. A probationer who has served time or been assigned to any state or federal corrections facility, who is not currently incarcerated, but remains under supervision may be considered for approval to visit an immediate family member after 6 months from release from a facility.
    - (1) The offender must have the written approval of his probation and parole officer prior to being considered for approval to visit.
16. Conditional Releasees or Parolees:
  - a. A conditional releasee or parolee under supervision from any state or other government entity may be considered for approval to visit immediate family members after 6 months from release from a facility.
    - (1) The offender must have the written approval of his probation and parole officer prior to being considered for approval to visit.
17. Ex-Offenders:
  - a. An ex-offender who has been previously incarcerated in any state or federal corrections facility and is no longer under any supervision may be considered for approval to visit immediate family 6 months after final discharge.
    - (1) Ex-offenders may be considered for approval to visit an offender other than immediate family 5 years from final discharge.
18. Offenders released on appeal bonds will not be permitted to visit.
19. An offender released on a court order is an ex-offender unless the court also orders the record to be expunged, in which case he is considered the same as any other member of the general citizenry.
20. Sexual Offenders of Children:
  - a. Records Search:
    - (1) When an offender is received at a reception and diagnostic center, diagnostic staff members will make a review of the file and if a conviction or charge of a sexual offense(s) against a child is found, it should be so noted within the file.
      - (A) The receiving facility still has an obligation to thoroughly review the file upon the offender's reception to the permanent facility.
    - (2) If such information is located, the case manager will document that visits are restricted in:
      - (A) the chronological data sheet form of the classification file,
      - (B) on the cover of the classification file, and
      - (C) the department computer system.
    - (3) If no information is found to indicate the offender has a prior or current sexual offense against a child, the case manager will make notation in the chronological data sheet form of the offender's classification file.

b. Application Process:

- (1) The application process will not begin until the offender is assigned from diagnostic status to a permanent facility.
- (2) All visiting application forms of offenders who have a pending, prior or current sexual offense against a child must be carefully scrutinized to ensure that children are not approved to visit unless authorized as described within this procedure regarding the application process for sexual offenders of children.
- (3) The offender will not be permitted to visit children who are victims of their sex offense.
- (4) Offenders may be approved to visit children who are immediate family after a review of risk towards the child. No contact visiting may be considered.
- (5) When an offender requests a visiting application form to send to a custodial parent or legal guardian for completion on behalf of a child, the case manager will review the adult only restriction - agreement form with the offender. An adult only restriction – agreement form will accompany the visiting application form for each prospective child visitor.
  - (A) The offender must sign the form indicating agreement to abide by all stipulations of the contract before the form will be processed.
  - (B) Reviewing staff members will witness the signature or refusal to sign.
- (6) Any attempt to falsify records or wrongfully attempt to bring a child into the visiting area will result in termination of visiting status.

**\*\*\*SOP: If information indicating an offender has committed an offense against a child is discovered that information shall be brought to the attention of the CAO/designee.**

- (7) The visiting application form must be completed in full by the child's custodial parent or legal guardian and the adult only restriction - agreement form carefully reviewed and signed.
  - (A) A certified official copy of the prospective child visitor's birth certificate must accompany the initial visiting application form and a copy of the marriage certificate in cases of step relationships, or other court documents specifying legal guardianship.

c. Review Process:

- (1) Upon receipt of the visiting application form, case management staff members will review the application and signed adult only restriction-agreement form and conduct further review to verify the child's relationship to the offender. A packet will be submitted to the CAO or designee through the chain of command for a decision regarding visitation.
- (2) The CAO or designee shall consider the following factors:
  - (A) nature and severity of the offense;
  - (B) previous visit history;
  - (C) programs in which the offender has participated and progress;

- (D) whether the child is the offspring of the offender, but the offense was against another child of the offender; and
  - (E) the nature of the crime and victim's age at the time of the offense.
- d. Approval or Denial Process:
- (1) The CAO or designee will determine whether the visiting status will be approved or denied.
    - (A) Case management staff members will notify the offender on the visitor status form of the approval or denial.
      - i. Offenders will be responsible for notifying the custodial parent or legal guardian of the child that visitation has been approved or denied.
      - ii. The decision will be noted in the chronological data sheet form of the offender's classification file.
    - (B) If the CAO or designee approves the request, the child visitor's name and relevant information will be included in the department computer system. Case management staff members will ensure that the name of the custodial parent or legal guardian is identified, along with the child visitor's name, in the comment section in the applicable department computer system as the adult required to accompany the child on the visit.
      - i. A copy of the signed adult only restriction – agreement form shall be maintained in the visiting records.
  - (2) If the CAO or designee denies the request, the custodial parent or legal guardian of the child can appeal the decision in writing within 30 calendar days via the deputy division director. The deputy division director will evaluate the denial.
    - (A) After full review is made, the deputy division director will advise the visitor of the decision in writing.
  - (3) When an offender's visiting status with children has been approved, that status will not change unless an incident in the visiting room has occurred or other circumstances or information becomes available that would warrant a new review and possible denial of the visiting status.
    - (A) The CAO or designee will temporarily suspend visiting privileges until all pertinent information has been reviewed.
    - (B) If the CAO or designee believes sufficient information is available to change the visiting status, he will compile all supporting documentation and inform the established parent in writing that the child's visiting status is being terminated and advise the offender of the circumstances. The CAO or designee will advise the offender the visitor may appeal the decision within 30 calendar days to the deputy division director. The deputy division director will review all materials and make a recommendation to the division director.
    - (C) The division director shall review the request and information to determine whether visiting should be permitted.
    - (D) The offender's visiting privileges with children will remain suspended until the appeal process is completed.
- e. Court Ordered Visitation:

- (1) If a court order is received ordering a child to receive a visit with an offender who has previously been denied child visitation, the child's therapist may be present and if applicable, a Children's Division representative.
  - (A) If no outside representation is available, a department staff member (other than a visiting room officer) will be present to directly supervise the visit.
  - (B) This should be processed as a special visit.
    - (i) Children's Division representatives should provide at least one business day's notice of this visit. They are not required to complete a background check but they are required to present their official state identification card at the time of visit.
  - (C) Unless a specific length of visit is designated by the court, a 2 hour limit shall be applied.
- (2) If a child's therapist believes it to be in the best interest of the child's treatment for the child to visit when visitation has previously been denied, a court order must be obtained for the visit to occur.

#### F. VISITING ORIENTATION

1. Visiting orientation for offenders will be included in the reception and orientation programs.

**\*\*\*SOP: Friends and Family orientation is allowed in the 3<sup>rd</sup> Thursday of every month at 2:30 pm for R&D offenders. Visitors do not have to be on the visit list in order to visit the offender after the orientation. Children are not permitted to the orientation or the visit following. The visit following the orientation is 1 hour. This visit is not counted against the offender's one visit per calendar month.**

**\*\*\*SOP: The Friends and Family Orientation is conducted by the Assistant Warden/Designee, Medical, Mental Health, Probation and Parole, Mailroom, Records, Education, Grievance Officer, Business Office and Classification staff.**

2. Orientation for offender family members and friends will be offered at the male diagnostic centers for first time offenders.

#### G. VISITING RULES

1. Visiting rules and program information will be posted in the visiting rooms.

**\*\*\*SOP: Visiting room rules for visitors and offenders shall be posted in an area visible to all visitors and offenders.**

2. Visiting room rules will be made available to visitors upon request.
3. Visitors 13 years of age and older shall be required to show a current school picture identification card that includes their name, or a valid federal or state Department of Revenue photo identification card before admission to the visiting area.

**\*\*\*SOP: The ID will include the visitors name, address, height, weight, eye color, date of birth and gender.**

- a. Persons whose religious tenets prohibit them from being photographed will be required to:
  - (1) obtain prior approval to visit from the CAO or designee; and

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- (2) present a valid state issued identification card from the Department of Revenue without photo.
    - (A) Institutions will develop SOPs specifying the entry/exit process for visitors with a valid state issued identification card from the Department of Revenue without photo.
  - b. Persons from outside the United States can show a valid passport with photo.
  4. Visitors under 18 years of age, unless married to the offender, must be accompanied by an adult who is on the visiting list.
  5. Visitors will not bring any personal property into a facility except as needed for the duration of the visit and as allowed in this procedure.
    - a. SOP will specify the method for processing and storing authorized items.
    - b. No wallets, billfolds, keys, photographs, purses, phones, and other electronic devices will be permitted inside the visiting room, but may be stored in the assigned visitor's locker, if available.
      - (1) If adequate storage lockers are not available, SOP will provide further clarification of property allowed in the visiting room.
    - c. The facility is not responsible for personal items belonging to a visitor.
      - (1) If a visitor leaves a personal item at the facility or in the assigned storage locker, the offender will receive notification that the visitor has 30 days in which to make arrangements to retrieve the item, or it will be disposed of.
    - d. Children are encouraged to bring in report cards, school papers, and homework assignments, to share with the offender, but these items must be returned to the child at the end of the visit or disposed of in accordance with the visitor's wishes.
  6. Each adult visitor may bring up to \$50.00 in currency when visiting.

**\*\*\*SOP: FRDC visitors may bring in coins only. Paper currency is not allowed to be brought in by visitors.**

**\*\*\*SOP: Rolled coins must be in transparent rolls.**

- a. All money, both paper and coins, brought into the facility must be carried in clear or transparent packaging, provided by the visitor (for example: zip lock bag, plastic pouches, etc.).
- b. Only visitors may handle money in the visiting area.
- c. Offenders are not allowed to visit the vending machines, unless authorized by SOP.

**\*\*\*SOP: Offenders are not allowed to use vending machine or microwave.**

7. The following dress code must be followed at all facilities by every visitor.
  - a. Visitors must dress appropriately, for the good order and security of the facility.
  - b. Clothing must not be excessively tight or baggy, transparent or otherwise revealing.

**\*\*\*SOP: If it is questionable whether or not a visitor's clothing is appropriate, the Shift Commander will be notified to make a final determination.**



- c. Clothing must not be gang related or camouflaged, must not have printed racial or ethnic slurs or obscenities, or depict or advocate the use of drugs or violence (either in written or picture form).
- d. Skirts, dresses and shorts must be no shorter than the top of the knee cap when standing. No wrap around skirts or dresses are permitted.
  - (1) slit dresses and skirts are not permitted when the slit extends higher than 2 inches above the top of the knee.
  - (2) if a dress or skirt has fasteners, all fasteners will remain closed so that the garment is not open more than 2 inches above the top of the knee.
- e. Slacks or jeans – no holes or slits permitted.
- f. Shirts, blouses and dress tops must cover the chest, back and stomach and have sleeves that cover the shoulders and underarms. Absolutely no display of cleavage or midriff is permitted.
- g. Appropriate undergarments must be worn and not visible.
- h. Shoes must be worn except by infants not walking.
- i. Headgear is not allowed with the exception of approved religious headgear.
  - (1) Religious headgear may not be touched or removed by staff members.
  - (2) If the religious headgear does not clear the walk through metal detector, the hand held detector should be used.
  - (3) A visitor may be asked to remove their religious headgear for searches if it fails to pass security clearance.
    - (A) If the visitor agrees, they will be taken to a private area by a staff person of the same gender. The staff person will request the visitor remove the religious headgear for inspection to identify the source of alarm or establish there are no prohibited items.
  - (4) If religious headgear includes a cloth veil covering the face leaving the eyes exposed the visitor will be asked by an officer of the same gender to uncover their face for positive identification, with reasonable privacy given. The visitor will then be permitted to wear it for the visit. Positive identification must be made going in and coming out of the visiting room.
- j. Jewelry may be worn, but a visitor may be required to remove it if it presents a safety or security concern.
- k. Wigs, extensions or hairpieces are authorized unless an overt security threat is evident.
  - (1) A visual search of hair pieces may occur, as considered necessary.
- l. Non-prescription sunglasses will not be permitted in the visiting room.
- m. The following items will be allowed per infant:
  - (1) 1 clear carryall for infant supplies,
  - (2) 6 cloth or disposable diapers,

- (3) 1 single layer baby blanket,
  - (4) 1 change of infant clothing,
  - (5) 3 clear plastic baby bottles of prepared formula, juice or water,
  - (6) 1 clear plastic no-spill toddler cup,
  - (7) 3 unopened plastic vendor containers of baby food,
  - (8) 1 plastic pacifier, plastic teether and rattle,
  - (9) 1 small plastic feeding spoon, and
  - (10) 1 unopened package of wet wipes.
8. During visitation periods, visitors will be allowed to breastfeed infant visitors:
- a. in a private area where breastfeeding can occur with little disruption,
  - b. by leaving and returning with no loss of visitation privileges,
  - c. by use of breast milk in bottles, or
  - d. in the visiting room if the mother and child are separated from offenders and other visitors so there is minimal chance of an exposed breast.
- (1) If the breastfeeding is conducted in a manner that is disruptive to offenders or visitors or violates visiting rules, the visit will be terminated and further action considered.
9. Medications and medical equipment needed to maintain the visitor's life (such as nitroglycerine, oxygen or asthma inhaler) may be retained by the visitor.
- a. The visitor must inform the visiting room officer of the need for the medication or medical equipment.
    - (1) Medications should be clearly labeled with the visitor's name.
  - b. Visitors who have surgically implanted metal hardware must submit a written statement from a physician.
  - c. Visitors who have special needs (for example: wheelchairs, service animals, etc.) are encouraged to contact the facility in advance of a visit so any special arrangements to assist the visitor can be made.
    - (1) A visitor with special needs shall not be denied entrance to a facility for only failing to provide advance notice of his visit.
    - (2) Unless specifically noted elsewhere in policy or procedure, staff members shall not inquire as to the nature and extent of a person's disability, or request a written statement from a physician or other proof of disability.
    - (3) If a visitor seeks to bring a power-driven mobility device (for example: a motorized wheelchair) into a facility, staff members may ask for credible assurance that the power-

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driven mobility device is to assist the person in managing his mobility disability. Credible assurances shall include the following:

- (A) a valid state-issued proof of disability (including a disability parking placard), or
  - (B) a verbal representation, not contradicted by observable fact, that the other power-driven mobility device is being used for a mobility disability.
- (4) If a visitor seeks to bring a service animal into a facility, the animal must be allowed into the facility under the following conditions:
- (A) Staff members may only ask the following questions. A negative answer to either question may result in the animal being excluded from the facility.
    - i. Is the service animal required because of a disability?
    - ii. What work or task has the service animal been trained to perform?
  - (B) The department is not responsible for the care or supervision of service animals. When service animals are present in department facilities, they must adhere to the following requirements. Failure to do so shall result in the service animal being excluded from department facilities.
    - i. Service animals must be under the handler's control at all times.
    - ii. Service animals must remain under control, and the animal's handler must take effective action to control it.
  - (C) The department shall allow the use of a miniature horse as a service animal so long as allowing the horse is reasonable considering the following factors:
    - i. the type, size, and weight of the miniature horse, and whether the facility can handle these features;
    - ii. whether the handler has sufficient control of the miniature horse;
    - iii. whether the miniature horse is housebroken; and
    - iv. whether the miniature horse's presence in the facility compromises legitimate safety requirements that are necessary for safe operation.
- d. Medically necessary syringes, insulin and needles will be secured in the visitor's locker, if available.

**\*\*\*SOP: If it is questionable whether or not a visitor's clothing is appropriate, the Shift Commander will be notified to make a final determination.**

- e. Other medication will not be permitted on facility grounds.

**\*\*\*SOP: Visitor must have documentation from their physician justifying the need for the medication to be brought onto facility grounds. The Visiting Information officer will issue a key to the visitor who will lock medication in one of the visitor lockers. The key issue officer will notify the visiting room officer of the visitor with medication needs.**

- 10. Offenders and visitors will be allowed one greeting and departing embrace and brief close-mouthed kiss.

- a. The only physical contact permitted at any other time is holding hands

**\*\*\*SOP: Hands must be in plain sight at all times. During photo shoot, the offender may put his arm around the visitor's shoulder, but the hands must remain in plain sight at all times.**

- b. Offenders and their visitors may not feed each other or share beverages.
- c. Children 6 years of age and under may be permitted to sit on the lap of the offender unless special concerns are noted or as otherwise defined in this procedure regarding child sex offenders.

**\*\*\*SOP: While sitting at the visiting tables the offender's visiting spouse/girlfriend/friend will be required to sit across the table or on opposite sides of the table from each other facing directly toward the table. In the event more than one (1) friend/family member is visiting the offender, it will be up to the discretion of the visiting room officer of who will be required to sit across from the offender. All other visitors are authorized to sit beside the offender at the discretion of the visiting room officer.**

**\*\*\*SOP: Feet are to be kept off chairs and tables. No removing of shoes or socks. No lying on chairs or floors. No sitting on the table tops or on the floor. Exception: Offenders may sit on the rug on the play area with visiting children.**

11. Children will be accompanied and supervised at all times by an adult visitor.

**\*\*\*SOP: Staff will not be responsible for child care but will monitor the area of safety and security issues. Children must stay in the immediate area of the visit or in the children's play area and will not be allowed to play in the restrooms, around vending machines, microwaves, or water fountains. Termination of the visit will result if children are not properly supervised.**

12. Visitors and offenders will not be allowed in the restroom at the same time.

**\*\*\*SOP: All Perm offenders using the bathroom during a visit will be stripped searched prior to using the bathroom. Offenders will be escorted by custody to and from the non-contact visiting room bathroom. The offender bathroom will be searched by custody staff after the offender uses the bathroom. Offenders will not be able to use the bathroom 30 minutes before the end of each visiting session. (Due to the high volume of offenders leaving from their visit.)**

13. Sexual Offender of Children's Visiting Room Behavior:

- a. Visiting room staff members will ensure that the offender and adult visitors abide by all visiting room regulations and follow the signed adult only restriction – agreement form.
- b. The offender will not be permitted to have contact with other children in any visiting area.
- c. If, at any time, visiting room staff members observe the offender or the visitor violating the terms of the contract, he will immediately suspend the visit pending further direction from the shift supervisor or designee.
  - (1) If the offender violates the contract, a conduct violation report should be written in accordance with institutional services procedures regarding conduct violation reporting.
  - (2) If the visitor violates the contract or allows the offender to violate any portion of the contract, a report outlining the misconduct will be prepared by visiting room staff members prior to leaving duty.

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- (A) The report will be submitted to the CAO via the chain of command in accordance with this procedure.
  - (3) If visiting room staff members believes the child is in undue distress, they may temporarily suspend visitation pending further direction from the shift supervisor or designee.
    - (A) The shift supervisor or designee may terminate the visit.
    - (B) The visiting room staff members and the shift supervisor will submit a report to the CAO prior to leaving duty.
    - (C) The CAO may suspend all visits.
  - (4) If abuse is suspected or identified, appropriate contact shall be made to the Children's Division via a child abuse hotline call.

#### H. INCENTIVE VISITING PROGRAMS

1. Each facility and treatment center shall develop incentive visiting programs to increase the number and/or types of visits permitted. A minimum of 2 food visits per year will be held for general population and protective custody offenders who have met the behavioral and programming expectations established in SOP.

**\*\*\*SOP: Incentive programs will be established for permanent cadre offenders.**

**\*\*\*SOP: Food visits will be permitted for general population offenders only. The offender is responsible for submitting a written request to classification staff requesting incentive food visits. Food visits will be on the 2<sup>nd</sup> and 3<sup>rd</sup> weekend.**

**\*\*\*SOP: SOP General Population offenders shall receive an incentive food visit as outlined below on a quarterly basis.**

**Regular Quarterly Food Visit shall occur once during the months of March (first quarter); June (second quarter); September (third quarter); and December (fourth quarter).**

**To be eligible to receive this food visit a general population offender must have been assigned to the general population unit for the last 90 days and must have remained CDV free for the last 120 days of incarceration.**

**\*\*\*SOP: General Population offenders shall receive an additional quarterly incentive food visit to occur during the months of January and February (in addition to regular first quarter March food visit); again April or May (in addition to regular second quarter June food visit); again July or August (in addition to regular third quarter September food visit); and again October or November (in addition to regular fourth quarter December food visit).**

**\*\*\*SOP: General Population offenders shall receive one incentive food visit per calendar month once they have been incarcerated for one year conduct violation free and have been assigned as a general population offender for 90 days on 2<sup>nd</sup> and 3<sup>rd</sup> weekend.**

**\*\*\*SOP: A violation of rule #11 or lower will disqualify the offender for a food visit for 6 months from date of violation.**

- a. Incentive programs must be consistent with the custody level of the facility and type of offender population housed at the facility.
- b. Incentive programs must be approved by the deputy division director;

- c. Food may be prepared at home, catered by or purchased from a vendor.
  - (1) All food must comply with security regulations.
  - (2) A total of 4 containers may be brought for each authorized food visit.
  - (3) Containers for home prepared or store-bought foods may be no larger than a 9 x 9 x 4, and must be constructed of clear plastic only.
  - (4) Food brought from vendors must be in the original container (no glass, metal, aluminum pans or foil).
  - (5) In addition to the above 4 containers, paper, plastic or styrofoam disposable dinnerware and eating utensils are allowed and must be provided by the visitor.
  - (6) The following items may not be brought in for food visits:
    - (A) fresh fruit items;
    - (B) Jell-O or ice cream; or
    - (C) beverages.

**\*\*\*SOP: No frozen desserts are allowed.**

- \* **Poultry (no whole birds allowed), meats, breads, cakes, pies etc., must be sliced before entering the institution.**
- \* **Condiments (BBQ sauce, mustard, salad dressings, ketchup, etc). must be in the original, sealed, plastic container and shall be run through the x-ray machine for detection of contraband.**
- \* **No coolers or picnic baskets are allowed in the visiting room.**
- \* **All food will be searched by staff for contraband. All packages will be run through the x-ray package machine. Anything not easily searched, in staff's judgment, must be denied. Unauthorized items shall not be permitted to enter the institution.**
- \* **FRDC is not responsible for visitor's property.**

- d. Inspection of food items may include a physical search of the food items that entails cutting, stirring, piercing or separating an item to ensure no contraband is introduced into the facility.
    - (1) Staff members conducting the search must wear appropriate gloves and a hair net or cap;
    - (2) Any food not easily searched may be denied.
  - e. Food may be only consumed by the offender and his visitor and may not be shared with others.
  - f. Leftover food items must be discarded in appropriate receptacles, by the visitor, after the visit, or removed from the facility with the visitor.
2. Children's Birthday Celebration:
- a. Offenders and visitors may celebrate a child's birthday during a regular visit.

- (1) Celebrations should occur within the month of the birth date.
- (2) The child must be aged 12 or under.
- (3) The child must be the offender's child, sibling, grandchild, great-grandchild or equivalent step relationship.
- b. The offender must submit a request to case management staff members at least two weeks prior to the child's birthday.
- c. Case management staff members will verify the child's birth date and the child's relationship to the offender as established on the visiting application form.
- d. Case management staff members will notify the visiting room supervisor who will ensure the birthday cake is permitted.
- e. The offender is responsible for making arrangements with the visitor for a cake.
  - (1) The cake may be prepared at home or purchased from a vendor but can be no larger than 12 x 16 inches, single-layered only.
  - (2) The cake may not contain any decoration except icing. It may not contain any plastic decorations, candies, sprinkles or candles.
  - (3) The cake must be stored in the original vendor's container of cardboard or a plastic see-through container.
  - (4) Inspection of the cake may include a physical search that entails cutting or piercing the cake to ensure no contraband is introduced into the facility.
3. Special visiting room activities may be arranged at the discretion of the CAO.

#### I. PARENTING PROGRAM VISITS

1. In conjunction with an approved institutional parenting program, an offender may be allowed to have visit(s) with their child who is on the offender's approved visiting list as outlined in SOP.

#### J. SPECIAL VISITS

1. The CAO or designee may approve special visits for the following reasons:

**\*\*\*SOP: Special visit requests will be reviewed and approved/disapproved by the Assistant Warden/designee. If the request is disapproved by the Assistant Warden/designee, the request will be forwarded to the Deputy Warden of Offender Management with a letter of justification for the disapproval. The Deputy Warden of Offender Management will do a final review and approve/disapprove the request.**

- a. the visitor must travel 250 miles, one way, or more;
- b. other unusual circumstances (i.e. the offender has not received a visit in one year or more, terminal illness of the offender or family member, sleeper status, etc).

**\*\*\*SOP: Visitation for offenders under R&D status or assigned to FRDC, that are confined in TCU, will receive visitation, following guidelines established by Medical, Caseworker and the Warden. Guidelines will be determined on a case by case basis.**

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**\*\*\*SOP: Offenders assigned to other facilities that are out-counted to TCU at FRDC will receive visitation with the approval of the Warden/designee of the offender's assigned facility, FRDC Warden/designee and FRDC Medical staff.**

**\*\*\*SOP: Parole Hearing visits must be approved by the Deputy Warden of Offender Management office. Anyone attending parole hearings inside the secure perimeter, with the exception of DOC staff and law enforcement personnel, will be required to undergo a background investigation. The background check will be done by the Deputy Warden of Offender Management office. A memorandum must be generated and signed by the Warden/designee advising airlock, control center, key issue and the parole district administrator/designee of their approved admittance.**

2. Requests for special visits should be submitted by the offender at least 5 business days in advance, when possible.
3. Requests for special visits will be documented on the special visit request form and in the department computer system.

**\*\*\*SOP: The case manager will ask the offender if he wants to be visited by the visitor if the special visit is initiated by the visitor. The visiting liaison will confirm this before processing the special visit request.**

#### K. CONFIDENTIAL VISITS

1. Confidential visits for an offender and his attorney will be arranged in accordance with the institutional services procedure on access to attorneys and courts.
2. Confidential visits for an offender and outside law enforcement agencies will be arranged in accordance with departmental procedure on investigation unit and responsibilities.
3. Confidential visits with legislators will be arranged through the CAO or designee.
4. All other confidential visits will be arranged and approved by the CAO or designee.

**\*\*\*SOP: Confidential visits must be approved and arranged through the Deputy Warden of Offender Management.**

5. Confidential visits shall be visually monitored to ensure safety and security, but staff members shall not interfere with the confidential nature of the visit.
6. Confidential visits, with the exception of visits with outside law enforcement agencies, will be documented on the special visit request form and in the department computer system.

#### L. BEREAVEMENT VIDEO

1. When an immediate family member visitor wishes to share a bereavement video, the visitor should send the video to the chaplain.
  - a. The chaplain will view the video within 3 working days to ensure the content is appropriate.
  - b. The video may only contain a maximum of one hour of video footage.
2. If acceptable, the chaplain will send the video to the visiting liaison with a written memo stating it is acceptable.



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- a. The visiting liaison will contact the offender to determine whether he wishes to view the video during a visit.

**\*\*\*SOP: After reviewing the video the chaplain will contact the offender to determine if the offender wishes to view the video.**

- b. If the offender wishes to view the video with immediate family visitors, the visiting liaison will arrange a time for the offender and visitors to view the video, and advise of any limit to the number of visitors who may be present.

**\*\*\*SOP: The length of the video shall be limited to 2 (two) hours.**

- (1) If possible, the viewing will occur in a confidential setting or at a time when other visitors are not present.

**\*\*\*SOP: The viewing will occur in Room A281 in the visiting room if family or visitors choose to be present. Otherwise the viewing will be held in P building under the direction of the FRDC chaplain.**

**\*\*\*SOP: The FRDC Chaplain will be present during the viewing.**

- (2) A visiting room staff member or chaplain will be present during the viewing.
  - (3) If a private setting or time cannot be arranged, the viewing may take place in the visiting room.
    - (A) Every effort will be made to shield the television from other offenders and visitors and the sound will be maintained at a low level.
  - (4) When the viewing is completed, if the visit is to continue, a visiting room officer will secure the video pending completion of the visit.
  - (5) When the visit is completed, the video will be returned to the visitor to be removed from the facility, as he is exiting the visiting room.
- c. The offender may choose to view the video privately.

**\*\*\*SOP: Private viewing will be held in P building under the direction of the FRDC chaplain. The chaplain will make arrangements for the private viewing.**

- (1) The visiting liaison will make arrangements.
  - (2) When viewed, the visiting liaison will make arrangements for the visitor to pick up the video at the next visit, or for the offender to send the video out at his cost.
3. If the video is not acceptable, the chaplain will notify the CAO or designee who will make the final decision.
    - a. The chaplain will return the video to the visitor with a letter signed by the CAO or designee stating the reason it is not acceptable.

**\*\*\*SOP: The video will be returned to the visitor at the offender's expense or returned to the visitor during a normal scheduled visit.**

#### M. OFFENDER RESTRICTION OF VISITING PRIVILEGES

1. An offender's visiting privileges may be restricted for a specified period of time due to sanctions imposed:
  - a. in accordance with institutional services procedures regarding conduct rules and sanctions;
  - b. as a result of confinement to a segregation unit;
  - c. as determined necessary for the safety, security and general welfare of the facility, offenders, staff members or visitors and approved by the CAO or designee;
  - d. in accordance with guidelines of visiting restrictions/sexual offenders of children;
  - e. while on sleeper status or other special security orders, unless approved by the CAO or designee; and/or
  - f. while on suicide watch unless recommended by the chief of mental health or designee and approved by the CAO or designee.
2. Every facility will maintain a no-contact visiting area.
3. The method in which no-contact visits will be conducted should be established in SOP.

**\*\*\*SOP: All offenders assigned to the administrative segregation unit shall conduct their visits in the non-contact visiting area.**

**\*\*\*SOP: Offenders receiving visitors will be contacted by the visiting room staff. They shall proceed to or be escorted immediately to the visiting room search area and check in with the visiting room staff. Offenders will be pat searched prior to the visit and strip searched prior to leaving the visiting area.**

**\*\*\*SOP: When escorting Administrative Segregation offenders to the visiting area, the escorting officer is to remain with the offender until he has been secured in the Administrative Segregation visiting room. When the visit is completed, the visiting room officer will contact control center for an escorting officer. The offender is to remain secured in the Administrative Segregation visiting room until the escorting officer has arrived. At that time the visiting room officer, along with the escorting officer, will then remove the offender from the room. He can then be escorted and strip searched upon arrival back to the Administrative Segregation unit. At no time is the Administrative Segregation offender to be placed in the pat search area to await escort.**

- a. Offenders assigned to segregation will remain mechanically restrained during no-contact visits when the offender is secured in a single no-contact booth whether the booth is equipped with a handcuff port or not. When a telephone is available to the offender in the no-contact booth for communication with their visitor, consideration should be given to the offender's ability to hold a telephone to his ear.
4. Offenders on no-contact visiting status may be permitted, with CAO or designee approval, contact visits with:
  - a. attorneys or their authorized representatives as established in institutional services procedures regarding access to attorneys;
  - b. elected officials, law enforcement, or their authorized representatives; and
  - c. clergy persons or spiritual advisors as established in institutional services procedures regarding clergy persons or spiritual advisor visits.

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**\*\*\*SOP: Custody staff shall supervise offenders of non-contact visiting status during a contact visit in such a manner as not to compromise the confidentiality of the visit.**

N. VISITOR RESTRICTION OF VISITING PRIVILEGES -TRACE TECHNOLOGY SEARCH

1. Visitors may undergo trace technology equipment searches as authorized by the department or division directors in accordance with institutional services procedures regarding searches.
2. Failure to submit to a trace technology equipment search will be documented and result in a no-contact visit, if space is available.
3. Unconfirmed positive tests will not result in a visiting restriction.
4. Confirmed positive tests will result in a no-contact visit, if space is available.
5. Future visitation privileges will not be restricted or limited by confirmed positive trace technology equipment searches.
6. All visiting restrictions will be entered into the department computer system.
7. When a confirmed positive test occurs, the investigation unit will be notified.
  - a. SOP will establish specific notification processes.

**\*\*\*SOP: The Shift Supervisor will notify the Warden/designee, local law enforcement agency (Callaway County Sheriff's Department) and the department's criminal investigation unit at central office. A written report will be submitted to the Visiting Liaison prior to the Shift Supervisor leaving shift.**

O. VISITOR SUSPENSION OR TERMINATION OF VISITING PRIVILEGES

1. Visits may be terminated or denied at any time by the CAO or designee without prior advance notice to the offender or visitor due to the visitor or offender's behavior.
2. Visiting privileges of a visitor may be suspended for a specified period of time up to one year based on, but not limited to:
  - a. a determination that continued relationships would be detrimental to the offender's rehabilitative effort;
  - b. the visitor or offender's actions;
  - c. refusal to submit to a search, in accordance with institutional services procedures regarding searches;
  - d. violation of the sexual offenders of children visiting guidelines; and/or
  - e. any other safety and security concerns.
3. Any specific visit may be denied or terminated by the CAO or designee on the basis of, but not limited to:
  - a. improper conduct;
  - b. failure to follow visiting rules and regulations;

- c. refusal to submit to a search, in accordance with institutional services procedures regarding searches;
- d. suspected use of alcohol or narcotics;
- e. unacceptable language, loud or boisterous talk, cursing, threatening or rude gestures toward staff members or others, or any conduct that is morally offensive to others;
- f. any improper dress of the visitor;
- g. blatant symptoms of a contagious illness (i.e. pink eye, vomiting, etc.) and/or
- h. any breach of safety and security.

**\*\*\*SOP: Visitors may be denied visits if they are exhibiting flu-like symptoms.**

4. If the denial or termination results in a suspension of visiting privileges, written notification of the suspension citing the specific reason for suspension, will be sent to the visitor within 5 working days with copies to the offender, offender's classification file and the deputy division director.
  - a. The notification will advise the visitor that he may appeal the suspension to the deputy division director within 30 calendar days and should include any statement or documents the visitor believes to be relevant.
  - b. Case management staff members will update information in the department computer system.
  - c. The deputy division director will respond in writing within 30 calendar days of receipt of the appeal.
    - (1) If the deputy division director does not reverse or alter the decision, the visitor will not be permitted to visit and will not be approved for visiting status at another facility.
5. At the conclusion of the suspension, the visitor may reapply for visiting privileges.

**IV. REFERENCES:**

- A. 931-0229 Chronological Data Sheet
- B. 931-0260 Visiting Application
- C. 931-0276 Special Visit Request
- D. 931-0426 Department Accident/Incident Cause Evaluation
- E. 931-3914 Visitor Status
- F. 931-4452 Adult Only Restriction – Agreement
- G. D1-11.3 Records Retention
- H. D2-11.10 Staff Member Conduct
- I. D2-11.13 Staff Searches
- J. D2-13.1 Volunteer Procedure
- K. D2-14.1 Staff Identification
- L. D5-3.3 Clergy Person/Spiritual Advisor Visits
- M. D5-4.1 Missouri Sex Offender Program (MoSOP)
- N. IS7-1.4 Classification Files
- O. IS8-1.1 Access to Attorneys and Courts
- P. IS19-1.1 Conduct Rules and Sanctions
- Q. IS19-1.2 Conduct Violation Reporting
- R. IS20-1.3 Searches

Effective: April 30, 2018

**V. HISTORY:** Previously covered under division rule 118.020; Original rule effective November 1, 1980; Revised May 1, 1986; September 20, 1989; December 14, 1989; December 1, 1990; January 20, 1992; January 15, 1992; and February 1, 1992. Original institutional services procedure IS13-3.1 effective April 1, 1995; revised August 15, 1996, August 3, 1998; rescinded April 20, 1999. Original department procedure D5-3.1 effective April 20, 1999, revised February 1, 2001 and May 3, 2002; rescinded July 5, 2002. D5-3.4 Visiting Restrictions – Sexual Offenders of Children was replaced by this procedure.

- A. Original Effective Date: July 5, 2002
- B. Revised Effective Date: March 26, 2003
- C. Revised Effective Date: March 19, 2004
- D. Revised Effective Date: April 1, 2004
- E. Revised Effective Date: January 15, 2007
- F. Revised Effective Date: September 23, 2007
- G. Revised Effective Date: January 6, 2008
- H. Revised Effective Date: December 20, 2008
- I. Revised Effective Date: September 1, 2010
- J. Revised Effective Date: October 30, 2010
- K. Revised Effective Date: October 15, 2012
- L. Revised Effective Date: March 1, 2017

**\*\*\*SOP HISTORY: Not previously addressed by SOP.**

- A. Original SOP Effective: January 2, 1997
- B. Revised SOP Effective: November 25, 1997
- C. Revised SOP Effective: September 21, 1998
- D. Revised SOP Effective: March 21, 2000
- E. Revised SOP Effective: February 1, 2001
- F. Revised SOP Effective: March 1, 2001
- G. Revised SOP Effective: May 1, 2001
- H. Revised SOP Effective: August 08, 2002
- I. Revised SOP Effective: October 22, 2004
- J. Revised SOP Effective: July 12, 2005
- K. Revised SOP Effective: January 6, 2006
- L. Revised SOP Effective: May 15, 2006
- M. Revised SOP Effective: July 26, 2006
- N. Revised SOP Effective: September 1, 2006
- O. Revised SOP Effective: March 28, 2007
- P. Revised Sop Effective: September 23, 2007
- Q. Revised SOP Effective: January 7, 2008
- R. Revised SOP Effective: June 23, 2008
- S. Revised SOP Effective: December 21, 2008
- T. Revised SOP Effective: March 10, 2009
- U. Revised SOP Effective: February 1, 2010
- V. Revised SOP Effective: August 20, 2010
- W. Revised SOP Effective: January 3, 2011
- X. Revised SOP Effective: November 30, 2012
- Y. Revised SOP Effective: February 15, 2013
- Z. Revised SOP Effective: April 1, 2014
- AA. Revised SOP Effective: December 17, 2014
- BB. Revised SOP Effective: January 15, 2015
- CC. Reviewed Effective: October 15, 2016
- DD. Revised SOP Effective: March 1, 2017
- EE. Revised SOP Effective: July 1, 2017
- FF. This Revision Effective: April 30, 2018

