
**DIVISION OF ADULT INSTITUTIONS
SOUTHEAST CORRECTIONAL CENTER
STANDARD OPERATING PROCEDURE**

SOP13-3.1 Offender Visitation

Effective Date: September 23, 2020

(Signature on File)

Bill Stange, Warden

GENERAL INFORMATION: The standard operating procedure (SOP) is printed below the IS procedure sections of this document as deemed appropriate and are clearly marked, i.e., “**SOP.**” Capital letters and bold print distinguish procedures. Exceptions to the IS procedure and justification for deviations are clearly noted within the capitalized/bolded SOP text, rather than outlined in the “GENERAL INFORMATION” section. This standard operating procedure is in compliance with the IS except when noted as described above.

- 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 his¹ 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.

¹ 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.

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,
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.

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;
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.

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.
2. Areas and activities may be provided to augment the visits whenever feasible.

SOP: Card games, playing cards, and board games will be available upon request. These will be kept on a shelf behind the podium. Each of these will be maintained in a numbered, clear plastic bag. Visitors must request a game from the floor officer. The floor officer will then issue the games requested and notate the time out, time back in, game number, and table number to which the game is being issued. Only one game at a time per table will be allowed. All games will be turned in 15 minutes prior to the end of the session.

3. Play areas and activities for children that promote family involvement will be provided.

SOP: An indoor children's play area shall be provided to enhance visits. Offenders will be allowed to go to the carpeted edge of the play area to monitor their children. Offenders will not be allowed in the play area.

- a. Visitors will be responsible to keep children under their immediate supervision and control at all times.

SOP: If the behavior of the children becomes unacceptable (i.e., running, annoying other persons, failure to stay with escorting visitors, etc.) and after both the offender and visitor have been advised to keep the children under control and have failed to do so, the shift commander will be notified and the visit may be terminated.

- 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 visiting liaison shall be responsible for maintaining and monitoring the condition of children's books and educational toys. Artwork made in the visiting room to be brought back to the offender's living area will be limited to 2 pages per child up to 8 pages total.

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

SOP: 10. Only state issued wheelchairs will be permitted in the visiting room. Offenders who need wheelchair assistance will not be permitted to utilize their personal wheelchairs in the visiting room. The offender will be provided with a state issued wheelchair.

SOP: 11. When offenders are called to the visiting room for a visit, they will wear state gray uniform, including gray pants, gray shirts, and slip-on institutional shoes. A white t-shirt must be worn under the gray shirt. Shirts must be tucked in prior to entering the visiting room. Offenders will not be permitted to possess a wristwatch in the visiting room.

SOP: 12. When offenders are called to the visiting room, housing unit staff taking the call from the visiting room staff will complete the visiting sign-out sheet. This form will be turned in monthly to the functional unit manager (FUM) of the respective housing unit. Completed forms will be kept on file in the housing unit for 6 months.

SOP: 13. When an offender is found to be in possession of property that is not on his property card, especially following a visit, the said property is to be confiscated. The offender will then be issued a property removal form and a conduct violation (CDV) for contraband. The confiscated property will be taken to the property room. An informational IOC will then be sent to the FUM of the respective housing unit and to the warden for possible visitor suspension.

SOP: 14. Photographs will be available in the contact visiting area only. The recreation department will be responsible for maintaining and monitoring the program. Photo tokens may be purchased in the visiting waiting area prior to entering the visiting room or in the visiting room. The following guidelines will be followed in regard to pictures taken in the visiting room:

The only physical contact allowed between an offender and his visitor(s) while pictures are being taken is holding hands, with the exception of children (age 6 and under) who may be held by the offender, if appropriate to the status of the offender. No other physical contact will be permitted (i.e., hugging, arms around each other, etc.).

All subjects of the picture must be standing unless this is not medically feasible. No squatting, bending, or sitting will be allowed.

No subjects of the picture may display gang signs or gestures of any kind.

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.
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: Visitor's calls will go through the offender's case manager.

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.

SOP: Visitors must sign in on the institutional entry/exit log. Parents, legal guardians, or approved visitors accompanying small children may sign the log sheet for the child.

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

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.

SOP: Visiting restrictions may be imposed due to available resources (i.e., spacing limitations, overcrowding, etc.). In addition, visiting may be closed temporarily due to extraordinary reasons or institutional safety and security at any time. Visiting restrictions or closing may require the approval of the shift commander or higher authority. A written report concerning the visiting restrictions or closings will be completed by the approving authority prior to the end of shift or duty. The original will be forwarded to the warden via the deputy warden of offender management (DWOM).

- 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: Visits for offenders on phase 1 and 2 of ad-seg who require no-contact status will be limited to 1 visitor per offender and 2 hours per visit. Phase 3 ad-seg offenders will be limited to 2 visitors per offender and 2 hours per visit.

If more than the allowed number of visitors arrive, it will be the responsibility of the visitors to divide the visiting periods among themselves. There will be only one exchange of visitors. This exchange is for both contact and no-contact visits.

- 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.

SOP: In addition, prohibited items will not be left unsecured in vehicles. The first time a visitor is found to have violated these rules, the visit will be terminated and the visitor will be asked to leave the premises. If a visitor violates these rules a second time, a visiting suspension of 30-90 days will be imposed. If there are subsequent incidents, visiting privileges will be terminated for a period of 6 months.

- e. Visitors will be permitted to enter on a first-come, first-serve basis.
- 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.

SOP: Visitor processing will end 30 minutes prior to the end of visiting. An announcement will be made 15 minutes prior to closing. Visitors should begin to gather their personal belongings and conclude the visit. Visitation will end promptly at the scheduled times. No-contact visits will end 30 minutes prior to the actual end of visitation to allow ad-seg offenders to clear the area before general population (GP) offenders are allowed to leave.

- 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.

SOP: In addition, those waiting to visit may be offered to visit in the no-contact visiting area if space allows.

- 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.

SOP: At the time visiting room capacity is reached, the length of visits may be reduced to 2 hours at the discretion of the shift commander and/or tables may be combined to allow additional seating to accommodate waiting visitors.

- (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: GP offenders may receive up to 8 visiting periods per month. Offenders assigned to privileged dorm or MSU may receive up to 10 visiting periods per month. Offenders assigned to phase 1 and 2 of ad-seg may receive 2 visiting periods per month with 1 visitor only. Offenders assigned to phase 3 of ad-seg may receive 2 visiting periods per month with 2 visitors. Offenders who have been CDV free for 1 year or more and assigned to the privileged dorm or MSU may receive up to 12 visiting periods per month. It will be the offender's responsibility to notify unit staff that he may be eligible for additional 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.
 - a. Offenders may make changes to the visiting list 2 times per year in April and October.
 - b. The offender may designate one significant other.
 - (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.
 - (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: If more than one offender has an immediate family member in common and they wish to visit simultaneously, the offender shall submit a written request to unit staff stating their wish for a group visit. The FUM or designee will make a recommendation for approval or denial to the assistant warden (AW). This will be judged on a case-by-case basis. The visiting room staff will be notified of approval or disapproval by the FUM or designee. The visitor must be on both offenders visiting lists.

- 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.
 - 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.
 - a. Anyone under 18 years of age must have a visiting application form completed and co-signed by the parent or 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: All visiting applications will be reviewed by case management staff. Visiting applications will be forwarded to the FUM for approval or disapproval.

- 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.

SOP: Background checks shall be conducted on all prospective visitors 16 years of age or older.

- (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: A copy of the visiting application and MULES check shall be sent to the institutional investigator to contact law enforcement. In addition, if an approved visitor with an active warrant arrives at the institution to visit, immediate notification will be made to the shift commander and institutional investigator who will notify local law enforcement authorities.

- (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.

SOP: The FUM will review each visiting application for denial and submit a letter for warden approval.

- 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.

SOP: The offender will be responsible for supplying a copy of the visiting regulations, including days and hours of permissible visiting, to the approved visitor. All approved visitors, regardless of age, must be on the visiting list.

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.
 - 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.

- (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.

SOP: When reviewing a visiting application on a prospective child visitor, case management staff will first check the computerized visiting system. If no restrictions are found, case management staff will then perform a thorough review of the classification file for any previous, pending, or present sexual offenses against a child. If the file review reveals any such offenses, the staff person will ensure that appropriate notifications are made in the classification file and OPII. In addition, staff will ensure that any active visitor under the age of 18 who has not been approved to visit by the warden is changed to "DENIED". Case management staff will then contact the offender to advise him of the restriction and direct them to send the visiting application back to the child's parent/guardian along with a signed copy of the adult only restriction agreement form.

- (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.

SOP: Case management staff will review the agreement with the offender and witness the signature. If the offender refuses to sign the agreement, staff will make appropriate entry in the offender's classification file. The offender will be advised that future visiting inquiries on children will be deemed as incomplete. Any visiting inquiry which is not accompanied by these documents will be returned to the parent/legal guardian as incomplete.

- (6) Any attempt to falsify records or wrongfully attempt to bring a child into the visiting area will result in termination of visiting status.

- (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.

SOP: The warden will forward the special visit request form to the AW who will make appropriate arrangements for the visit to occur.

(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.
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: Offenders and visitors are expected to comply with all visiting room rules.

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.
 - 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
 - (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.

SOP: Visitors will be processed at the door by visiting room staff. All visitors must clear through a metal detector and trace technology search in accordance with procedures established in this SOP. Visitors who exit the visiting room will not be allowed to re-enter, with the exception of visitors exiting to retrieve or administer medications.

- b. Persons from outside the United States can show a valid passport with photo.

SOP: Emergency personnel will be allowed to bring in equipment as needed.

- 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.

SOP: Visitors will not be permitted to take any item from the visiting room or offender without shift commander approval.

- 6. Each adult visitor may bring up to \$50.00 in currency when visiting.

SOP: Visitors may bring up to \$50.00 in coins when visiting.

- 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.
7. The following dress code must be followed at all facilities by every visitor.

SOP: If not dressed appropriately, visitors will be denied entry unless dress is appropriate. Visitors may go to their vehicle to put a t-shirt over their clothing and return. However, if visitors must completely change their clothes, they will be required to exit the facility premises to do so. Changing clothes in the parking lot will not be permitted. Failure to exit the facility premises to change clothes and attempting to change in the parking lot will result in the visitor being denied entrance to the facility and could lead to suspension of future visits.

- a. Visitors must dress appropriately, for the good order and security of the facility.

SOP: Coats, jackets, blazers, gloves, hats, and scarves are not allowed in the visiting room. In addition, visitors will not be permitted to wear hoodies in the visiting room.

- b. Clothing must not be excessively tight or baggy, transparent or otherwise revealing.
- 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.

SOP: Skirts, dresses, and shorts must be no shorter than the top of the kneecap when standing or sitting.

- (1) slit dresses and skirts are not permitted when the slit extends higher than 2 inches above the top of the knee.

SOP: Slit dresses and skirts are permitted when the slit extends higher than 2 inches above the top of the knee when standing or sitting.

- (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.

SOP: Shirts must cover the chest up to the collarbone.

- 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.

SOP: Headgear will be subject to search. Headgear with any type of metal will be retained in a locker in the visiting waiting room. No headbands of any kind will be permitted to be worn in the visiting room.

- (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.

SOP: Visitors will not be permitted to possess wristwatches in the visiting room. Watches may be retained in a locker in the visiting waiting room or in the visitor's vehicle during the visit.

- 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.

SOP: Visitors shall retain syringes and needles in an institutional locker in the visiting waiting room.

- a. The visitor must inform the visiting room officer of the need for the medication or medical equipment.

SOP: The visitor shall be allowed to leave during the visit for a brief period of time, not to exceed 30 minutes, and shall be allowed to return.

- (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.

SOP: All visitors must clear through a metal detector. Visitors not clearing the metal detector may enter the institution only with approval of the warden or designee unless documentation of metal implants is present.

- 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.

SOP: Visitors having special needs must submit a written statement from a physician to the visiting liaison at least 3 days prior to the visit so any special arrangements can be made. The visiting liaison shall ensure that notation is made on the visitor's record in the institutional visiting system.

- (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-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.
 - e. Other medication will not be permitted on facility grounds.
10. Offenders and visitors will be allowed one greeting and departing embrace and brief close-mouthed kiss.

SOP: Parting gestures will take place at the table. Offenders will remain at the table until the visitor has exited the visiting room. Offenders will then be directed to the strip out area by an officer.

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

SOP: Holding hands will only be permitted at the table and will be above the table only.

- b. Offenders and their visitors may not feed each other or share beverages.

SOP: All food packages purchased in the vending machines must be fully opened along both sides. Offenders and visitors hands will not be allowed to be placed inside any food bags nor will the bag be permitted to be passed back and forth in any manner. Offenders and visitors will not be permitted to place their hands upon the others mouth.

- 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: d. Visitors and offenders will remain at their assigned tables during count procedures.

11. Children will be accompanied and supervised at all times by an adult visitor.
12. Visitors and offenders will not be allowed in the restroom at the same time.
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.

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- 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.
 - (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: A request for a food visit will be made to unit staff at least 10 working days, but no sooner than 90 days, prior to the proposed date of the approved food visit. Unit staff will determine eligibility and forward the request to the staff member assigned the task of scheduling of the food visit. Unit staff will notify the offender when eligibility has been determined. It will be the offender's responsibility to notify visitors of the food day and regulations.

GP offenders on contact status with no CDVs for 6 months and no major CDV or CDV for rules #11, 12, or 15, within the preceding year, will be eligible for food visits. GP offenders who meet the behavioral expectations will be allowed 2 food visits per year. Privileged dorm or MSU offenders who meet the criteria will be allowed 6 food visits per year.

- a. Incentive programs must be consistent with the custody level of the facility and type of offender population housed at the facility.

SOP: Criteria for incentive visiting programs will include being 6 months CDV free and completion of a major program. It will be the offender's responsibility to notify unit staff, upon completion of a major program, that he has become eligible for an additional visit. Unit staff will verify the information and notify the offender in writing. The offender will receive the additional visit within 30 days. Offenders who have been CDV free for 1 year or more or assigned to privileged dorm and are 6 months CDV free may receive 1 additional visiting period per month.

- 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.

SOP: Failure to comply with food visit procedures may result in denial of food entering the institution, a termination of the visit, and/or issuance of a CDV.

- (2) A total of 4 containers may be brought for each authorized food visit.

SOP: Containers shall be placed in a single layer and scanned. Containers will be tested using the trace technology machine, if available. Any food containers that have 2 positive tests will not be allowed to enter the visiting room and the visitor will be allowed a non-contact visit only. Birthday cakes brought in during a food visit will be sliced and counted as one of the allowable containers.

- (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).

SOP: In addition, ceramic containers, ice chests, and coolers are prohibited. Due to fire and safety concerns, candles will not be allowed.

- (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.

SOP: No metal utensils will be allowed.

- (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.
- 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.

SOP: Food should be cut into serving sizes prior to bringing to the institution. All food items will be visually inspected by staff. Inspections may include a physical search of the food items that entails cutting, 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.

SOP: Food will not be shared with other offenders or visitors unless it is a special visit in accordance with this procedure. Food will be served and consumed in the visiting room only.

- 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.

SOP: Birthday cakes brought in during food visits will be sliced and will be counted as one of the allowable containers.

- (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.

SOP: Cake must be sliced into serving sizes and will be processed through the trace technology machine, if available. If the case has 2 positive hits on the trace technology machine, the cake will not be allowed into the visiting room and the visitor will be allowed a no-contact visit only.

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: The designee shall be the AW or shift commander. An IOC will be submitted to the AW regarding ongoing visits (i.e., immediate family members, etc.) for approval or disapproval.

- 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.).
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: Requests for special visits will be entered into the computerized offender monitoring system and a copy of the special visit form will be sent to the visiting control room.

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.

SOP: Attorney visits shall be arranged through the institutional litigations coordinator and are to be requested by the attorney in accordance with institutional services procedures regarding 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.
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.

SOP: In the event the chaplain is not available to view the video, the video will be viewed by the DWO.

- 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.
 - a. The visiting liaison will contact the offender to determine whether he wishes to view the video during a visit.
 - 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.
 - (1) If possible, the viewing will occur in a confidential setting or at a time when other visitors are not present.
 - (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.
 - (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.

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;

SOP: Offenders may be placed on no-contact visiting status for a particular visit because of an individual visitor's history due to safety and security concerns.

- 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: No-contact visits will be conducted via telephone in the no-contact visiting area. Visits for offenders who require no-contact visiting status shall be limited to 2 hours per visit. Only 2 visitors at a time may visit in the no-contact visiting area.

- 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.

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.

SOP: A confirmed positive test will occur as a result of 2 tests showing positive for trace substances.

In the event 2 or more visitors arrive to visit an offender and one of them tests positive twice on the trace technology machine, the visitors will have 2 options: a) the person that tested positive can leave the premises and the other visitors can have a routine visits, or b) the visitors can visit in the no-contact visiting area. Visiting in the no-contact visiting area is limited to 2 visitors at a time for 2 hours only. If more than 2 visitors arrive and choose to visit in the no-contact visiting area, the visitors will split the visiting period among themselves. There will be only one exchange of visitors.

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 visiting room staff will contact the shift commander or higher ranking authority who will contact the institutional investigator. Documentation will be submitted with the original to the warden and copies to the DWOM.

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.

SOP: Visitors will not loiter or remain on institutional grounds.

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: The shift commander shall immediately be called to the scene to assist in determining if reasonable suspicion exists to indicate intoxication. Reasonable suspicion may exist when one or more of the following are observed: slurred speech; odor of alcoholic beverage on breath; unsteady walking and movement; physical or verbal altercation; other circumstances which would substantiate reasonable suspicion.

When circumstances indicate that the visitor is under the influence of an intoxicating substance, they will be informed they must exit state property. Every effort will be made to encourage the visitor not to drive. If this is not possible, local law enforcement officials shall be contacted, relaying a description of the vehicle. Under no circumstances will any attempt be made to forcibly detain the visitor. All parties involved will submit a report of the incident to the shift commander. Documentation will be submitted with the original to the warden and copies to the DWOM.

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

SOP:

- A. **Housing Unit Visiting Sign Out Sheet**
- B. **931-2112 Institutional Entry/Exit Log**
- C. **SECC Visiting Room Rules**

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.

SOP: Not previously covered under SECC rule.

IS Procedure Effective Date:

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

SOP Effective Date:

- A. Original: October 9, 2003
- B. Revised: February 11, 2004
- C. Revised: June 1, 2004
- D. Revised: September 15, 2004
- E. Revised: July 29, 2005
- F. Revised: June 16, 2007
- G. Revised: May 1, 2008
- H. Revised: August 31, 2009
- I. Revised: October 22, 2012
- J. Revised: March 20, 2013
- K. Revised: October 31, 2013
- L. Revised: April 18, 2014
- M. Revised: September 11, 2014
- N. Revised: February 13, 2015
- O. Revised: April 30, 2015
- P. Revised: May 21, 2015
- Q. Revised: February 11, 2016
- R. Revised: March 7, 2016

- S. Revised: May 22, 2016**
- T. Revised: May 1, 2017**
- U. Revised: December 11, 2018**
- V. Revised: September 23, 2020**