

IS & SOP version of 13-3.1 Offender Visitation

MISSOURI DEPARTMENT OF CORRECTIONS
INSTITUTIONAL SERVICES
PROCEDURE MANUAL

IS13-3.1 Offender Visitation

Effective Date: March 1, 2017

Signature on File

Signature on File

Dave Dormire, Director
Division of Adult Institutions
Services

Matt Sturm, Director
Division of Offender Rehabilitative

**DIVISION OF ADULT INSTITUTIONS
WESTERN RECEPTION DIAGNOSTIC AND CORRECTIONAL CENTER
*STANDARD OPERATING PROCEDURE***

NUMBER: SOP 13-3.1

Effective Date: July 9, 2021

TITLE: Offender Visitation

APPROVAL



Warden Ryan Brownlow

Deputy Division Director

GENERAL INFORMATION: The Standard Operating Procedure (SOP) is printed below IS procedure sections of this document as deemed appropriate and is clearly marked, i.e. "*SOP". Sections in bold print sections will distinguish the SOP procedures.**

Exceptions to the IS procedure and justification for deviation are clearly noted within the SOP text, rather than outlined in the "General Information" section. This Standard Operating Procedure complies with the Institutional Services procedure IS13-3.1 Offender Visitation except where 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.
- 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.

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.

- 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,
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.
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.
 - 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

- (1) Coloring pages and crayons will be provided for children to use.**
- (2) The sergeant will inventory the coloring pages, crayons, educational toys, books, puzzles and games to determine if there is a need to purchase replacements and send a monthly inventory to the visiting room liaison. If the visiting room sergeant is unavailable the visiting room desk officer will assume these duties.**
 - (A) The visiting room liaison will create a purchase request. Supplies should be ordered once per quarter, in conjunction with the quarterly canteen meeting.**
 - (B) Purchase requests must be turned into the business office prior to the canteen meeting, and must include the price of items being purchased.**

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

****SOP

a. Vending machines and microwaves are available to visitors in the visiting area. A change machine is available in the lobby.

5. Sanitary supplies may be provided in the restrooms through a vendor supplied machine.

****SOP

5. Sanitary supplies are not provided in the restrooms. Visitors are allowed to bring in their own sanitary supplies.

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.

C. VISITING SCHEDULES

****SOP

C. Visiting room staff will continue to process visitors during count. No offenders will be sent down for a visit once movement is closed. Processing of visitors will stop thirty (30) minutes prior to the close of visiting hours. Visitation hours may be affected due to extenuating circumstance or delays in count procedures.

- 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

(1) Diagnostic no-contact visiting will be Thursday, Friday, Saturday, and Sunday from 5:30 pm to 9:30 pm. Each visit will be a (2) hour block of time.

- b. Each block of time will be considered one visit.
- 2. SOP for long term treatment centers will establish visiting schedules based on the following minimum requirements.
 - a. Saturday, Sunday: between 9:00 a.m. and 5:00 p.m.

****SOP

**a. Saturday, Sunday: Two 4-hour continuous blocks
9:30 a.m. to 1:30 p.m.
2:30 p.m. to 6:30 p.m.**

b. Each visit will consist of up to a four (4)-hour block.

- 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.
 - 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

(1) Offenders may have a maximum of six (6) visitors, to include children, in the visiting room at one time.

- b. If a visitor leaves the visiting room floor for reasons other than medical needs or as authorized by the shift supervisor, they will not be allowed to re-enter the visiting room.
- c. Visitors cannot be on the facility's parking lot prior to 30 minutes before visiting starts.

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

****SOP

3. Offenders in general population and the Youthful Offender unit are permitted nine (9) visits per month. Diagnostic offenders will be permitted one (1) visit every thirty (30) days. The number of visits permitted for treatment offenders will be determined based on the phase of treatment the offender is in.

(1) All treatment offenders will be allowed the following number of visits:

- (A) Phase I: No visits**
- (B) Phase II: Two (2) four (4) hour visits per month**
- (C) Phase III: Four (4) four (4) hour visits per month**

- 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.

******SOP**

- a. **Requests must be made in writing to the case manager using the Visiting List Changes/Removals form.**
- 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.

******SOP**

- (2) **Requests must be made in writing to the case manager using the Visiting List Changes/Removals form.**
- (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.

******SOP**

- 5. **Clergy or Spiritual Advisor Visits for treatment and general population offenders will be offered in accordance with Clergy or Spiritual Advisor Visits policy.**
 - a. **Diagnostic offenders will be allowed one (1) clergy/spiritual advisor visit once per month, and must be scheduled through the chaplain and the segregation OSA. There is no waiting period for clergy visits.**

- 6. Offenders assigned to the Segregation Unit are allowed one (1) no-contact visit after thirty (30) days, and every thirty (30) days thereafter, if not otherwise restricted.**
 - a. The segregation OSA will schedule the visits according to the offender's originating housing unit.**

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.
 - 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**

- 2. WRDCC does not allow visiting until thirty (30) days after offender is received at the diagnostic center with the exception of the Friends and Family Orientation in section III.F.2.a. of this policy.**
 - a. Temporary visiting status will only be authorized at reception and diagnostic centers.

******SOP**

- a. Diagnostic Offenders will be eligible for:**
 - (1) One (1) scheduled no-contact visit not to exceed two (2) hours in duration every 30 days after their arrival.**
 - (A) The offender will notify their wing case manager to schedule a visit.**
 - i. The wing case manager will then verify that the offender is eligible for a visit and that the visitor is an approved visitor.**
 - ii. The wing case manager will notify the appropriate Office Support Assistant (OSA) to schedule the visit.**
 - iii. Once the visit is scheduled, the wing case manager will notify the offender. It is the responsibility of the offender to notify his visitor of the time and day of the visit.**

(B) In the event the offender is transferred to another Housing Unit, to include the Segregation unit, before the scheduled visit occurs, every attempt will be made to honor the scheduled visit with the following exceptions:

i. When an offender is placed in the Administrative Segregation unit and either his behavior is such that it would cause a safety/security concerns if taken out of the unit or is placed in the Administrative Segregation unit by Mental Health staff under close observation/suicide watch.

(C) When the offender has been placed in the Transitional Care Unit (TCU) and Medical staff determines the offender is not capable of visiting.

(2) A maximum of two (2) adults may visit, with only one (1) adult allowed in the no-contact visiting room at one time. One (1) child under eighteen (18) may be allowed in the no-contact visiting room with an adult.

(3) The Visiting Room Officer or front desk officer will verify the visitor's identification against the approved computerized visiting list and obtain signatures of all visitors on the Institutional Entry/Exit Log form.

(4) The offender will be escorted to an available no-contact room (010-A115 or 010-A116) verifying the offender's identification against the approved computerized visiting list.

(A) Housing Unit #11 Diagnostic Wing offenders will be escorted through HU#11 east stairwell and east door proceeding to HU#10 secured elevator, then to the no-contact visiting rooms (010-A115 or 010-A116).

b. Background checks will be conducted as outlined in SOP.

****SOP

b. Background checks will be conducted as described in section III.E.5.b. of this policy.

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.

****SOP

(1) If the visiting application form is printed from the department's website the visiting application will be processed regardless whether the facility return address is stamped or not.

- 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.

****SOP

a. If the spouse of an offender is under eighteen (18), a copy of the marriage license must be provided with the visiting inquiry.

- (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.

****SOP

(1) Forms mailed to the offender shall be removed by mailroom staff and forwarded to the case manager.

(2) Staff shall not accept visiting inquiry forms from an offender

- 5. All visiting application forms will be reviewed and approved or disapproved by appropriate staff members as indicated in SOP.

****SOP

5. Case managers shall approve visitors, or recommend denial. Functional unit managers shall review all recommendations for denial. If denial continues to be recommended the form shall be forwarded to the Warden for final determination.

- a. If crucial information is missing from the visiting application form, or there is a question about the information presented, reviewing staff members will, within 5 working days, advise the offender that the application was not processed as it did not contain all the necessary information. The offender may receive another application to send to the visitor.

- (1) As an alternative, a phone call to obtain minor information is encouraged.
 - (2) This will not be considered misrepresentation of information and is not a denial of visiting status.
- b. Background checks through the Missouri Uniform Law Enforcement System (MULES) or the National Crime Information Center (NCIC) shall be conducted on all prospective visitors 18 years of age or older. Facilities may perform background checks on prospective visitors under the age of 18 as defined in SOP. Subsequent background checks may be conducted as directed by the CAO or designee.
- (1) MULES dissemination rules prohibit the sharing of information gained from criminal history checks with anyone outside of the department, including the offender and the prospective visitor.
 - (2) If the check shows an active warrant, the CAO or designee should notify the appropriate law enforcement officials.
 - (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.

****SOP

(A) The results of the background check will be maintained in a separate file in each housing unit for thirteen (13) months.

- c. When reviewing a visiting application form, staff members should consider the visitor's affect on the offender and facility operations and review the past and present history of the visitor including pending charges, prior convictions, prior department of corrections employment, whether the visitor is the offender's victim (if known), etc.
- (1) If a reviewing staff member believes the visitor would be detrimental to the offender's rehabilitation efforts or the safety and security of the facility, the staff member will document those concerns in a memorandum directed through the established chain of command to the CAO.

- d. Misrepresentation of information on the visiting application form is reason for removal or denial of visiting status.
6. The CAO or designee will review the concerns submitted by staff members and determine whether the visiting status will be approved or denied.
 - a. All materials regarding denial will be placed in the classification file. Documentation of the reason for the denial will be noted in the department computer system.
 - b. Case management staff members will notify the offender on the visitor status form of the approval or denial.
 - (1) The visitor status form will include the reason for the denial and advise that the applicant may appeal the decision in writing to the deputy division director within 30 calendar days.
 - c. The offender will be responsible for notifying applicants who are approved or denied to visit.
 7. Upon receipt of a written appeal, the deputy division director will evaluate the denial.
 - a. After full review is made, the deputy division director will advise the visitor of the decision in writing.
 8. Visitors who are denied may reapply for visiting status after one year, unless they were denied for possible pending charges. Visitors who are denied for possible pending charges may reapply prior to one year if the charges were disposed of.
 9. When approved to visit, the visitor's name and relevant information will be included in the department computer system.
 10. When an offender is transferred to another facility, visiting application forms of approved visitors will not be reprocessed.
 11. Any visitor may be requested to provide updated information should a need for such be identified.
 12. A visitor who wishes to be removed from an offender's visiting list must request in writing that his name be removed.
 - 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:

****SOP

20. Sexual Offenders of Children or any child victim crimes:

- 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.

****SOP

- i. Other crimes may be considered for Adult Only Visiting status on a case by case basis (i.e. child abuse involving death of child, etc.).**

- (2) If such information is located, the case manager will document that visits are restricted in:
 - (A) the chronological data sheet form of the classification file,
 - (B) on the cover of the classification file, and
 - (C) the department computer system.
- (3) If no information is found to indicate the offender has a prior or current sexual offense against a child, the case manager will make notation in the chronological data sheet form of the offender's classification file.

b. Application Process:

- (1) The application process will not begin until the offender is assigned from diagnostic status to a permanent facility.
- (2) All visiting application forms of offenders who have a pending, prior or current sexual offense against a child must be carefully scrutinized to ensure that children are not approved to visit unless authorized as described within this procedure regarding the application process for sexual offenders of children.
- (3) The offender will not be permitted to visit children who are victims of their sex offense.
- (4) Offenders may be approved to visit children who are immediate family after a review of risk towards the child. No contact visiting may be considered.
- (5) When an offender requests a visiting application form to send to a custodial parent or legal guardian for completion on behalf of a child, the case manager will review the adult only restriction - agreement form with the

offender. An adult only restriction – agreement form will accompany the visiting application form for each prospective child visitor.

(A) The offender must sign the form indicating agreement to abide by all stipulations of the contract before the form will be processed.

(B) Reviewing staff members will witness the signature or refusal to sign.

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

(7) The visiting application form must be completed in full by the child's custodial parent or legal guardian and the adult only restriction - agreement form carefully reviewed and signed.

(A) A certified official copy of the prospective child visitor's birth certificate must accompany the initial visiting application form and a copy of the marriage certificate in cases of step relationships, or other court documents specifying legal guardianship.

c. Review Process:

(1) Upon receipt of the visiting application form, case management staff members will review the application and signed adult only restriction-agreement form and conduct further review to verify the child's relationship to the offender. A packet will be submitted to the CAO or designee through the chain of command for a decision regarding visitation.

(2) The CAO or designee shall consider the following factors:

(A) nature and severity of the offense;

(B) previous visit history;

(C) programs in which the offender has participated and progress;

(D) whether the child is the offspring of the offender, but the offense was against another child of the offender; and

(E) the nature of the crime and victim's age at the time of the offense.

d. Approval or Denial Process:

(1) The CAO or designee will determine whether the visiting status will be approved or denied.

- (A) Case management staff members will notify the offender on the visitor status form of the approval or denial.
 - i. Offenders will be responsible for notifying the custodial parent or legal guardian of the child that visitation has been approved or denied.
 - ii. The decision will be noted in the chronological data sheet form of the offender's classification file.
- (B) If the CAO or designee approves the request, the child visitor's name and relevant information will be included in the department computer system. Case management staff members will ensure that the name of the custodial parent or legal guardian is identified, along with the child visitor's name, in the comment section in the applicable department computer system as the adult required to accompany the child on the visit.
 - i. A copy of the signed adult only restriction – agreement form shall be maintained in the visiting records.
- (2) If the CAO or designee denies the request, the custodial parent or legal guardian of the child can appeal the decision in writing within 30 calendar days via the deputy division director. The deputy division director will evaluate the denial.
 - (A) After full review is made, the deputy division director will advise the visitor of the decision in writing.
- (3) When an offender's visiting status with children has been approved, that status will not change unless an incident in the visiting room has occurred or other circumstances or information becomes available that would warrant a new review and possible denial of the visiting status.
 - (A) The CAO or designee will temporarily suspend visiting privileges until all pertinent information has been reviewed.
 - (B) If the CAO or designee believes sufficient information is available to change the visiting status, he will compile all supporting documentation and inform the established parent in writing that the child's visiting status is being terminated and advise the offender of the circumstances. The CAO or designee will advise the offender the visitor may appeal the decision within 30 calendar days to the deputy

division director. The deputy division director will review all materials and make a recommendation to the division director.

- (C) The division director shall review the request and information to determine whether visiting should be permitted.
- (D) The offender’s visiting privileges with children will remain suspended until the appeal process is completed.

e. Court Ordered Visitation:

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

F. VISITING ORIENTATION

- 1. Visiting orientation for offenders will be included in the reception and orientation programs.
- 2. Orientation for offender family members and friends will be offered at the male diagnostic centers for first time offenders.

****SOP

- a. **Newly incarcerated diagnostic offenders may be eligible for a Friends and Family visit. This visit should be scheduled within the first 30 days of the offender’s arrival to the institution. Completion of a Visiting Application is**

not required. Newly incarcerated diagnostic offenders will be granted a scheduled one (1) hour no-contact visit with family members or significant other after the visitor has completed the Friends and Family orientation. The orientation will be scheduled on Tuesdays from 5:00 p.m. to 6:00 p.m. on as needed basis. The HU#10 Reception and Diagnostic Office Support Assistant will schedule the visits utilizing the Friends and Family Visiting Log. Visits are scheduled at 6:00 p.m., 7:00 p.m. and 8:00 p.m. with no more than four (4) visits scheduled for each hour block.

- (1) Only one (1) visitor at a time will be allowed in the no-contact visiting room. No one under eighteen (18) years of age will be allowed to attend the Friends and Family orientation/visit unless the individual is a spouse that has been verified.**

- (2) Family members of the newly incarcerated youthful offenders may attend a Friends and Family Orientation that will be scheduled during regular visiting hours on Fridays by the Youthful Offender Functional Unit Manager/designee.**
 - (A) Youthful offenders will be allowed a visit immediately following the Friends and Family Orientation in the no-contact visiting room.**

- (3) Friends and Family visits will be entered into the department's computer system by diagnostic FUM's office support assistant.**

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.

****SOP

- (1) Out-of-state valid driver license or state identification card, military identification card or current school picture identification card may be used for identification purposes.**

- 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

(A) The visitor must request in writing to the CAO for a non-photo ID including a justification. Once the application is approved the applicant will be issued a WRDCC non-photo visiting ID that will expire 6 months from the date of issue.

i. The ID will include:

- a. Visitor's name**
- b. Gender**
- c. Date of Birth**
- d. Address**
- e. Social Security Number**
- f. Height**
- g. Weight**
- h. Hair color**
- i. Eye color**
- j. Distinguishing facial features (i.e. beard, facial scars, etc.)**
- k. Beginning date**
- l. Ending date**
- m. Offender's name**
- n. Warden/designee signature**
- o. Date signed**

ii. Non-photo visitors will be processed separate from other visitors. Both of their hands will be stamped with invisible ink and the same staff that escorts them into the visiting room should escort them out at the end of the visit.

- 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

- (1) **Visitors may not bring in any item to an offender during a visit with the exception of an approved food visit. Other items (i.e. eyeglasses) will be handled in accordance to the Offender Property and Control Procedures.**
- (2) **Dress out clothing will be handled in accordance with Offender Property and Control Procedures.**
- (3) **Outgoing items will be sent to the visiting room, via the property officer, prior to the visit.**
 - (A) **If the outgoing items were not picked up at the duration of visiting hours on the scheduled date, the items will be returned to the property office.**
 - (B) **The offender will be called to the Property office for disposition of their property.**
- 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

- d. **Visitors may bring in the following:**
 - (1) **two (2) Workbooks / Notebooks**
 - (2) **two (2) textbooks**

(3) a reasonable amount of loose documents (report cards, school papers, homework assignments).

(A) If there are any questions regarding what is considered a reasonable amount the Shift Supervisor will be contacted. The Shift Supervisor will evaluate the situation and determine whether to permit the documents to be taken in for a brief sharing and then secured in the Lobby Lockers or to permit them to remain for the duration of the visit. At the end of the visit the items will be removed by the visitor or disposed of in accordance with the visitor's wishes.

e. Visitors may not bring in the following:

(1) Spiral bound workbooks / notebooks

(2) Pens/pencils. These will be made available in the Visiting Room.

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**

a. Paper money and pennies will not be allowed in the visiting room. No rolled coins are allowed.

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**

d. The only keys allowed in the visiting room are keys to the institutional lockers in the lobby. Car keys will not be allowed in the visiting room.

e. Offenders are not allowed to access the game cabinet.

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

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

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

- c. Clothing must not be gang related or camouflaged, must not have printed racial or ethnic slurs or obscenities, or depict or advocate the use of drugs or violence (either in written or picture form).
- d. Skirts, dresses and shorts must be no shorter than the top of the knee cap when standing. No wrap around skirts or dresses are permitted.
 - (1) slit dresses and skirts are not permitted when the slit extends higher than 2 inches above the top of the knee.
 - (2) if a dress or skirt has fasteners, all fasteners will remain closed so that the garment is not open more than 2 inches above the top of the knee.
- e. Slacks or jeans – no holes or slits permitted.
- f. Shirts, blouses and dress tops must cover the chest, back and stomach and have sleeves that cover the shoulders and underarms. Absolutely no display of cleavage or midriff is permitted.
- g. Appropriate undergarments must be worn and not visible.
- h. Shoes must be worn except by infants not walking.
- i. Headgear is not allowed with the exception of approved religious headgear.

****SOP

- i. **Headgear (i.e.: hats, headbands, doo rags, etc.) will not be permitted in the visiting room with the following exceptions:**
 - (A) **Visitors with cancer or other such medical conditions should be permitted to wear appropriate headgear. A physician’s statement is required.**
 - (B) **The authorized headgear will be electronically searched using the walk through metal detector and/or the hand held wand metal detector.**
 - i. **If an alarm occurs during the search, staff will inform the visitor their visit is denied unless the visitor volunteers to permit further inspection (which may include the lifting of and/or removal of the authorized headgear for physical inspection) to determine the source of the alarm or establish there are no prohibited items. The visitor will be taken to a private area to remove their headgear.**

- (1) Religious headgear may not be touched or removed by staff members.
- (2) If the religious headgear does not clear the walk through metal detector, the hand held detector should be used.
- (3) A visitor may be asked to remove their religious headgear for searches if it fails to pass security clearance.
 - (A) If the visitor agrees, they will be taken to a private area by a staff person of the same gender. The staff person will request the visitor remove the religious headgear for inspection to identify the source of alarm or establish there are no prohibited items.
- (4) If religious headgear includes a cloth veil covering the face leaving the eyes exposed the visitor will be asked by an officer of the same gender to uncover their face for positive identification, with reasonable privacy given. The visitor will then be permitted to wear it for the visit. Positive identification must be made going in and coming out of the visiting room.
- j. Jewelry may be worn, but a visitor may be required to remove it if it presents a safety or security concern.

******SOP**

- j. Jewelry may be worn unless deemed to be a security risk by the Shift Supervisor.**
- 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.

****SOP

- (10) **Or a small amount of wipes in a clear plastic bag.**
- (11) **One infant carrier**

n. Outerwear may be left in the lockers in the lobby. Sweatshirts with a full zipper front are considered outerwear. A sweater, light jacket, cardigans, or wrap-rounds will be permitted in the visiting room.

- 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.

****SOP

d. The In-Person Attorney visiting room 10-A301 will be utilized as needed for breastfeeding see Breastfeeding Protocol.

- (1) If the breastfeeding is conducted in a manner that is disruptive to offenders or visitors or violates visiting rules, the visit will be terminated and further action considered.

- 9. Medications and medical equipment needed to maintain the visitor's life (such as nitroglycerine, oxygen or asthma inhaler) may be retained by the visitor.
 - a. The visitor must inform the visiting room officer of the need for the medication or medical equipment.

- (1) Medications should be clearly labeled with the visitor's name.
- b. Visitors who have surgically implanted metal hardware must submit a written statement from a physician.
- c. Visitors who have special needs (for example: wheelchairs, service animals, etc.) are encouraged to contact the facility in advance of a visit so any special arrangements to assist the visitor can be made.
 - (1) A visitor with special needs shall not be denied entrance to a facility for only failing to provide advance notice of his visit.
 - (2) Unless specifically noted elsewhere in policy or procedure, staff members shall not inquire as to the nature and extent of a person's disability, or request a written statement from a physician or other proof of disability.
 - (3) If a visitor seeks to bring a power-driven mobility device (for example: a motorized wheelchair) into a facility, staff members may ask for credible assurance that the power-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.

- 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.

****SOP

12. Visitors and offenders will use their designated bathrooms. The offender bathroom is located in the change room.

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

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

******SOP**

14. Food and beverages will only be consumed by his immediate visiting group.

15. Photographs are available in accordance with the Visiting Room Photographs Rules and Regulations.

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**

- (1) **A maximum of two (2) regular food visits and two (2) incentive food visits may be scheduled per calendar year on Fridays, except for approved State holidays. The food visit requests will be processed in the following manner:**
 - (A) **Offenders will complete the Food Visit Request form and return it to classification staff. Offenders may not submit an application until all criteria has been met.**
 - i. **Classification staff will accept/process forms no earlier than thirty (30) days from proposed visit and no later than five (5) days from proposed visit. Classification staff will review criteria and determine eligibility according to the Food Visit Request form.**
 - ii. **The form will then be approved/denied by the Functional Unit Manager. If denied the FUM will send it back to the case manager to advise the offender of the denial. If approved the FUM will send the form to the Assistant Warden's OSA no later than two days before the proposed visit and have the case manager notify the offender.**

- 1. The Assistant Warden's OSA will verify eligibility, then enter the scheduled food visit into the WRDCC Food Visit spreadsheet located in the I:drive, or return the request to the case manager with a note as to why the offender was not eligible for the food visit.**

- (B) The Assistant Warden's OSA will run violation reports on Friday mornings to verify criteria is still met for food visits. If an offender receives a conduct violation between the time the visit was approved and the scheduled date of the visit, he will not be allowed to participate in the food visit.**

- (C) The Assistant Warden's OSA will provide the food visit forms and supplies to scheduled classification staff.**

- (D) Upon completion of the food visit, classification or visiting desk staff shall document that the visit occurred on the original food visit request form. The form will then be sent back to the Assistant Warden's OSA to document the visit on the chronological log in OPII and update the food visit spread sheet, then forwarded to the appropriate housing unit to be filed in the offender's classification file.**

- (E) Classification staff will assist in the food searching from 9:00 a.m. to 4:00 p.m. The Assistant Warden's office will create and e-mail staff the Food Visit Inspection Schedule. Any food visits processed between 4:00 p.m. and 6:00 p.m. will be conducted by custody staff. If available, light duty staff will assist with searching food as long as it does not violate their medical restrictions.**

- (F) WRDCC will utilize the following criteria for regular food visits:**
 - i. Offender must reside in general/youthful population for sixty (60) days at any institution.**

 - ii. Must be free of Conduct Violation for sixty (60) days at any institution.**

 - iii. No pending conduct violations.**

 - iv. Cannot have been found guilty of a major Conduct Violation or any #11s for the past twelve (12) months at any institution.**

 - v. No assignment to Segregation for disciplinary reasons in the past six (6) months at any institution.**

vi. **Must not be on No-Contact Visiting Status.**

(G) WRDCC will utilize the following criteria for Incentive Food Visits:

- i. **Offender must reside in general/youthful population for sixty (60) days at any institution.**
- ii. **Must be free of conduct violations for ninety (90) days at any institution.**
- iii. **No pending conduct violations.**
- iv. **Cannot have been found guilty of a major conduct violation or any #11s for the past twelve (12) months at any institution.**
- v. **No assignment to segregation for disciplinary reasons in the past twelve (12) months at any institution.**
- vi. **Must not be on No-Contact Visiting Status.**
- vii. **Must not have refused or been negatively terminated from required program/class including a treatment program within the last 60 days.**
- viii. **Has completed or enrolled in two (2) classes: Pathway to Change, Impact of Crime on Victims Class, Inside Out Dads, Anger Management or Employability Skills.**
- ix. **If the offender is on the waiting list and withdraws after he receives the food visit, he may be subject to disciplinary actions.**
- x. **Has completed 80 hours of restorative justice hours within the previous (90) ninety days.**

(H) Criteria for Therapeutic Community (TC) HU 6-3CC offenders may be approved up to two (2) additional food visits:

- i. **To receive a TC Food Visit, offenders must also meet the criteria for a regular incentive visit.**
- ii. **TC Food Visit 1: Offender must be at or above phase III, limit one (1) per year.**

iii. **TC Food Visit 2: Offender must be at Phase IV, limit one (1) per year.**

iv. **Eligibility for Therapeutic Community Additional Food Visits will be determined by Therapeutic Community Classification Staff and documented on the Food Visit Request Form.**

(2) Not applicable for treatment.

- a. Incentive programs must be consistent with the custody level of the facility and type of offender population housed at the facility.
- b. Incentive programs must be approved by the deputy division director;
- c. Food may be prepared at home, catered by or purchased from a vendor.
 - (1) All food must comply with security regulations.
 - (2) A total of 4 containers may be brought for each authorized food visit.
 - (3) Containers for home prepared or store-bought foods may be no larger than a 9 x 9 x 4, and must be constructed of clear plastic only.
 - (4) Food brought from vendors must be in the original container (no glass, metal, aluminum pans or foil).
 - (5) In addition to the above 4 containers, paper, plastic or styrofoam disposable dinnerware and eating utensils are allowed and must be provided by the visitor.

******SOP**

(A) Condiments must be in sealed, individual serving packets or in a plastic or styrofoam sealed container up to 8 oz.

- (6) The following items may not be brought in for food visits:
 - (A) fresh fruit items;
 - (B) Jell-O or ice cream; or
 - (C) beverages.

******SOP**

(D) Beverage mixes will not be permitted.

(E) Items not allowed in the visiting room must be taken out of the institution by the visitor prior to beginning the visit.

(7) Coolers are prohibited.

d. Inspection of food items may include a physical search of the food items that entails cutting, stirring, piercing or separating an item to ensure no contraband is introduced into the facility.

(1) Staff members conducting the search must wear appropriate gloves and a hair net or cap;

(2) Any food not easily searched may be denied.

****SOP

(3) All meats, cakes, pies, breads, seafood, etc. must be sliced/shelled/deboned prior to arrival at the institution.

(A) Meat will be deboned if the bones are of a significant size and/or shape to create a security risk. If the visitor questions the need for this to occur the Shift Supervisor will be contacted to make the final determination.

(4) Food will be searched in the following manner:

(A) All food items will be processed through the X-ray scanner.

e. Food may be only consumed by the offender and his visitor and may not be shared with others.

f. Leftover food items must be discarded in appropriate receptacles, by the visitor, after the visit, or removed from the facility with the visitor.

****SOP

(1) Offenders will not be allowed to handle the trash when cleaning the visiting room after food visits. Custody staff will remove the trash from the visiting room.

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, and 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.

******SOP**

- (1) **A Request for Children’s Birthday Celebration form must be filled out with the date of requested visit and submitted to Classification staff.**
- c. Case management staff members will verify the child’s birth date and the child’s relationship to the offender as established on the visiting application form.
- d. Case management staff members will notify the visiting room supervisor who will ensure the birthday cake is permitted.
- e. The offender is responsible for making arrangements with the visitor for a cake.
 - (1) The cake may be prepared at home or purchased from a vendor but can be no larger than 12 x 16 inches, single-layered only.
 - (2) The cake may not contain any decoration except icing. It may not contain any plastic decorations, candies, sprinkles or candles.
 - (3) The cake must be stored in the original vendor’s container of cardboard or a plastic see-through container.
 - (4) Inspection of the cake may include a physical search that entails cutting or piercing the cake to ensure no contraband is introduced into the facility.

******SOP**

- (5) **There will be no balloons, party favors, etc. or spanking.**
- (6) **The celebration will be confined to the offender and his visitors.**

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

1. **Special visits may be approved by any Warden or if after hours by the duty officer. If a background check cannot be completed for the visitor, the visit will occur in the no-contact visiting room according to availability. Each visitor requesting a visit should have their own form.**
 - 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.

****SOP

- a. **Arrangements shall be made through the office of the Deputy Warden of Offender Management in accordance with the Access to Attorneys policy. Approval will be at the discretion of the Deputy Warden of Offender Management.**
 - (1) **Visits should be conducted between 8:00 a.m. and 4:00 p.m., Monday through Friday, except holidays.**
 - (2) **After the visit has been approved, the Deputy Warden's clerical staff shall enter the approved visit into the visiting system on the computer, indicating the date and time the visit is to occur.**
 - (A) **Custody staff shall obtain appropriate signatures on the Special Visit Request form at the time of the visit.**

(B) The Special Visit Request form shall be returned to the Deputy Warden’s clerical staff and they shall enter the visit into the visiting system on the computer indicating the visit has occurred.

(C) The form shall be distributed in accordance with the records retention.

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.
 - 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.

****SOP

- (1) **The viewing should occur in Housing Unit #10 room A319.**
 - (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;
 - 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.
- 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.

******SOP**

- a. **Offender assigned to the Segregation Unit are allowed one (1) visit after thirty (30) days, and every thirty (30) days thereafter, if not otherwise restricted.**
 - b. **Visiting hours will be Wednesday through Friday, between 8:30 a.m. through 10:30 a.m. in the no-contact visiting rooms in the diagnostic center. Visitation hours may be affected due to extenuating circumstances or delays in count procedures.**
 - (1) **Due to limited number of No-contact rooms all visits must be prescheduled through classification staff. The segregation OSA will schedule the visits according to the offender's originating housing unit.**
 - c. **No-contact visits for general population, treatment center and youthful offenders will occur in the no-contact visiting rooms during regular visiting hours, with only one (1) adult and one (1) child permitted in the no-contact visiting room at a time. No-contact visits shall not exceed two (2) hours in duration. These visits will not be scheduled in advance, but will be dependent on availability of the no-contact visiting rooms.**
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.

****SOP

- a. **WRDCC does not utilize trace technology equipment.**

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

- a. **Copies of supporting documentation and information regarding any problems demonstrated by the visitor shall be forwarded to the Deputy Warden Offender Management for review and possible administrative action. A copy will also be forwarded to the Visiting Room Liaison.**

- 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.
- 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.

****SOP

P. The steps to process offenders for visiting, the following procedure applies:

- 1. The offender will have a movement pass from their housing unit module. Offenders will be strip searched prior to entering the visiting room. Visiting room staff will maintain a supply of state issue red pants, red shirts, and shower shoes for offenders to wear in the visiting room. The only personal clothing allowed in the visiting room is white underwear, white T-shirt and white socks. All other clothing will be held in the visiting changing room. Offenders may wear one wedding ring.**
 - a. Offenders will sign in and out at the officer's desk to be logged into the computer system's visiting section for tracking purposes.**
- 2. After the visit, offenders will be strip searched again, and their clothing returned to them. The visiting room clothing will remain in the visiting changing room, where it will be laundered.**
- 3. The offender will return their movement pass to their housing unit module.**
- 4. Youthful offenders will be processed for visiting in the following manner:**
 - a. Custody staff will move youthful offenders under direct escort from the Youthful Offender Unit to the visiting room. An escorting officer will stay with the youthful offender throughout the entire visiting process.**
 - b. Adult offenders will not have contact with the youthful offenders while in the visiting room.**
 - (1) Any attempt by the youthful offenders to have contact with adult offenders may be cause to terminate the visit.**

- c. **Adult offenders will not be present in the change room at any time during the processing of the youthful offenders.**
 - d. **Visits will take place in the Attorney/Client room of the visiting room.**
 - (1) **An alternate visiting room is the bereavement room on third floor of Diagnostic Center.**
 - e. **Custody staff assigned to the visiting room will make a chronological entry acknowledging that youthful offender(s) are in the visiting room. Another chronological entry must again be noted reflecting the departure of each youthful offender from the visiting room.**
 - f. **Visitors may leave the room to purchase items from the vending machine, however; the offender must stay in the assigned room.**
 - g. **An escorting officer will process the youthful offenders back to their dorm in the Youthful Offender Unit at the end of their visit.**
- Q. The following steps apply processing visitors to the visiting room Friday through Sunday:**
- 1. **Visitor processing have two sessions each visiting day.**
 - a. **First session:**
 - (1) **Processing begins at 9:00 a.m. ending at 1:00 p.m.**
 - (2) **Visiting room opens at 9:30 a.m. closes at 1:30 p.m.**
 - b. **Second session:**
 - (1) **Processing begins at 2:00 p.m. ending at 6:00 p.m.**
 - (2) **Visiting room opens at 2:30 p.m. closes at 6:30 p.m.**
 - 2. **The visitor is instructed by the entry point officer to secure their belongings in a locker. This must be done prior to passing through the security check point. Visitor will be allowed to retain their identification card and other approved items.**
 - 3. **The visitor must pass through the metal detector and all items will be run through the X-Ray equipment in accordance with the Security Perimeter policy.**
 - 4. **After passing through the security check point, the visitor will be given a Numbered Visiting Rules document to ensure they are being processed in the order they arrived.**

- a. **Visitors are called by the visiting officer according to numbered card.**
 - (1) **The visitor will:**
 - (A) **Return the numbered card to the officer**
 - (B) **Fill out the Institutional Entry/Exit Log**
 - (C) **Provide the officer the locker key number (if applicable)**
 - (D) **Provide their identification card(s)**
 - (E) **Provide the DOC number and/or the name of the offender they are Visiting**
- 5. **The officer verifies all information provided by the visitor with information in the computer system.**
 - a. **If all information is correct and the visitor is approved to visit, the officer will create the visit in the computer system for tracking purposes.**
 - (1) **If the visitor is denied, section III.E.6.-8. of this policy will be followed.**
 - b. **The officer will stamp the visitor's hand with UV ink.**
 - c. **Directions to the visiting room/area will be provided to the visitor.**
 - (1) **Visitors must take the elevator to and from the 3rd floor. They do not use the stairs.**
- 6. **The process for the visitors leaving the visiting room.**
 - a. **Visitor Shows the Desk Officer their ID and the UV ink stamp is checked.**
 - b. **Officer does the following:**
 - (1) **In the computer visiting system the officer will annotate the time the visitor leaves the visiting room.**
 - c. **Visitor exits the visiting room and proceeds to lobby, retrieves their items from their locker (if applicable) and exits the Institution.**

R. Parole Hearings:

- 1. **Offenders will be allowed to have one delegate present at the parole hearing.**
 - a. **The delegate should be on the approved visiting list.**

- b. **If the delegate is not on the approved visiting list, it is the responsibility of the offender to contact their case manager to request a special visit for the purpose of the parole hearing.**
 - (1) **The delegate is only allowed to attend the parole hearing specifically as special visit, they will not be allowed to visit at any time except on the parole hearing date.**
 - c. **Delegates that have not been approved will not be allowed to attend the parole hearing. No exceptions will be made.**
- 2. Offenders will only be permitted to visit in conjunction with a parole hearing if the visit meets all criteria for a regular visit. The visit must occur in the visiting room and will be charged as a visit.**

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

- S. **931-0490 Visiting List Changes/Removals**
- T. **931-2112 Institutional Entry/Exit Log**
- U. **Friends and Family Visiting Log**
- V. **Visiting Rules**
- W. **Breastfeeding Protocol**
- X. **Visiting Room Photographs Rules & Regulations**
- Y. **Food Visit Request Form**
- Z. **WRDCC Food Visit spreadsheet (located in the I:Drive)**

AA. Request for Children's Birthday Celebration

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

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

******SOP HISTORY**

- A. Original effective date: January 15, 1997**
- B. Revised effective date: October 26, 1998**
- C. Revised effective date: January 1, 1999**
- D. Revised effective date: December 7, 1999**
- E. Revised effective date: February 1, 2001**
- F. Revised effective date: September 17, 2003**
- G. Revised effective date: June 19, 2004**
- H. Revised effective date: November 3, 2004**
- I. Revised effective date: December 17, 2004**
- J. Revised effective date: June 17, 2005**
- K. Revised effective date: September 26, 2008**
- L. Revised effective date: March 19, 2010**
- M. Revised effective date: November 25, 2010**
- N. Revised effective date: January 9, 2011**
- O. Revised effective date: April 3, 2011**
- P. Revised effective date: December 10, 2011**
- Q. Revised effective date: November 24, 2012**
- R. Revised effective date: May 5, 2013**
- S. Revised effective date: November 24, 2013**
- T. Revised effective date: May 29, 2014**
- U. Revised effective date: October 26, 2015**

- V. Revised effective date: February 15, 2016**
- W. Revised effective date: December 30, 2017**
- X. Revised effective date: May 26, 2019**
- Y. Revised effective date: July 9, 2021**