

- e. A sweater, suit coat or light jacket may be worn but must remain with the visitor, at all times, unless left in a locker.
 - f. Necklines must be in proximity of the Adam's apple or collarbone.
 - g. Jewelry may be worn in moderation (no lockets).
 - h. Slacks/jeans – No holes or slits are permitted.
 - i. Shirts, dresses, blouses and dress tops must cover the chest and stomach and have sleeves that cover the shoulders. Display of cleavage and/or midriff is not permitted.
 - j. Appropriate undergarments must be worn – female visitors must wear a bra.
 - k. Shoes must be worn [excludes infants not yet walking].
2. Items for infants will be permitted as follows:
- a. One (1) clear (see-through) carryall for infant supplies
 - b. One (1) small plastic feeding spoon.
 - c. One (1) plastic toddler cup.
 - d. One (1) *unopened* container of wet wipes.
 - e. Six (6) cloth or disposable diapers.
 - f. One (1) single layer baby blanket.
 - g. Three (3) clear, plastic baby bottles of prepared formula, juice, or water.
 - h. Three (3)-unopened containers of vendor packaged baby food.
 - i. One (1) plastic pacifier, plastic teether and rattle.

C. ALLOWABLE/NON-ALLOWABLE ITEMS FOR ENTRY INTO THE VISITING ROOM:

- 1. Visitors will not bring any personal property into the facility except as needed for the duration of the visit and as outlined below:
 - a. A maximum of \$35.00 in change may be brought into the facility and must be contained in clear/transparent packaging. Purses, billfolds, coin purses and cigarette cases are not permitted.
 - 1) A change machine is located in the lobby of Building 1.
 - b. Cameras, tape recorders and cell phones are not permitted in the facility.

- c. Tobacco, lighters, matches or any other smoking material is not permitted within the facility.
 - d. All items not permitted in the facility should be left in vehicles. Small lockers are available to secure personal items.
 - 1) Medications and medical equipment needed to maintain a visitor's life, i.e., nitroglycerin, oxygen, asthma inhaler, etc. may be retained on the person of the visitor. Medically necessary syringes and insulin will be secured in the visitor's lockers in Building 1, if available.
 - 2) Visitors must provide written notice from a physician of medication/medical equipment.
 - 3) Visitors must advise control center staff of medications/medical equipment.
 - e. Drugs, alcohol, weapons or any other contraband item is prohibited on state property – violators may be prosecuted.
- 2. Visitors with special needs, i.e., wheelchair, assistance animal, etc., must provide written notice from a physician. **Note:** Notice should be made in advance of the visit so any special arrangements to assist the visitor can be made.
 - 3. Following a visit, if an offender is found to be in possession of any contraband item, it will be the assumption that the visitor(s) contributed to the possession and the situation will be handled accordingly.

D. VISITING RULES:

- 1. 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 identification card before admission to the visiting area.
- 2. Visitors who have surgically implanted metal hardware must provide a written statement from a physician.
- 3. Visitors under the age of 18, unless married to an offender, must be accompanied by an adult who is approved for visiting.
- 4. Visitors will not be permitted on institutional grounds more than 30 minutes prior to visiting time. Loitering in the parking lot or on any part of facility grounds is prohibited. Exceptions may be made by the shift supervisor.
- 5. A maximum of four (4) visitors, including children, may visit an offender at any one time, with the exception of an approved special visit.
- 6. The number of visitors who may visit an offender at one time may be revised to prevent overcrowding in the visiting room.
- 7. Visits may be limited, at any time, due to space limitations and requirements of the

state fire code.

8. Children are not to be left unattended, at any time, in the parking lot, reception area or visiting room.
 - a. An adult must attend children during rest room use.
9. Visitors may not leave and re-enter the facility without approval of the shift commander and an officer escort.
10. Anyone suspected of recent alcohol or drug use will not be permitted to enter the facility.
11. Proper conduct is expected from all visitors. Improper or disruptive conduct may result in termination of the visit and denial of future visits.
12. One brief greeting and departing embrace and brief, closed mouth kiss is permitted. An offender and visitor may hold hands.
 - a. Hands must remain on the table, in full view, at all times.
 - b. Children six and under may sit on the lap of the offender, unless special concerns are noted.
13. Verbal and/or physical abuse towards any staff member may result in the loss of visiting privileges.
14. Vending machines are available in the visiting room. In accordance with IS 22-1.4 Money & Legal Tender Control, offenders may not be in possession of money. All purchases from vending machines are to be made by the visitor.
15. Visitors are prohibited from bringing any article or package to the institution for an offender, with the exception of an item approved by the warden/designee.
16. Any package to be sent out of the facility with a visitor must be processed through the proper channels by the offender.
17. Visitors and Offenders shall not share beverages of any kind;
18. During visitation, all snack bags (chips, cookies, etc.) must be torn completely open at all times for ease of visual inspection.

E. FOOD VISIT INCENTIVE PROGRAM RULES:

1. All rules for general visiting apply unless specified otherwise.
2. Visit eligibility:

a. 0 – 30 Days: No Visits

31 – 90 Days: 4 Visits
 91 days or more: 8 Visits

Offenders who have not yet signed into the program are allowed 8 visits per month and must utilize the Special Visit Request form.

- b. Offenders will have food visits on weekends only, when approved. Offenders must complete the food visit application two (2) weeks prior to the established date. Offenders assigned to TASC, Ad – Seg, on living area restriction, or on visiting restriction during their specified date will not be allowed their food visits.
 - c. Offenders are allowed an initial food visit after 90 days. Offenders must be 30 days CDV free and not on living area or visiting restriction. Additional food visits may be requested every 90 days from initial or prior food visit. Offenders must be 90 days CDV/PRC free and have not active living area or visiting restriction.
3. No more than four (4) food containers may be brought in. All food will be inspected by custody staff prior to entry into the visiting room.
 - a. There shall be a limit of 6 per day scheduled food visits. This is a first come/first serve basis.
 4. No beverages of any kind may be brought in except those for infant children.
 5. Jell-O, ice cream products and fresh fruit are not allowed into the facility.
 6. No metal, glass, or aluminum containers may be brought into the visiting room. Food items must be brought in plastic or styrofoam containers and may be carried in a sack or cardboard box. No ice chests or coolers will be allowed into the facility.
 7. Containers for home prepared or store-bought foods may be no larger than 9 x 9 x 4 and must be constructed of clear plastic only.
 8. Eating and serving utensils and cups must be plastic and must be brought in by visitors.
 9. Unused food portions must be disposed of or carried out of the facility by the visitor. Offenders will not be allowed to return to housing units with food.
 10. All cakes and pies must be sliced prior to entry.
 11. Whole vegetables are not permitted – vegetables must be sliced prior to entry.
 12. Food may be prepared at home, catered by or purchased from a vendor.

F. SPECIAL VISITS:

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

- a. Visitors must be traveling 250 miles or more, one way. Due to distance, a two hour extension will be allowed for one day one time per month.
 - b. Other unusual circumstances, including but not limited to: offender has not received a visit in one year or more; terminal illness of offender or family members; sleeper status; etc.
2. A request for a special visit must be submitted at least five days in advance.

G. DENIAL/TERMINATION/SUSPENSION OF VISITS:

1. Any visit may be denied/terminated on the basis of, but not limited to, the following:
 - a. Improper conduct.
 - b. Failure to follow visiting rules and regulations.
 - c. Refusal to submit to a search.
 - d. Suspected use of alcohol or narcotics.
 - e. Possession of any smoking or tobacco product inside the facility.
 - f. Unacceptable language.
 - g. Improper dress of a visitor.
 - h. Any breach of safety/security.
 - i. Providing false information or the refusal or failure to produce sufficient identification.
 - j. Failure to prevent children from disturbing others in the visiting room.
 - k. Offenders who do not sign in or are negatively terminated are not eligible for visits.
2. All visiting privileges of a specific visitor may be terminated/suspended for a period of time up to one year, based on, but not limited to:
 - a. A visitor's or offender's actions.
 - b. Refusal to submit to a search.
 - c. Pending an investigation of possible wrongdoing by a visitor.
 - d. Possession of any tobacco or tobacco product including, but not limited to, rolling papers, lighters, pipes, etc.
 - e. Falsification of information on a visiting inquiry may be cause for permanent

termination.

- f. Possession of drugs, alcohol or weapons on state property may be cause for permanent termination and criminal prosecution.
 - g. Any other safety and security concerns.
 - h. Any offender or visitor suspected of violating any law may be subject to criminal prosecution.
3. If visiting denial/termination results in a suspension of visiting privileges, written notification of the suspension, including the reason for suspension, will be sent to the visitor within five (5) business days with copies to the offender, classification file and assistant division director. The visitor may appeal the termination to the assistant division director within 30 calendar days. The assistant division director will respond, in writing, within 30 calendar days of receipt of the appeal.
 4. If the assistant 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. If suspended for one year, the person may reapply for visiting status following the normal process at which time re-evaluation will occur.

/s/

12/30/22

Todd Warren , Warden

Effective Date