

**DIVISION OF ADULT INSTITUTIONS  
WOMEN'S EASTERN RECEPTION, DIAGNOSTIC AND CORRECTIONAL CENTER  
STANDARD OPERATING PROCEDURE**

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SOP 13-3.1 Offender Visitation

Effective Date: September 1, 2018

IS Effective: 03/01/2017

/s/

/s/

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Angela Mesmer, Warden

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Cindy Griffith, Deputy Division Director-DAI

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**GENERAL INFORMATION:** The standard operating procedure (SOP) is printed below the IS procedure sections of this document when applicable and is clearly marked "\*\*\*\*SOP:". Capital letters and bold print distinguish procedures. Exceptions are noted in the capitalized/bolded SOP text rather than outlined in the "GENERAL INFORMATION" section. This standard operating procedure is in compliance with the institutional services procedures, except when noted.

**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.

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,

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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,
  - 8. Child molestation in the first 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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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.

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- 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.
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.
  - b. Staff members will not be responsible for child care, but will monitor the area for safety and security issues.

**\*\*\*\*SOP: PLAYGROUND RULES**

- A. **NO ONE OVER THE AGE OF THIRTEEN (13) IS ALLOWED ON ANY PLAYGROUND EQUIPMENT, INCLUDING SWINGS;**
- B. **STAY THREE (3) FEET FROM THE FENCE ON ALL SIDES;**
- C. **OFFENDERS MAY NOT COMMUNICATE WITH PERSONS OUTSIDE THE VISITING AREA FENCE;**
- D. **NO FOOD OR DRINK ALLOWED ON THE PLAYGROUND;**
- E. **ALL CHILDREN MUST BE SUPERVISED BY AN ADULT;**
- F. **ONE CHILD AT A TIME AT THE TOP OF ALL SLIDES AND THE FIRE POLE;**
- G. **VISITOR MUST SIT ACROSS THE TABLE FROM OFFENDER, JUST LIKE INSIDE THE VISITING ROOM;**
- H. **PLAYGROUND WILL ONLY BE AVAILABLE WEATHER-PERMITTING.**
- I. **MONEY AND IDs MUST BE ON PERSON, NOT LEFT ON A TABLE INSIDE VISITING ROOM.**

**ANY VIOLATION OF OR ATTEMPT TO CIRCUMVENT ANY OF THESE RULES MAY RESULT IN THE TERMINATION OF THE VISIT AND/OR VISITING PRIVILEGES.**

- 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: AREAS FOR DISPLAYING ARTWORK OF OFFENDERS AND THEIR CHILDREN WILL BE PROVIDED. OFFENDERS' CHILDREN MAY DISPLAY ARTWORK COMPLETED DURING A VISIT AND/OR BROUGHT IN FOR A VISIT. THESE ITEMS, NOT TO EXCEED TWO, MUST BE REMOVED PRIOR TO THE END OF THE VISIT AND EITHER RETAINED BY THE OFFENDER OR TAKEN OUT BY THE VISITOR. THIS IS ALLOWED FOR CONTACT AND NO-CONTACT VISITS.**

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

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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.
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 CORRECTIONS CASE MANAGER II SERVING AS GRIEVANCE OFFICER IS THE VISITING LIAISON AT WERDCC.**

**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.

**\*\*\*\*SOP: VISITORS MAY ARRIVE AS EARLY AS 9:00 A.M. AND 2:00 P.M. TO BEGIN CHECKING IN. VISITORS ARE LIMITED TO ONE VISIT PER DAY. EACH 4-HOUR BLOCK OR PORTION**

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**THEREOF CONSTITUTES ONE VISIT. THIS LIMIT DOES NOT INCLUDE SPECIAL PROGRAM VISITS.**

**FRIDAY:**

***GENERAL POPULATION -- TWO 4-HOUR BLOCKS: 9:30 A.M.-1:30 P.M. AND 2:30 P.M.-6:30 P.M.***

**SATURDAY:**

**1<sup>ST</sup> SATURDAY OF THE MONTH -- IMMEDIATE FAMILY ONLY**

***GENERAL POPULATION -- TWO 4-HOUR BLOCKS: 9:30 A.M.-1:30 P.M. AND 2:30 P.M.-6:30 P.M.***

**2<sup>ND</sup> SATURDAY OF THE MONTH -- IMMEDIATE FAMILY ONLY**

***GENERAL POPULATION -- ONE 4-HOUR BLOCK: 9:30 A.M.-1:30 P.M.***

***R&O/DIAGNOSTIC AND R&O AND PRE-TREATMENT OFFENDERS (HUIC LOWER AND UPPER) -- ONE 4-HOUR BLOCK: 2:30 P.M.-6:30 P.M. (NO ONE UNDER AGE 18 MAY VISIT)***

**3<sup>RD</sup> SATURDAY OF THE MONTH -- IMMEDIATE FAMILY ONLY**

***GENERAL POPULATION -- TWO 4-HOUR BLOCKS: 9:30 A.M.-1:30 P.M. AND 2:30 P.M.-6:30 P.M.***

**4<sup>TH</sup> SATURDAY OF THE MONTH**

***GENERAL POPULATION -- ONE 4-HOUR BLOCK: 9:30 A.M.-1:30 P.M. -- IMMEDIATE FAMILY ONLY***

***PROGRAM VISITS ONLY-- ONE 4-HOUR BLOCK: 2:30 P.M.-6:30 P.M.***

**5<sup>TH</sup> SATURDAY OF THE MONTH -- IMMEDIATE FAMILY ONLY**

***GENERAL POPULATION -- TWO 4-HOUR BLOCKS: 9:30 A.M.-1:30 P.M. AND 2:30 P.M.-6:30 P.M.***

**SUNDAY:**

**1<sup>ST</sup> SUNDAY OF THE MONTH -- IMMEDIATE FAMILY ONLY**

***GENERAL POPULATION -- TWO 4-HOUR BLOCKS: 9:30 A.M.-1:30 P.M. AND 2:30 P.M.-6:30 P.M.***

***TREATMENT -- HU1 A WING WILL SHARE THE 2:30 P.M.-6:30 P.M. VISITING BLOCK WITH GENERAL POPULATION***

**2<sup>ND</sup> SUNDAY OF THE MONTH -- IMMEDIATE FAMILY ONLY**

***GENERAL POPULATION -- TWO 4-HOUR BLOCKS: 9:30 A.M.-1:30 P.M. AND 2:30 P.M.-6:30 P.M.***

***TREATMENT -- HU1 B WING WILL SHARE THE 2:30 P.M.-6:30 P.M. VISITING BLOCK WITH GENERAL POPULATION***

**3<sup>RD</sup> SUNDAY OF THE MONTH -- IMMEDIATE FAMILY ONLY**

***GENERAL POPULATION -- TWO 4-HOUR BLOCKS: 9:30 A.M.-1:30 P.M. AND 2:30 P.M.-6:30 P.M.***

***TREATMENT -- HU1 C & D WINGS WILL SHARE THE 2:30 P.M.-6:30 P.M. VISITING BLOCK WITH GENERAL POPULATION***

**4<sup>TH</sup> SUNDAY OF THE MONTH -- IMMEDIATE FAMILY ONLY**

***GENERAL POPULATION -- TWO 4-HOUR BLOCKS: 9:30 A.M.-1:30 P.M. AND 2:30 P.M.-6:30 P.M.***

***VISITORS UTILIZING THE ST. LOUIS BUS SERVICE WILL VISIT DURING THE AFTERNOON SESSION.***

**5<sup>TH</sup> SUNDAY OF THE MONTH -- IMMEDIATE FAMILY ONLY**

***GENERAL POPULATION -- TWO 4-HOUR BLOCKS: 9:30 A.M.-1:30 P.M. AND 2:30 P.M.-6:30 P.M.***

**SPECIAL PROGRAM VISITS WILL BE SCHEDULED THROUGH IAC AND WILL NOT BE INCLUDED IN THE TOTAL NUMBER OF VISITS ALLOWED MONTHLY.**

- b. Each block of time will be considered one visit.

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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:****SUNDAY – IMMEDIATE FAMILY ONLY:****SPECIFIED WINGS OF THE TREATMENT UNIT WILL SHARE THE 2:30 P.M.-6:30 P.M. VISITING BLOCK WITH GENERAL POPULATION:****1<sup>ST</sup> SUNDAY OF THE MONTH – HU1 A WING****2<sup>ND</sup> SUNDAY OF THE MONTH – HU1 B WING****3<sup>RD</sup> SUNDAY OF THE MONTH – HU1 C & D WINGS**

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: a. VISITS FOR RECEPTION/DIAGNOSTIC OFFENDERS WILL BE THE SECOND SATURDAY OF EACH MONTH. NO ONE UNDER THE AGE OF EIGHTEEN (18) MAY VISIT.**

**b. OFFENDERS ASSIGNED TO THE TREATMENT CENTER WILL BE ALLOWED A MAXIMUM OF EIGHT (8) VISITS PER MONTH. UP TO THREE (3) VISITORS WILL BE ALLOWED AT ONE TIME AND MUST BE IMMEDIATE FAMILY ONLY. CHILDREN OF OFFENDERS UNDER THE AGE OF EIGHTEEN (18) WILL NOT BE COUNTED AS ONE OF THE THREE (3) VISITORS, FOR A MAXIMUM OF SIX (6) VISITORS AT ONE TIME. A SPECIAL VISIT REQUEST MUST BE SUBMITTED TO AND APPROVED BY CASE MANAGEMENT STAFF IN ADVANCE IF THE TOTAL NUMBER OF VISITORS EXCEEDS SIX (6).**

**c. WHEN AN OFFENDER IS ASSIGNED TO TEMPORARY ADMINISTRATIVE SEGREGATION CONFINEMENT (TASC), DISCIPLINARY SEGREGATION, ADMINISTRATIVE SEGREGATION, OR LIVING AREA RESTRICTION, VISITS WILL BE NO-CONTACT AND A MAXIMUM OF TWO (2) HOURS IN DURATION, SUBJECT TO ROOM AVAILABILITY.**

**d. YOUTHFUL OFFENDERS ASSIGNED TO THE JUVENILE UNIT WILL BE ALLOWED VISITS OF THE SAME NUMBER, SAME TIME, AND SAME DURATION AS GENERAL POPULATION OFFENDERS. HOWEVER, THEIR VISITS WILL TAKE PLACE IN THE CONFIDENTIAL ROOMS AT THE SOUTH END OF THE VISITING ROOM, SEPARATING THEM FROM GENERAL POPULATION OFFENDERS. COORDINATE ROOM RESERVATIONS WITH THE LITIGATION COORDINATOR. DEVIATIONS DUE TO SECURITY CONSIDERATIONS MAY BE MADE. YOUTHFUL OFFENDERS WILL NOT BE ALLOWED TO HAVE ANY CONTACT OR CONVERSATION WITH ANY GENERAL POPULATION OFFENDERS OR GENERAL POPULATION VISITORS. YOUTHFUL OFFENDERS MAY NOT LEAVE THE CONFIDENTIAL ROOM WITHOUT A STAFF ESCORT.**

- 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: GENERAL POPULATION OFFENDERS WILL BE ALLOWED THREE (3) VISITORS AT ONE TIME. CHILDREN OF OFFENDERS UNDER THE AGE OF EIGHTEEN (18) WILL NOT BE COUNTED AS ONE OF THE THREE VISITORS, FOR A MAXIMUM OF SIX (6) VISITORS AT ONE**

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**TIME. A SPECIAL VISIT REQUEST MUST BE SUBMITTED TO AND APPROVED BY CASE MANAGEMENT STAFF IN ADVANCE IF THE TOTAL NUMBER OF VISITORS EXCEEDS SIX (6).**

- 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.

**\*\*\*\*SOP: VISITORS MAY ARRIVE AS EARLY AS 9:00 A.M. AND 2:00 P.M. TO BEGIN CHECKING IN.**

- 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.
- 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.

**\*\*\*\*SOP: (2) TREATMENT OFFENDERS ONLY HAVE ONE OPPORTUNITY PER MONTH TO VISIT. THEIR VISITS SHALL NOT BE TERMINATED DUE TO CAPACITY LIMITATIONS.**

**(3) VISITORS UTILIZING THE ST. LOUIS BUS SERVICE WILL VISIT DURING THE SECOND 4-HOUR BLOCK ON THE FOURTH SUNDAY. VISITS FOR THESE PERSONS MAY NOT BE TERMINATED DUE TO CAPACITY LIMITATIONS.**

- 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.
  - 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.

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- 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

**\*\*\*\*SOP: THE ASSISTANT WARDEN SHALL SERVE AS DESIGNEE.**

- (4) Ex-offenders, parolees, conditional releasees and probationers will not be designated as a significant other unless authorized by the CAO or designee.

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- (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 A VISITOR IS VISITING MORE THAN ONE (1) IMMEDIATE FAMILY MEMBER, THEY MAY ALL SIT AND VISIT TOGETHER IN THE VISITING ROOM.**

- 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: THIS REQUIRES COMPLETION AND APPROVAL OF A SPECIAL VISIT REQUEST. NO ONE UNDER THE AGE OF EIGHTEEN (18) MAY VISIT.**

- 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.

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- 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 ARE PROCESSED THROUGH THE HOUSING UNIT CLASSIFICATION STAFF. CASE MANAGERS HAVE THE AUTHORITY TO APPROVE VISITING APPLICATIONS. THOSE APPLICATIONS RECOMMENDED BY THE CASE MANAGER FOR DISAPPROVAL WILL BE FORWARDED TO A FUNCTIONAL UNIT MANAGER FOR A FINAL DETERMINATION OF "APPROVED" OR "DENIED."**

**A VISITOR STATUS FORM IS GIVEN TO THE OFFENDER BY CLASSIFICATION STAFF. THE OFFENDER IS RESPONSIBLE FOR NOTIFYING APPLICANTS IF THEY ARE APPROVED OR DENIED TO VISIT.**

- 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: A MULES CRIMINAL HISTORY CHECK WILL BE RUN ON EACH ACTIVE VISITOR AGE SIXTEEN (16) AND OVER AND RE-RUN EVERY TWO YEARS.**

- (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: COPIES OF DENIED VISITING APPLICATIONS AND CRIMINAL HISTORY CHECKS WITH ACTIVE WARRANTS SHALL BE FORWARDED TO THE ASSISTANT WARDEN'S OFFICE. THE ASSISTANT WARDEN WILL MAKE NECESSARY LAW ENFORCEMENT CONTACTS.**

- (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.

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- (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.

**\*\*\*\*SOP: THE VISITING APPLICATION AND OTHER PERTINENT INFORMATION (I.E. MULES/NCIC PRINTOUT) SHALL BE ATTACHED TO THE MEMO AND DIRECTED TO THE ASSISTANT WARDEN FOR FINAL DETERMINATION.**

- 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 CAO HAS DELEGATED THIS RESPONSIBILITY TO THE ASSISTANT WARDEN.**

- 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.

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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.

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- 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
- \*\*\*\*SOP: IN ADDITION, A YELLOW STICKER WILL BE ATTACHED TO THE OUTSIDE OF THE CLASSIFICATION FILE TO DENOTE "ADULTS ONLY" RESTRICTION.**
- (C) the department computer system.

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- (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.
- (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;

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- (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.

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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.
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.
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

**\*\*\*\*SOP: THE VISITOR WILL BE REQUIRED TO SUBMIT A WRITTEN REQUEST TO THE CAO/DESIGNEE FOR A SPECIAL VISITING PRIVILEGE. THIS REQUEST MUST INCLUDE JUSTIFICATION FOR A NON-PHOTO ID.**

- (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: VISITOR MUST PRESENT A SECOND FORM OF IDENTIFICATION IN ADDITION TO THE DEPARTMENT OF REVENUE NON-PHOTO ID.**

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- 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.

**\*\*\*SOP: PRIMARY USE OF LOCKERS SHALL BE FOR INFANT SUPPLIES AND MEDICAL NECESSITIES. THE VISITING ROOM RECEPTION OFFICER WILL INSPECT THE ITEMS AND ASSIGN LOCKERS AS NECESSARY.**

**IN EXTENUATING CIRCUMSTANCES, USE OF LOCKERS WILL BE AT THE DISCRETION OF THE VISITING ROOM SERGEANT OR HIGHER AUTHORITY.**

- 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: NUMBER OF ITEMS ALLOWED NOT TO EXCEED SIX (6); MUST BE SINGLE SHEET ONLY WITH NO STICKERS OR GLUED ITEMS. NO PHOTOGRAPHS ALLOWED.**

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

**\*\*\*SOP: MUST BE IN DEMONINATIONS OF \$5.00, \$1.00, OR \$0.25. A CHANGE MACHINE IS AVAILABLE IN THE VISITING ROOM FOR VISITOR USE.**

- 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: ALSO, OFFENDERS ARE NOT ALLOWED ACCESS TO THE MICROWAVES. STAFF MAY ASSIST VISITORS UPON REQUEST.**

- d. **SANDWICHES AND OTHER FOOD ITEMS MAY BE SHARED IF THEY ARE SPLIT BEFORE ANY BITES ARE TAKEN AND WHILE BEING OBSERVED BY CUSTODY STAFF. CHIP BAGS, POPCORN BAGS, AND CANDY BAGS MUST BE LAID OPEN ON**

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**THE TABLE AT ALL TIMES OR EMPTIED OUT ON A NAPKIN. OFFENDERS AND VISITORS WILL NOT BE PERMITTED TO FEED EACH OTHER OR PLACE THEIR HANDS UPON THE OTHER PERSON'S MOUTH. DRINKS MAY NOT BE SHARED.**

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.

**\*\*\*\*SOP: DETERMINATION OF "APPROPRIATELY DRESSED" MAY BE MADE BY THE VISITING ROOM RECEPTION OFFICER, VISITING ROOM SERGEANT, OR HIGHER AUTHORITY.**

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

**\*\*\*\*SOP: LEGGINGS MAY ONLY BE WORN UNDERNEATH AN OVERGARMENT COVERING THE BODY AND EXTENDING TO AT LEAST MID-THIGH IN LENGTH. CHILDREN SIX (6) YEARS OF AGE OR YOUNGER ARE EXEMPT FROM THIS REQUIREMENT.**

- 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).

**\*\*\*\*SOP: ADD... OR DISPLAY INAPPROPRIATE PICTURES.**

- 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.

**\*\*\*\*SOP: NO BIB OVERALLS**

- 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: ADD... DISPLAY OF BACK IS NOT PERMITTED. THESE RESTRICTION DO NOT APPLY TO CHILDREN SIX (6) YEARS OF AGE OR YOUNGER.**

- g. Appropriate undergarments must be worn and not visible.
            - h. Shoes must be worn except by infants not walking.

**\*\*\*\*SOP: SHOES WITH ANY TYPE OF COMPARTMENT ARE NOT ALLOWED; NOR CAMOUFLAGE.**

- 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.

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- (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:

**\*\*\*\*SOP: ALL INFANT SUPPLIES WILL BE PROCESSED THROUGH THE X-RAY SCANNER.**

- (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.

**\*\*\*\*SOP: n. NO SCARVES, UNLESS WORN IN CONJUNCTION WITH A MEDICAL CONDITION**

- 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,

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- 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.

**\*\*\*SOP: WERDCC OFFERS OPTIONS “b” AND “c” ABOVE.**

- 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-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

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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.

**\*\*\*\*SOP:**

**iii. SERVICE ANIMALS ARE SUBJECT TO SEARCH.**

(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: MEDICATIONS RELATING TO SPECIAL NEEDS MUST BE APPROVED ON A CASE-BY-CASE BASIS IN ADVANCE BY THE CAO OR DESIGNEE.**

**THE VISITING ROOM OFFICERS WILL ENSURE APPROVED MEDICATIONS, SYRINGES, AND NEEDLES ARE SECURED IN THE VISITOR'S LOCKER. VISITORS WILL BE ESCORTED FROM THE VISITING ROOM FOR MEDICATION PURPOSES AND THEN ESCORTED BACK.**

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

**\*\*\*\*SOP: THE REPORT WILL BE SUBMITTED TO THE ASSISTANT WARDEN VIA THE CHAIN OF COMMAND.**

- (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.

**\*\*\*\*SOP: THE REPORT WILL BE SUBMITTED TO THE ASSISTANT WARDEN.**

- (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.

**\*\*\*\*SOP:**

**13. BEFORE BEING PERMITTED TO GO TO A VISIT, AN OFFENDER MUST BE CLEAN, NEATLY GROOMED, AND WEAR APPROPRIATE STATE-ISSUED CLOTHING. OFFENDERS WILL BE STRIP SEARCHED PRIOR TO THE START OF THE VISIT AND AT THE CONCLUSION OF THE VISIT.**

**a. OFFENDERS MAY BRING ONLY THE FOLLOWING ITEMS TO THE VISITING ROOM:**

- (1) OFFENDER IDENTIFICATION CARD
- (2) ONE WEDDING RING OR WEDDING SET ONLY
- (3) ROOM KEY
- (4) ONE MOVEMENT PASS

**b. AN OFFENDER ON HER MENSTRUAL CYCLE WILL BE ALLOWED TO TAKE ONE (1) UNOPENED TAMPON TO THE VISITING SEARCH AREA.**

**c. NO COATS, JACKETS, HOODIES, OR FLEECE TOPS MAY BE WORN IN THE VISITING ROOM.**

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**d. OFFENDERS WILL REPORT DIRECTLY TO THE VISITING ROOM DRESS-OUT OFFICER FOR PROCESSING AND STRIP SEARCH. THEY WILL BE GIVEN A T-SHIRT AND SANDALS TO WEAR WITH THEIR UNIFORM.**

**e. OFFENDERS' HAIR, INCLUDING BRAIDS, MUST BE SEARCHABLE.**

**14. OFFENDERS MAY SEND APPROVED PERSONAL PROPERTY ITEMS OUT WITH A VISITOR. PROPERTY ROOM STAFF WILL APPROVE ALL ITEMS BEING SENT OUT WITH VISITORS.**

**(1) ALL ITEMS MUST BE PACKAGED, SECURELY FASTENED TO PROHIBIT TAMPERING, AND MARKED WITH THE OFFENDER'S NAME AND NUMBER. A PROPERTY TRANSACTION FORM (931-3536) SIGNED BY PROPERTY ROOM STAFF SHALL BE ATTACHED TO THE BAG. THE VISITOR MUST SIGN THE TRANSACTION FORM. BOTH COPIES OF THE TRANSACTION FORM ARE TO BE RETURNED TO THE PROPERTY ROOM. ANY BAGS SHOWING SIGNS OF TAMPERING SHALL NOT BE SENT OUT AND WILL BE RETURNED TO THE PROPERTY ROOM.**

**(2) CLASSIFICATION STAFF WILL ADVISE THROUGH MEMORANDUM TO VISITING ROOM STAFF IF THE OFFENDER HAS A GIFT TO PRESENT TO HER CHILD/CHILDREN. THE GIFT MAY BE REMOVED FROM THE BAG AND GIVEN TO THE CHILD/CHILDREN AT THE END OF THE VISIT TO OPEN UNDER STAFF SUPERVISION.**

**15. NOTHING MAY BE GIVEN TO THE OFFENDER TO TAKE BACK TO THE HOUSING UNIT AFTER A VISIT WITH THE EXCEPTION OF PAINTINGS, DRAWINGS, AND COLORED PICTURES AS INDICATED IN THIS PROCEDURE, AND HER COPY OF THE CONSENT TO INTERVIEW/ PHOTOGRAPH FORM FROM A LEGAL/PROFESSIONAL VISIT.**

**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:**

**GENERAL POPULATION**

**(A) OFFENDERS WHO REMAIN CONDUCT VIOLATION-FREE FOR SIX (6) MONTHS WILL BE ALLOWED TEN (10) VISITS PER MONTH. OFFENDERS MUST REQUEST IN WRITING TO THEIR RESPECTIVE CASE MANAGER TO BE ADDED TO THE INCENTIVE PROGRAM.**

**(B) REGULAR FOOD VISITS WILL BE HELD ON THE THIRD FRIDAY OF EACH MONTH FOR THE DESIGNATED HOUSING UNIT. THE HOUSING UNIT ROTATION SCHEDULE IS ISSUED ANNUALLY IN JANUARY; ONLY THE HOUSING UNIT DESIGNATED WILL BE ALLOWED VISITS ON THOSE DAYS.**

**(C) OFFENDERS MUST BE NINETY (90) DAYS CONDUCT VIOLATION-FREE FROM THE FIRST DAY OF THE SCHEDULED FOOD VISIT MONTH IN ORDER TO BE ELIGIBLE FOR FOOD VISITS.**

**(D) OFFENDERS WITH VISITING RESTRICTIONS ON THE DATE OF THE FOOD VISIT WILL NOT BE ALLOWED TO RECEIVE A FOOD VISIT.**

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**(E) OFFENDERS IN ADMINISTRATIVE SEGREGATION, DISCIPLINARY SEGREGATION, TEMPORARY ADMINISTRATIVE SEGREGATION, DIAGNOSTIC UNIT, AND THOSE ON LIVING AREA RESTRICTIONS WILL NOT RECEIVE FOOD VISITS.**

**(F) OFFENDERS ASSIGNED TO ADMINISTRATIVE SEGREGATION FOR DISCIPLINARY PURPOSES MUST BE RELEASED FROM ADMINISTRATIVE SEGREGATION FOR OVER SIX (6) MONTHS PRIOR TO SCHEDULED FOOD VISITS IN ORDER TO BE ELIGIBLE FOR A FOOD VISIT UNLESS THEY MEET THE TERMS OF THE PERSONALIZED PLAN DEVELOPED BY THE ADMINISTRATIVE SEGREGATION COMMITTEE.**

**(G) OFFENDERS MUST BE ASSIGNED TO WERDCC GENERAL POPULATION FOR AT LEAST 90 DAYS PRIOR TO THE FIRST DAY OF THE SCHEDULED FOOD VISIT MONTH.**

**INCENTIVE FOOD VISITS:**

**(H) OFFENDERS WHO ARE VIOLATION-FREE FOR ONE (1) TO FIVE (5) YEARS MAY HAVE ONE (1) ADDITIONAL FOOD VISIT ANNUALLY.**

**(I) OFFENDERS WHO ARE FIVE (5) TO TEN (10) YEARS VIOLATION-FREE MAY HAVE TWO (2) ADDITIONAL FOOD VISITS ANNUALLY.**

**(J) OFFENDERS WHO ARE TEN (10) OR MORE YEARS VIOLATION-FREE MAY HAVE THREE (3) ADDITIONAL FOOD VISITS ANNUALLY.**

**INCENTIVE FOOD VISITS MUST BE USED WITHIN 90 DAYS OF VIOLATION-FREE DATE. RECEIPT OF A CONDUCT VIOLATION DURING THIS 90-DAY PERIOD WILL VOID THE INCENTIVE.**

**THE INCENTIVE FOOD VISITS SHALL TAKE PLACE ON A REGULAR VISITING DAY AND BE SCHEDULED IN ADVANCE BY SUBMITTING A SPECIAL VISIT REQUEST FORM TO THE CASE MANAGER A MINIMUM OF FIVE (5) DAYS PRIOR TO THE REQUESTED DATE. NOTE: THE THIRD FRIDAY OF EACH MONTH IS A “FOOD VISIT DAY” NOT A “REGULAR VISITING DAY.”**

**TREATMENT:**

**TREATMENT CENTER FOOD VISITS WILL BE INCLUDED IN THE HOUSING UNIT ROTATION SCHEDULE.**

**ELIGIBLE OFFENDERS ARE ALLOWED TO HAVE A FOOD VISIT AND A REGULAR VISIT, DURING THEIR DESIGNATED FOOD VISIT MONTH. NO REGULAR VISITS WILL BE ALLOWED ON FOOD VISIT DAY.**

**(A) MUST BE NINETY (90) DAYS CONDUCT VIOLATION-FREE FROM THE FIRST DAY OF THE SCHEDULED FOOD VISIT MONTH;**

**(B) MUST BE ASSIGNED TO THE TREATMENT CENTER OR WERDCC GENERAL POPULATION FOR NINETY (90) DAYS;**

**(C) MUST NOT HAVE BEEN ON A TREATMENT CENTER LOSS OF PRIVILEGES CONTRACT FOR 30 DAYS;**

**(D) CANNOT BE UNDER ANY VISITING RESTRICTIONS;**

**(E) CANNOT BE IN ADMINISTRATIVE SEGREGATION, DISCIPLINARY SEGREGATION, TEMPORARY ADMINISTRATIVE SEGREGATION, OR ON LIVING AREA RESTRICTION.**

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- 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.

**\*\*\*\*SOP: ALL MEATS AND POULTRY, BREADS, CAKES, PIES, ETC., MUST BE SLICED/DEBONED BEFORE ENTERING THE INSTITUTION, WITH THE EXCEPTION OF CHICKEN.**

**CAKES MUST BE DECORATED WITH ICING ONLY; NO PLASTIC DECORATIONS, CANDIES, SPRINKLES OR CANDLES ALLOWED.**

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

**EXCEPTION:**

**\*\*\*\*SOP: A TOTAL OF SIX (6) CONTAINERS IS PERMITTED.**

- (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.

**\*\*\*\*SOP: EATING UTENSILS ALLOWED: FORKS AND SPOONS; NO KNIVES**

- (6) The following items may not be brought in for food visits:
  - (A) fresh fruit items;

**\*\*\*\*SOP: BAKED FRUIT PIES ARE ALLOWED.**

- (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: ALL FOOD ITEMS AND CONTAINERS WILL BE PROCESSED THROUGH THE X-RAY SCANNER.**

- (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.

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- f. Leftover food items must be discarded in appropriate receptacles, by the visitor, after the visit, or removed from the facility with the visitor.
- \*\*\*\*SOP: g. **MICROWAVE OVENS FOR HEATING MAY BE PROVIDED. OFFENDERS ARE NOT ALLOWED ACCESS TO THE MICROWAVES.**
- h. **NO COOLERS OR PICNIC BASKETS; BAGS MUST BE SEARCHABLE.**
- i. **VISITORS BRINGING IN FOOD MUST CHECK IN NO LATER THAN 12:30 P.M. FOR THE FIRST VISITING PERIOD AND 5:30 P.M. FOR THE SECOND VISITING PERIOD.**

## 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.

**\*\*\*\*SOP: CAKES MUST BE SLICED PRIOR TO ENTERING THE INSTITUTION.**

- (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.

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J. SPECIAL VISITS

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

**\*\*\*SOP: THE FUNCTIONAL UNIT MANAGERS WILL SERVE AS DESIGNEE.**

- 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.

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: ARRANGEMENTS FOR ALL OTHER CONFIDENTIAL (LEGAL AND PROFESSIONAL) VISITS WILL BE MADE BY THE LITIGATION COORDINATOR. THE DEPUTY WARDEN OF OFFENDER MANAGEMENT IS THE PRIMARY DESIGNEE TO APPROVE SUCH VISITS; HOWEVER, ANY WARDEN OR ACTING WARDEN MAY DO SO. ALL APPROVED LEGAL AND PROFESSIONAL CONFIDENTIAL VISITS WILL BE POSTED IN THE COMPUTERIZED ENTRY FOLDER AND MOCIS VISITING BY THE LITIGATION COORDINATOR/DESIGNEE.**

**WHENEVER POSSIBLE, CONFIDENTIAL VISITS SHALL BE SCHEDULED TO TAKE PLACE IN A CONFIDENTIAL VISIT ROOM DURING REGULAR VISITING HOURS. IF NECESSARY FOR SAFETY AND SECURITY REASONS, THE NO-CONTACT VISITING AREA MAY BE UTILIZED. THE SHIFT SUPERVISOR SHALL BE NOTIFIED OF VISITS OCCURRING ON NON-VISITING DAYS IN ORDER TO PROVIDE CUSTODY SUPERVISION. AS A COURTESY, THE FRONT DESK OFFICER WILL ALSO BE NOTIFIED.**

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.

**\*\*\*SOP:**

7. **UPON ENTRY, ALL HAND-CARRIED ITEMS EXCEPT CAMERAS AND ELECTRONIC DEVICES WILL BE PROCESSED THROUGH THE X-RAY SCANNER. CAMERAS AND**

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**ELECTRONIC DEVICES WILL BE VISUALLY INSPECTED AND MANUALLY SEARCHED BY THE FRONT DESK OFFICER.**

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.

**\*\*\*\*SOP: THE CHAPLAIN WILL HANDLE ALL VIEWING ARRANGEMENTS.**

- 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.

**\*\*\*\*SOP: THE CHAPLAIN WILL MAKE ARRANGEMENTS TO VIEW THE VIDEO WITH THE OFFENDER.**

- (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.

**\*\*\*\*SOP: THE VIDEO SHALL BE SENT OUT WITH A VISITOR OR MAILED AT THE OFFENDER'S EXPENSE WITHIN THIRTY (30) DAYS OF VIEWING.**

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3. If the video is not acceptable, the chaplain will notify the CAO or designee who will make the final decision.

**\*\*\*\*SOP: THE DEPUTY WARDEN OF OPERATIONS SHALL SERVE AS DESIGNEE.**

- 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;
  - 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.

**\*\*\*\*SOP: APPROVAL MUST BE OBTAINED FROM THE CHIEF OF MENTAL HEALTH SERVICES/DESIGNEE PRIOR TO ALLOWING ANY VISIT WHILE OFFENDER IS ON SUICIDE WATCH.**

2. Every facility will maintain a no-contact visiting area.

**\*\*\*\*SOP: THE NO-CONTACT VISITING AREA LOCATED AT THE NORTH END OF THE OPEN VISITING AREA SHALL BE USED FOR OFFENDERS WHO HAVE BEEN DESIGNATED AS NO-CONTACT STATUS OR HAVE SANCTIONS LIMITING THEIR VISITS. NO-CONTACT VISITS WILL BE ALLOWED SUBJECT TO ROOM AVAILABILITY.**

**VISITORS/OFFENDERS DESIGNATED TO RECEIVE NO-CONTACT VISITS WILL OBSERVE THE FOLLOWING REGULATIONS:**

- (a) **ONLY TWO (2) VISITORS WILL BE ALLOWED TO VISIT IN THE NO-CONTACT AREA AT ONE TIME. THIS DOES NOT INCLUDE CHILDREN UNDER THE AGE OF THIRTEEN (13) WHICH WILL ALSO BE LIMITED TO TWO (2);**
- (b) **NOTHING MAY BE BROUGHT IN FOR OR GIVEN TO THE OFFENDER;**
- (c) **NOTHING MAY BE TAKEN OUT OF THE VISITING ROOM;**
- (d) **ONLY ONE EXCHANGE OF VISITORS WILL BE PERMITTED.**

**IT IS THE OFFENDER'S RESPONSIBILITY TO NOTIFY VISITORS OF HER NO-CONTACT VISITING STATUS.**

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3. The method in which no-contact visits will be conducted should be established in SOP.
  - 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.
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.

**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: VISITS MAY BE TERMINATED AT ANY TIME BY ANY WARDEN, THE CHIEF OF CUSTODY, DUTY OFFICER, OR SHIFT SUPERVISOR WITHOUT PRIOR ADVANCE NOTICE DUE TO THE VISITOR'S OR OFFENDER'S BEHAVIOR.**

**DETAILS OF TERMINATED VISITS WILL BE LOGGED IN THE VISITING ROOM DENIALS FOLDER ON THE "I" DRIVE. WRITTEN NOTIFICATION WILL ALSO BE GIVEN TO THE ASSISTANT WARDEN, ASSISTANT WARDEN'S CLERICAL, AND GRIEVANCE OFFICER.**

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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.
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.

**\*\*\*\*SOP: THE DEPUTY WARDEN OF OFFENDER MANAGEMENT WILL PROVIDE WRITTEN NOTIFICATION OF SUSPENSION TO THE VISITOR, WITH COPIES TO THE WARDEN, ASSISTANT WARDEN, AND 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.

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(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

**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: ORIGINAL RENZ CORRECTIONAL CENTER RULE: 7-21-82, REVISED 9-22-86, 12-8-89, 4-2-91, 11-21-91, 2-26-92, and 9-21-94.**

- A. ORIGINAL EFFECTIVE DATE: November 21, 1996**
- B. REVISION EFFECTIVE DATE: July 1, 1998**
- C. REVISION EFFECTIVE DATE: October 25, 1998**
- D. REVISION EFFECTIVE DATE: August 1, 1999**
- E. REVISION EFFECTIVE DATE: February 1, 2001**
- F. REVISION EFFECTIVE DATE: February 2, 2001**

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<b>G. REVISION EFFECTIVE DATE:</b>	<b>March 16, 2001</b>
<b>H. REVISION EFFECTIVE DATE:</b>	<b>February 6, 2002</b>
<b>I. REVISION EFFECTIVE DATE:</b>	<b>May 3, 2002</b>
<b>J. REVISION EFFECTIVE DATE:</b>	<b>June 1, 2002</b>
<b>K. REVISION EFFECTIVE DATE:</b>	<b>December 31, 2002</b>
<b>L. REVISION EFFECTIVE DATE:</b>	<b>June 20, 2003</b>
<b>M. REVISION EFFECTIVE DATE:</b>	<b>August 1, 2003</b>
<b>N. REVISION EFFECTIVE DATE:</b>	<b>September 10, 2003</b>
<b>O. REVISION EFFECTIVE DATE:</b>	<b>November 17, 2003</b>
<b>P. REVISION EFFECTIVE DATE:</b>	<b>August 1, 2005</b>
<b>Q. REVISION EFFECTIVE DATE:</b>	<b>January 1, 2010</b>
<b>R. REVISION EFFECTIVE DATE:</b>	<b>April 30, 2010</b>
<b>S. THIS REVISION EFFECTIVE:</b>	<b>September 1, 2010</b>
<b>T. REVISION EFFECTIVE DATE:</b>	<b>September 24, 2012</b>
<b>U. REVISION EFFECTIVE DATE:</b>	<b>December 1, 2013</b>
<b>V. REVISION EFFECTIVE DATE:</b>	<b>September 14, 2017</b>
<b>W. REVISION EFFECTIVE DATE:</b>	<b>January 22, 2018</b>
<b>X. REVISION EFFECTIVE DATE:</b>	<b>September 1, 2018</b>