



**POLICY STATEMENT**  
**Commonwealth of Pennsylvania • Department of Corrections**

<b>Policy Subject:</b> <b>Inmate Visiting Privileges</b>		<b>Policy Number:</b> <b>DC-ADM 812</b>
<b>Date of Issue:</b> <b>October 17, 2022</b>	<b>Authority:</b> <b>Signature on File</b> <b>George M. Little</b>	<b>Effective Date:</b> <b>October 24, 2022</b>

**I. AUTHORITY**

The Authority of the Secretary of Corrections to direct the operation of the Department of Corrections is established by Sections 201, 206, 506, and 901-B of the Administrative Code of 1929, 71 P.S. §§61, 66, 186, and 310-1, Act of April 9, 1929, P.L. 177, No. 175, as amended.

**II. APPLICABILITY**

This policy is applicable to all facilities operated under the jurisdiction of, or conducting business with the Department of Corrections.

**III. POLICY**

It is the policy of the Department to set forth standardized rules and procedures governing inmate visiting privileges to facilitate a fair and consistent implementation of this policy.

**IV. PROCEDURES**

All applicable procedures are contained in the procedures manual that accompanies this policy document.

**V. SUSPENSION DURING AN EMERGENCY**

In an emergency or extended disruption of normal facility operation, the Secretary/designee may suspend any provision or section of this policy for a specific period.

**VI. RIGHTS UNDER THIS POLICY**

This policy does not create rights in any person nor should it be interpreted or applied in such a manner as to abridge the rights of any individual. This policy should be interpreted to have sufficient flexibility to be consistent with law and to permit the accomplishment of the purpose(s) of the policies of the Department of Corrections.

**VII. RELEASE OF INFORMATION AND DISSEMINATION OF POLICY**

**A. Release of Information**

1. Policy

This policy document is public information and may be released upon request.

2. Confidential Procedures (if applicable)

Confidential procedures for this document, if any, are not public information and may not be released in its entirety or in part, without the approval of the Secretary of Corrections/designee. Confidential procedures may be released to any Department of Corrections employee on an as needed basis.

**B. Distribution of Policy**

1. General Distribution

The Department of Corrections policy and procedures shall be distributed to the members of the Central Office Executive Staff, all Facility Managers, and Community Corrections Regional Directors on a routine basis. Distribution of confidential procedures to other individuals and/or agencies is subject to the approval of the Secretary of Corrections/designee.

2. Distribution to Staff

It is the responsibility of those individuals receiving policies and procedures, as indicated in the "General Distribution" section above, to ensure that each employee expected or required to perform the necessary procedures/duties is issued a copy of the policy and procedures either in hard copy or via email, whichever is most appropriate.

**VIII. SUPERSEDED POLICY AND CROSS REFERENCE**

**A. Superseded Policy**

1. Department Policy

DC-ADM 812, Inmate Visiting Privileges, issued September 27, 2018, by former Secretary John E. Wetzel.

2. Facility Policy and Procedures

This document supersedes all facility policy and procedures on this subject.

**B. Cross Reference(s)**

1. Administrative Manuals

- a. DC-ADM 801, Inmate Discipline
- b. DC-ADM 802, Administrative Custody Procedures
- c. DC-ADM 819, Religious Activities
- d. 1.2.1, Victim Services
- e. 6.2.4, Uniform Regulations
- f. 6.3.12, Drug Interdiction
- g. 6.5.1, Administration of Security Level 5 Housing Units
- h. 6.5.8, Capital Case Administration
- i. 7.5.1, Administration of Specialized Inmate Housing

2. ACA Standards

- a. Adult Correctional Institutions: 5-ACI-2E-03, 5-ACI-3D-01, 5-ACI-3D-02, 5-ACI-4A-21, 5-ACI-4B-21, 5-ACI-5A-01, 5-ACI-7D-14, 5-ACI-7D-15, 5-ACI-7D-16, 5-ACI-7D-17, 5-ACI-7D-18, 5-ACI-7D-19, 5-ACI-7D-21
- b. Adult Community Residential Services: 4-ACRS-2A-02, 4-ACRS-5A-17, 4-ACRS-5A-18
- c. Correctional Training Academies: None



**PROCEDURES MANUAL**  
**Commonwealth of Pennsylvania • Department of Corrections**

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Release of Information:

**Policy Document:** This policy document is public information and may be released upon request.

**Procedures Manual:** The procedures manual for this policy may be released in its entirety or in part, with the prior approval of the Secretary/designee. Unless prior approval of the Secretary/designee has been obtained, this manual or parts thereof may be released to any Department employee on an as needed basis only.

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## Section 1 – General Procedures

### A. Setting for Visits<sup>1</sup>

1. An inmate in general population will be permitted contact visits in a relaxed setting, under supervision of the assigned Correctional Officer(s).
2. An appropriate outdoor area furnished with tables may also be provided.
3. The inmate and visitor(s) may eat and drink items sold within the visiting room or outdoor visiting area. **The availability of such items is at the discretion of the Secretary/designee.**
4. If space permits, a children’s play area will be provided with toys and books.
5. **An inmate in general population is also permitted video visits which will take place at stations located within the facility. All personal video visits are audio/video recorded and subject to review. Attorney and Official Visits are not recorded.**

### B. Rules<sup>2</sup>

1. **All adult visitors must register on the Department’s inmate visitation system<sup>3</sup> (<https://inmatevisitation.cor.pa.gov/>) to schedule and manage visits. Each visitor should have only one registered account. Creating multiple accounts may delay a visitor’s ability to schedule visits.**

**Minors should not have a registered account. Minors should be added to the visiting group of the adult with the approved DC-313, Visitor Inquiry (Attachment 1-A) on file.**

2. **All visits shall be scheduled in advance (in-person and video). The number of days required in advance shall be determined by the Department. Automatic email notifications will be sent to a visitor’s registered account for visits scheduled or modifications to a visit. Visitors may also cancel visits within the inmate visitation system.**
3. **The Facility Manager/designee may approve an unscheduled visit when extenuating circumstances exist.**
4. **The recording, uploading, sharing, or otherwise distributing a video visit is not authorized. Three-way or other multi-party calls during video visits are prohibited. Failing to adhere to these requirements may result in the suspension or indefinite ban of the visitor’s visiting ability.**

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<sup>1</sup> 5-ACI-2E-03, 5-ACI-7D-16

<sup>2</sup> 5-ACI-7D-15

<sup>3</sup> 5-ACI-7D-21

5. An inmate in general population will be permitted to have visits in accordance with the visiting hours established by the facility. Visiting may be permitted every day of the year unless suspended by the Facility Manager.
6. **An inmate in general population may have up to six video visits and four in-person visits per month. These quotas are subject to change based on operational needs. The frequency of the visits will be based on available time slots and inmate's housing status.**
7. Only attorneys and religious advisors will be permitted to visit during the first ten days following commitment to a Diagnostic Classification Center.
8. **In-person** visits shall be no less than one hour in duration and shall occur during regularly scheduled visiting hours. Longer periods may be allowed depending upon the inmate's custody level and available space.<sup>4</sup> **Video visits are 45 minutes in duration and shall occur during the facility's video visiting hours.**
9. The number of visitors any inmate may have **during in-person visits is four**. Each facility will designate the maximum number of inmates permitted in the visiting areas. In the event that visiting areas are at full capacity, and more visits are to be conducted, visits will be terminated on a "first in/first out" basis provided the minimum visiting time of one hour has elapsed.<sup>5</sup>  
  
**The maximum number of visitors permitted to participate in a video visit is six. All participating visitors must be on the inmate's DC-311A, Authorized Visitors List (Attachment 1-B) and scheduled to participate in the visit; this includes minors.**
10. All minor children must be accompanied by a parent/legal guardian, county children/youth services agency staff, or an adult approved by the parent/legal guardian to accompany the child. The parent/legal guardian shall indicate, on the **DC-313** or the **DC-313A, Special Visitor Inquiry (Attachment 1-C)**, his/her approval for the minor to visit and the name of an adult who may accompany the child on the visit. **This applies to both in-person and video visits.**
11. Visiting more than one inmate at one time is not permitted without a valid reason and must be approved by the Facility Manager.
12. Unless the Facility Manager/designee grants special permission, no person may be on more than one inmate's visiting list at any one facility except in cases where the person is part of the immediate family of more than one inmate. A visitor may be granted visiting privileges at more than one facility.
13. Any visitor's privileges may be limited, suspended, or restricted (such as non-contact visits only, **video visits only**, or a restriction on visiting at more than one facility), or

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<sup>4</sup> 5-ACI-7D-19

<sup>5</sup> 5-ACI-7D-14



subject to indefinite termination if information becomes available suggesting that allowing the individual to visit poses a threat to the safety and security of any Department facility.

14. Every inmate having visits is required to wear underwear, **and for in-person visits, will be** supplied a jumpsuit and shoes. Any inmate reporting to the visiting changing area who is not wearing underwear will be denied having that visit (undershorts for males, undershorts and bra for females **and transgender females**).
15. Visitors are expected to dress appropriately and avoid clothing styles that are revealing or provocative. The standard language and posting for the visiting rooms will be, “See-through garments and garments that expose private parts of the body will not be permitted. Swimming suits, clothing that is too short, and clothing that exposes the midriff are prohibited. Clothing that references obscene language, drugs, sex, or violence is also prohibited. Failure to comply with these guidelines may result in the visitor not being permitted to visit.” A listing of clothing items that are not permitted to be worn when visiting a Department facility can be accessed on the Department’s public website [www.cor.pa.gov](http://www.cor.pa.gov).
16. Visitors are not permitted to leave money for the inmate they are visiting. Funds will only be accepted via the mail, in the form of a money order or a certified check, and/or by electronic transfer. The Department’s public website, [www.cor.pa.gov](http://www.cor.pa.gov), contains instructions for making an electronic transfer of funds into an inmate’s account.
17. Visitors **participating in an in-person visit** are not permitted to take coats, jackets, or other outer garments (excluding suit coats, sports jackets/blazers, and/or cardigan type sweaters) used for protection from the elements, to the seating area of the visiting room or outdoor visiting area. All such garments must be secured in a locker in the facility lobby area, or placed on a coat rack in the visiting room, whichever procedure is provided at the facility.<sup>6</sup>
18. Each facility shall make available to visitors, upon request, an informational pamphlet that contains the facility visiting rules and procedures.

### **C. Visitor Identification and Registration<sup>7</sup>**

1. Proper identification is required for all visitors. Proper forms of identification, and the number required, are contained in the **DC-315, List of Acceptable Forms of Identification (Attachment 1-D)**.
2. A visitor who cannot produce acceptable identification will not be permitted to visit unless approved by the Facility Manager/designee. A visitor who falsifies identifying information will be suspended/barred from the facility for a period of time determined by the Facility Manager.

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<sup>6</sup> 5-ACI-2E-03

<sup>7</sup> 5-ACI-7D-15, 5-ACI-7D-21

3. All visitors are required to register in and out of the facility using the **DC-325, Register of Institutional Visitors Form**.
4. During the initial visit by a child, the Visiting Processing Officer is to determine if the child is five years of age or less and add that determination to the visitor tracking system. During the initial and any subsequent visits by the child, the Visiting Processing Officer shall notify the Visiting Room Officer of those visits in which the inmate may hold his/her child as noted in **Subsection D.3. below**. The adult accompanying the child is to be notified of the determination and of the subsequent restrictions.

**D. Inmate – Visitor Physical Contact<sup>8</sup>**

1. The inmate and visitor(s) may share a brief kiss and embrace only when meeting and departing.

***Visitor physical contact may be limited by the Secretary in an effort to mitigate risk associated with a pandemic, etc.***

2. If at any time during the visit the Visiting Room Officer has concerns regarding the appropriateness of the inmate's or visitor's behavior, the Visiting Room Officer will direct the inmate and the visitor to separate.
3. The inmate may only hold small children five years of age or less on his/her lap. The Visiting Room Officer will closely monitor situations when an inmate is holding such children or the child is sitting on an inmate's lap and the amount of time the child is being held. If the Visiting Room Officer has any concern regarding the size/age of a child, the amount of time the inmate has held the child, the amount of time the child has been sitting on the inmate's lap, or the manner in which the child is held or handled, the Visiting Room Officer will direct the inmate to remove the child from his/her lap.
4. An inmate who violates the visiting room rules as they pertain to the holding of small children or inappropriate physical contact with any visitor jeopardizes both his/her own visitation privileges as well as those of the visitor. Any serious or repeated violations of these rules may result in a misconduct and/or prohibition of contact visits. If contact visits are prohibited, the Facility Manager will make such a decision based upon the information concerning the incident and the prohibition will be for all visits and for a specific period. If a minor child is involved, a permanent prohibition for contact visits with all minor children will be imposed. Reinstatement of contact visits with minor children, in violation of this section, requires the written approval of the Secretary/designee.
5. An inmate who has a prohibition on contact visits with minor children at one facility will not be permitted contact visits with minor children at any other facility.

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<sup>8</sup> 5-ACI-7D-16

### **E. Approved Visitors List**

1. A list of approved visitors shall be established during the initial classification period and recorded on the **DC-311A**.<sup>9</sup> The authorized visitors list may contain up to 50 names.
2. Each facility shall establish procedures for approving the names of all persons with whom the inmate wishes to visit before he/she is placed on the authorized list. This includes the names of all minor children. Any individual meeting the criteria listed in **Subsection L.1. below** will not be approved for visiting without approval of the Facility Manager.
3. Changes or additions to the approved list may be made in accordance with established procedures using a **DC-312A, Supplementary Authorized Visitors Form (Attachment 1-E)** at the times specified by the facility.
4. Each inmate must supply all the information required by the **DC-311A** and the **DC-312A** forms for a visitor to be approved. This information includes the visitor's name, date of birth, relation, and address. If any of this information is not provided, the visitor will not be approved. ***This information is used to validate a visitor when he/she registers in the inmate visitation system; therefore, the information provided must be correct. Incorrect information may delay a visitor from being able to schedule visits.***
5. All staff must maintain the confidentiality of an inmate's visiting list. Staff shall not disseminate any information to outside visitors regarding the content of an inmate's visiting list. Any person making inquiries as to the content of an inmate's visitors list should be directed to write to that inmate for information. This restriction does not apply to the courts or law enforcement agencies.
6. The name of a visitor may be removed upon authorization of the Facility Manager.

### **F. Visitor Quality Assurance Program**

1. The **Visitor Quality Assurance Program Memo (Attachment 1-F)** and the **Visitor Quality Assurance Program Survey Form (Attachment 1-G)** shall be made available to every visitor at the facility. A visitor who is willing to give his/her views regarding visiting services shall be permitted to take the **Visitor Quality Assurance Program Memo** and the **Visitor Quality Assurance Program Survey Form** into the main visiting room for review and completion. Upon completion, the **Visitor Quality Assurance Program Survey Form** shall be deposited in the drop box provided.
2. The Corrections Superintendent's Assistant (CSA) shall collect the **Visitor Quality Assurance Program Survey Forms** weekly, and where required, prepare a written response to the visitor regarding his/her concerns. Information gathered shall be periodically reviewed to determine whether the high quality of service required is being provided on a consistent basis. Reports on data received shall be prepared and submitted to the Facility Manager/designee and appropriate Department Heads.

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<sup>9</sup> 5-ACI-5A-01

## G. Administrative/Disciplinary Custody Status Inmates<sup>10</sup>

An inmate in Administrative/Disciplinary Custody shall be governed by Department policies **DC-ADM 801, “Inmate Discipline,”** and **6.5.1, “Administration of Security Level 5 Housing Units.”** A restricted housing unit inmate will be restricted to **video visits only during** weekdays (excluding holidays) only. An inmate in a specialized **program** shall be governed by the program phases.

## H. Capital Case Inmates

***A Phase I capital case inmate shall be afforded the same visiting privileges as a general population inmate and in accordance with Department policy 7.5.1, “Administration of Specialized Inmate Housing.” A Phase II or Phase III inmate shall be afforded visits in accordance with Department policy 6.5.8, “Capital Case Administration.”***

## I. Inmates in Outside Hospitals<sup>11</sup>

1. Visiting privileges for an inmate who is in an outside hospital as an inpatient will only be permitted as approved by the Facility Manager or in cases of serious illness or injury that may be life threatening.
2. ***In-person*** visiting for an inmate who is in an outside hospital as an inpatient will be restricted to ***those*** previously approved and placed on the inmate’s authorized visiting list or for immediate family members who are not on the list but that have traveled a considerable distance.
3. The Officer assigned to the hospital shall notify the facility of the names and relationship of each visitor and the starting and ending time of any visit.
4. Visitors will be limited to two family members in the room at any one time unless the hospital requires a lower number.
5. Outer clothing garments, purses, hand bags, brief cases, food items, gifts, etc. are prohibited from being taken into the inmate’s room. The visitors may not leave any items (e.g., food, money) for the inmate.
6. The inmate’s restraints are to be checked by the Officer on duty, before and after any visit.
7. In accordance with Department policy **DC-ADM 819, “Religious Activities,”** the Facility Chaplaincy Program Director (FCPD)/designee may visit an inmate hospitalized as an inpatient in outside hospitals.

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<sup>10</sup> 5-ACI 4A-21, 5-ACI-4B-21, 5-ACI-7D-17

<sup>11</sup> 5-ACI-7D-17

## **J. Special Programs**

An inmate participating in a special program such as the Motivational Boot Camp and Forestry Camp shall be afforded visiting privileges consistent with the established goals of the program. Each Program Administrator shall develop appropriate procedures for visiting at these locations.

## **K. Visitation Scheduling**

***Information on how to schedule a visit is available on the Department's website ([www.cor.pa.gov](http://www.cor.pa.gov)). Only visitors on the inmate's authorized visitors list who are registered with the Department's Inmate Visitation System will be permitted to schedule a visit.***

***Each facility shall designate a person or group of people to answer visitor related questions. If a visitor needs assistance scheduling a visit, the CSA/designee shall provide assistance. Scheduling assistance may only be provided to those who are on the authorized visitors list, as outlined in Subsection E. above.***

## **L. Prohibited Visitors**

1. The following categories of individuals will generally be prohibited from visiting an inmate:
  - a. a former inmate of any correctional system;
  - b. any person who is currently under parole or probation supervision;
  - c. any Department employee;
  - d. any former Department employee;
  - e. any currently active Volunteer for the Department;
  - f. any current or former contract employee;
  - g. any victim of the inmate (without prior approval); and/or
  - h. anyone who has an active Protection from Abuse (PFA) Order against that inmate that prohibits such contact.
2. The Department recognizes that legitimate reasons may exist for an inmate to receive visits from those categories of persons listed above. These persons may visit only with the permission of the Facility Manager as set forth below.
3. The following procedures shall be followed for requesting approval for a prohibited individual to visit.

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- a. The inmate requesting such a visit must submit a request slip to his/her Counselor identifying the visitor by name, relationship, and status (current inmate, former inmate, parolee, employee, etc.).
  - b. The Counselor shall ensure that a Unit Team recommendation is provided to the Facility Manager regarding the advisability of this visit.
  - c. In the case of a current employee, the Facility Manager of the requesting facility shall contact any other Facility Manager involved for his/her approval. The Facility Manager of the facility where the visit is to take place shall make the final decision regarding this visitation request.
  - d. Any **reentrant** currently on probation or parole must be pre-approved. A **reentrant** currently on probation or parole will not be considered for visiting unless he/she had completed at least one year of successful parole or probation supervision and has prior written permission from his/her Parole or Probation Officer. The Facility Manager/designee may make an exception to the one year rule.
  - e. A **reentrant** whose parole or probation has expired must have proof of the expiration of his/her parole or probation.
4. If visiting privileges have been approved for a Prohibited Visitor at a facility, and the inmate is transferred to a new facility, the approval shall follow. If the Facility Manager at the receiving facility determines that a review is necessary, those visiting privileges will remain active while under review. Should information be found that would warrant these privileges be denied/suspended, the visitor and the inmate shall be informed in writing of this decision.

**M. Suspension, Termination, or Restriction of Visiting Privileges**

1. Visits may be suspended, terminated, or restricted to maintain the security or orderly running of the visiting room and/or the facility or as made necessary by the behavior of the inmate or visitor(s). Suspension or termination of a visit may be ordered by a Commissioned Officer. All suspensions and terminations of visits shall be reported, in writing, to the respective Shift Commander and the Facility Manager.
2. The Hearing Examiner may impose a disciplinary sanction suspending or restricting an inmate's visiting privileges for a violation of the visiting room rules and regulation. All imposed sanctions shall be in accordance with Department policy **DC-ADM 801**.
3. Visitation may be restricted or suspended, special security precautions imposed for violation of visiting rules, or as warranted by the behavior of the inmate and/or visitor(s) involved.
4. In accordance with Department policy **DC-ADM 801**, any inmate who is dealing, using (including positive drug test results or refusal to submit to drug testing), or possessing illegal or non-prescribed drugs and/or drug paraphernalia, will be prohibited from having

contact visits for the period specified below. ***This prohibition does not include video visits, unless otherwise noted by the Facility Manager.*** This period and the special security precaution will commence immediately upon the issuance of the misconduct and continue, pending the outcome of the misconduct hearing. Upon a finding of guilt, contact visits shall be prohibited for the periods outlined below, and the inmate shall be referred to the Drug and Alcohol Treatment Department for an assessment of treatment needs. If the inmate is found not guilty of the misconduct, then contact visits shall be reinstated immediately.

1st offense - 180 days

2nd offense - one year

3rd offense - indefinite ban

5. If the Facility Manager determines it is necessary to escalate the sanction (regardless of the number of offenses), he/she shall make a recommendation to the Secretary/designee, who will be the approving authority of such an action.
6. After three years of an inmate's contact visiting privileges being suspended, and provided that the inmate has successfully participated in ***Substance Use Disorder (SUD)*** Treatment, the inmate may request reinstatement of his/her visiting privileges by submitting a written request to the Facility Manager. Upon receipt of such a request, the Facility Manager shall review the request, make a recommendation of approval/disapproval, and forward it to the Executive Deputy Secretary for Institutional Operations (EDSI)/Regional Deputy Secretary (RDS). The EDSI/RDS shall determine if the inmate's visiting privileges are to be reinstated and inform the Facility Manager of the determination. The Facility Manager/designee shall inform the inmate of the decision.
7. Any visitor, including immediate family members of the inmate, who attempts to bring or who brings drugs onto the grounds of any Department facility will be indefinitely banned from visiting at all Department facilities (includes video visitation) and the matter shall be referred to the Pennsylvania State Police ***or Bureau of Investigations and Intelligence (BII)*** for prosecution.
8. If the Facility Manager suspends a visitor's visiting privileges for any reason, that Facility Manager shall notify the visitor ***in writing*** of the reasons for the suspension ***within 30 days. The Facility Manager shall notify the RDS by copy of the suspension letter and any supporting documentation to the respective resource account.***
9. ***Any visitor whose visiting privileges have been suspended has 30 days from the postmark of the suspension letter to appeal the decision in writing to the RDS at 1920 Technology Parkway, Mechanicsburg, PA 17050. The RDS then has 30 days from the receipt of the appeal to respond with a decision. The RDS will notify the Facility Manager of all appeals by copy of the response and will be responsible for tracking all appeals.***

10. ***If a suspension is upheld by the RDS, the visitor may request a review of the suspension after one year of the appeal decision.***
11. ***Any visitor who fails to adhere to the above timeline shall direct all inquiries to the Facility Manager at the facility where the visits were suspended.***
12. Restriction of visiting privileges will not be used as a disciplinary measure for unrelated facility rule infraction. However, visiting privileges may be restricted as a result of changes in housing or custody level made as a result of an unrelated infraction. An inmate who violates any of the visiting room rules jeopardizes both his/her own visitation privileges as well as those of the outside visitor.
13. A visitor who is suspended or barred at one facility shall not be permitted to visit at any other facility (includes video visitation). A comprehensive suspended/barred visitor's list is available ***in the visitor tracking system.***
14. ***Inmate and visitor suspensions should be entered into the inmate visitation system.***



Attention: Counselor \_\_\_\_\_

Requesting Inmate Name/Number: \_\_\_\_\_ Housing Unit: \_\_\_\_\_  
(Minor should be listed on current visiting list)

Minor's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: M  F

Relationship:  Son  Daughter  Grandson  Granddaughter  Niece  Nephew  Other \_\_\_\_\_

Minor's Parent/Guardian: \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

The inmate named above has requested that (Minor's Name) \_\_\_\_\_  
be approved as an authorized visitor and be permitted to visit him/her at the above facility.

Department of Corrections policy requires that the parent or legal guardian of a minor child (including a child of the inmate) submitted for Visiting List approval, be notified of such a request. The parent or legal guardian must indicate in writing that he/she approves of or objects to the minor visiting the inmate. The parent or legal guardian may also approve an adult to accompany the minor on such a visit(s).

Please indicate your decision by checking the appropriate box or boxes below:

- I **object** to having the above named minor on the inmate's Visiting List.
- I **approve** of having the above named minor on the inmate's Visiting List.
- I **approve** the adult listed below to accompany the minor on visit(s).

**Name of Parent, Legal Guardian, or other Adult**

**Relationship to the Above-Named Minor**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

**Please return this inquiry to the above address. If your reply is not received within two weeks, the inmate's request will be disapproved. The institution must receive this form no later than: \_\_\_\_\_**

\_\_\_\_\_  
Unit Manager or Counselor's Signature and Date form returned.

**FACILITY: AUTHORIZED VISITORS LIST**

Complete Section 1 and submit all copies of the form. After Section 2 has been completed, the copies will be separated and distributed. List the names and ages of the persons you wish to have on your visiting list. Additionally, you will need to indicate if any of the persons listed are: **(1) Present or former inmate (County/State/Federal), (2) Currently on probation or parole, (3) Involved in your current or past offense(s), (4) Department of Corrections employee, (5) Former Department of Corrections Employee, or (6) Volunteer or Contract Employee for the Department of Corrections.** Place the number (1), (2), (3), (4), (5), or (6), if applicable, in the column on the far right after each visitor's name to indicate these relationships. Your spiritual advisor and attorney may be listed in the space provided. You may make changes to this list at any time using form DC-312A, Supplementary Authorized Visitors. All requests are subject to the approval of the facility, and any existing regulations of the Department of Corrections.

**1. INMATE'S REQUEST**

Name	Date of Birth	Gender M/F	Relation	Address	Number of Category (1 through 6 listed above), if applicable
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
Spiritual Advisor					
Attorney					
Reporter/Media					

Inmate Number:	Inmate's Signature:	Date:	Location:
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**2. APPROVAL**

Remarks:  All Approved:  Approved Except Line(s):

Approving Signature:	Title:	Date:
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WHITE – RECORDS OFFICE (DC-15)

CANARY – VISITING ROOM

PINK - INMATE

(One Minor per form)

SCI- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attention: Counselor \_\_\_\_\_

Requesting Inmate Name/Number: \_\_\_\_\_ Housing Unit: \_\_\_\_\_

**(Minor should be listed on current visiting list)**

Minor's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender:  M  F

Relationship:  Son  Daughter  Grandson  Granddaughter  Niece  Nephew  Other \_\_\_\_\_

Minor's Parent/Guardian: \_\_\_\_\_

Address: Street City State Zip

The above referenced inmate has requested that (Minor's Name) \_\_\_\_\_  
be approved as an authorized visitor and be permitted to visit him/her at the above facility.

Department of Corrections policy requires that the parent or legal guardian of a minor child (including a child of the inmate) submitted for Visiting List approval, be notified of all charges that the inmate is, or was previously incarcerated for when those charges resulted from any physical or sexual abuse of a minor. The parent or legal guardian must indicate in writing that he/she is aware of the charges against the inmate and that he/she approves of or objects to the minor having a non-contact visit with the inmate, and indicate whether the minor was or was not a victim of the inmate. The parent or legal guardian may also approve an adult to accompany the minor on a visit(s). The charges against the inmate are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate your decision by checking the appropriate boxes below:

- I, being made aware of the charges against this inmate, **object** to having the above named minor on the inmate's Visiting List.
- I, being made aware of the charges against this inmate, **approve** of having the above named minor on the inmate's Visiting List.
- I **approve** of having the minor's adult family member(s) (listed below) accompany the minor on visit(s).

**Name of Parent, Legal Guardian, or other Adult**

**Relationship to the Above-Named Minor**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The Minor **was** a victim of the inmate.

The Minor **was not** a victim of the inmate.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

Please return this inquiry to the above address. If reply is not received within two weeks, the inmate's request will be disapproved. The institution must receive this form no later than: \_\_\_\_\_

\_\_\_\_\_  
Unit Manager or Counselor's Signature and Date form returned.

**DC-315 List of Acceptable Forms of Visitor Identification**

**One form of identification from “Category A” or two forms of identification from “Category B” one of which must contain a physical description of the person are required.**

**Category A**

- |   |  |
|---|--|
| 1. Driver’s license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address. | 4. U.S. Passport   |
| 2. ID card issued by a federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address.              | 5. Certificate of U.S. Citizenship (INS Form N-560 or N-561)                 |
| 3. School ID, with photograph.  | 6. Certificate of Naturalization (INS Form N-550 or N-570)                   |
|   | 7. Alien Registration Receipt Card with photograph (INS Form I-151 or I-551) |
|   | 8. Temporary Resident Card (INS Form I-688)                                  |
|   | 9. Any other form of identification that contains a photograph.              |

**Category B**

- |   |  |
|---|--|
| 1. Voter registration card.   | 8. ID Card for use of Resident Citizen in the United States (INS Form I-179)                                       |
| 2. U.S. Military card or draft record.  | 9. School record or report card.   |
| 3. Vehicle Registration   | 10. Clinic, doctor, immunization, or hospital record.  |
| 4. U.S. social security card issued by the Social Security Administration.  | 11. Daycare or nursery school report.  |
| 5. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)  | 12. Learner’s Permit or Temporary Driver’s License.  |
| 6. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United State bearing an official seal. | 13. Native American Tribal document.   |
| 7. U.S. Citizen ID Card (INS Form I-197)  | 14. Any other document that contains information such as name, date of birth, sex, height, eye color, and address. |

**NOTE:** Any forms of identification presented after the expiration date indicated on the document will not be accepted.

**FACILITY:**

Number:	Name:	Housing Unit:	Date:	Counselor:
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Complete Section 1 and submit all copies of the form. After Section 2 has been completed, the copies will be separated and distributed. List the names and ages of the persons you wish to have on your visiting list. Additionally, you will need to indicate if any of the persons listed are: **(1) Present or former inmate (County/State/Federal), (2) Currently on probation or parole, (3) Involved in your current or past offense(s), (4) Department of Corrections employee, (5) Former Department of Corrections Employee, or (6) Volunteer or Contract Employee for the Department of Corrections.** Place the number (1), (2), (3), (4), (5), or (6), if applicable, in the column on the far right after each visitor's name to indicate these relationships. Your spiritual advisor and attorney may be listed in the space provided. You may make changes to this list at any time. All requests are subject to the approval of the facility, and any existing regulations of the Department of Corrections.

**1. REMOVAL FROM THE LIST OF AUTHORIZED VISITORS**

Name	Date of Birth	Gender M/F	Relation	Address

**2. ADDITIONS TO THE LIST OF AUTHORIZED VISITORS**

Name	Date of Birth	Gender M/F	Relation	Address	No. of Category (1 through 6 listed above), if applicable

( ) Name Change Only

( ) Address Change Only

\_\_\_\_\_ Inmate Signature

\_\_\_\_\_ Counselor's Review

\_\_\_\_\_ Approving Signature

WHITE – RECORDS OFFICE (DC-15)

CANARY – VISITING ROOM

PINK - INMATE

# VISITOR QUALITY ASSURANCE PROGRAM SURVEY

Please rate the following:

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
<b><u>Reception Lobby Area</u></b>				
1. Visitor Registration Process	_____	_____	_____	_____
2. Staff Courtesy & Efficiency	_____	_____	_____	_____
3. Timely Processing	_____	_____	_____	_____
4. Storage of Personal Effects	_____	_____	_____	_____
5. Lobby Cleanliness	_____	_____	_____	_____
6. Restroom Cleanliness	_____	_____	_____	_____

<b><u>Inmate Visiting Room</u></b>				
1. Area Neat, Clean, and Orderly	_____	_____	_____	_____
2. Visiting Room Officer Helpful and Courteous	_____	_____	_____	_____
3. Visiting Time Sufficient	_____	_____	_____	_____
4. Restroom Cleanliness	_____	_____	_____	_____
5. Children's Play Area	_____	_____	_____	_____
6. Outdoor Visiting Area	_____	_____	_____	_____

Time arrived: \_\_\_\_\_  
 Time started visit: \_\_\_\_\_  
 Time visit completed: \_\_\_\_\_

Signature: \_\_\_\_\_

If any members of our staff were especially courteous or responsive to your needs, please let us know so that we might recognize them and express your appreciation.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Personal Comments or Concerns: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_

For a written response please print your name and address:

\_\_\_\_\_

**Please leave in the Box provided at the main entrance.**

## **Section 2 – Special Inquiries and Visits**

### **A. Special Inquiries<sup>1</sup>**

1. The parent or legal guardian of a minor child, including a child of the inmate, submitted for Visiting List approval, shall be notified of such a request and the parent or legal guardian shall indicate in writing that he/she approves of or objects to the minor visiting the inmate. If no response is received, the request for approval of the minor as a visitor shall be denied.
2. A minor may only visit when accompanied by a parent/legal guardian, County children/youth services agency staff, or an adult(s) approved by the parent/legal guardian to accompany the child. ***This applies to both in-person and video visits.***
3. In cases where the inmate is, or was previously convicted or adjudicated for an offense resulting from any physical or sexual abuse of a minor, the parent or legal guardian of a minor child, including a child of the inmate, shall be notified of all convictions, adjudications, or charges as set forth below. This notification is also required for cases in which the initial charge(s) were reduced to a lesser charge if a review of the facts of the crime indicates that the offense did involve any physical or sexual abuse of a minor. The parent or legal guardian must indicate in writing that he/she is aware of the charges against the inmate, that he/she approves of or objects to the minor visiting the inmate, and whether the minor was or was not a victim of the inmate. If no response is received, the request for approval of the minor as a visitor will be denied.
4. Any inmate who, as an adult or as a young adult offender, was ever convicted or adjudicated for a physical or sexual offense against a minor is prohibited from having a contact visit with any minor child. The Facility Manager may grant contact visits for such an inmate under special circumstances.<sup>2</sup> ***Facility Manager overrides should be documented in the inmate visitation system for each occurrence.***
5. In cases where there is insufficient information relative to the minor child or where any other concerns exist, the Facility Manager may remove, disapprove, or place restrictions (such as non-contact visits ***or video*** only) on visits with the minor child.
6. In cases where a young adult offender committed a sexual offense, and the case was ordered sealed by the court, no notifications shall be made. In these cases, the Facility Manager may, based upon this information or other concerns, remove, disapprove, or place other restrictions (such as non-contact visits ***or video*** only) on visits with any or all minor children.
7. As part of the inmate's annual review, the inmate's counselor will review the inmate's case history and ensure that all required visitor inquiries have been made.

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<sup>1</sup> 5-ACI-7D-15

<sup>2</sup> 5-ACI-7D-16

8. If any staff member becomes aware of new or additional information pertaining to a sexual offense committed by an inmate, the staff member is to bring the information to the attention of the Shift Commander and the inmate's Unit Manager as soon as possible via a **DC-121 Part 3, Employee Report of Incident**, in accordance with Department policy **6.3.1, "Facility Security."**
9. If visiting privileges have been approved for a Prohibited Visitor at a facility, and the inmate is transferred to a new facility, the approval shall follow. If the Facility Manager at the receiving facility determines that a review is necessary, those visiting privileges will remain active while under review. Should information be found that would warrant these privileges be denied/suspended, the visitor and the inmate shall be informed in writing of this decision.

## **B. Special Visits<sup>3</sup>**

### **1. General**

Provisions shall be made for approval of special visits in cases of exceptional or extraordinary need. Special visits may include visits from a person who has come a long distance, visits to a hospitalized inmate, visits to an inmate in disciplinary status, and visits between an inmate and his/her attorney, clergy, social service agency representative, etc. and are not counted against the number of authorized regular visits. Only the Facility Manager/designee may approve special visits. Absent this approval, only a person on the inmate's approved list may visit.

### **2. Religious Advisor**

Designation by an inmate of a Religious Advisor, as defined in Department policy **DC-ADM 819, "Religious Activities,"** may be made at any time. Such designation shall be in addition to the names on the approved list and will not be counted against the total of **50**, and visits of this type will not be counted against the number of authorized regular visits. A Religious Advisor must be approved by the Facility Chaplaincy Program Director who will verify that the Religious Advisor is endorsed by the faith group authority. Volunteers, relatives, and family members will not be approved to be a Religious Advisor. An approved individual may be an advisor for more than one inmate, however, that individual may only visit one inmate at a time. There may be no group religious meetings in the visiting room unless the Facility Manager grants special permission. The length and number of visits for Religious Advisors may be limited depending upon available space. ***A Religious Advisor may also participate in video visits and such visits must be scheduled in accordance with Section 1 of this procedures manual. Such video visits are recorded.***

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<sup>3</sup> 5-ACI-3D-01, 5-ACI-3D-02, 5-ACI-7D-15, 5-ACI-7D-17



### 3. Attorneys

An inmate may designate attorneys, with whom he/she desires visiting privileges, at any time.<sup>4</sup> Such designation shall be in addition to the names on the approved list and will not be counted against the total of **50**, and visits of this type will not be counted against the number of authorized regular visits. **Attorneys may also participate in video visits and such visits must be scheduled in accordance with Section 1 of this procedures manual. Attorney virtual visits are not recorded. If an attorney is not on an inmate's authorized visitors list, then he/she should contact the Superintendent's Assistant for scheduling.**

- a. The confidentiality of the attorney/client relationship will be honored. Personnel will not be stationed in such a manner as to be able to overhear normal conversation.
- b. An attorney who has been designated by an inmate as his/her legal advisor may permit persons, such as a law student, paralegal, or investigator to visit the inmate to act as the attorney's agent. Each person shall present to the facility at the time of the visit, a written statement signed by the attorney on the letterhead of his/her firm identifying each person as the attorney's agent and attesting that the visit is for the purpose of a legal consultation.
- c. Each attorney and his/her agents are subject to the same rules and regulations as other visitors.
- d. An inmate is prohibited from taking any legal materials into or from the visiting room without prior approval by the Facility Manager/designee.<sup>5</sup>

### 4. Official Visitor

- a. Any official visitor may enter and visit any State Correctional facility on any day, including Sunday, between the hours of 9:00 a.m. and 5:00 p.m. but shall not be authorized to enter and visit at any other time except with special permission of the official in charge of the facility. Official visitors shall have the right to interview privately, any inmate in the cell or room where he/she is confined. However, if the official in charge of the facility deems such cell entry is dangerous to the safety of the visitor, the inmate may be taken to another room where the interview will still be conducted privately. Employees of an official visitor may accompany and be present during an interview conducted by an official visitor except the number of such employees may be limited based on space and security needs of the facility.
- b. An official visitor shall be permitted to use the attorney visiting rooms upon request (if available) for a private meeting with the general population inmate(s) that he/she wishes to visit. He/she can meet with one inmate at a time in a private meeting; he/she can meet with multiple inmates consecutively; or he/she can meet with a small

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<sup>4</sup> 5-ACI-3D-02

<sup>5</sup> 5-ACI-7D-15

group of inmates, as requested (unless there are legitimate security reasons why group meetings should be prohibited). A request to visit a Level 5 (L5) inmate will be accommodated in the L5 non-contact visiting booths. He/she can only meet with one L5 inmate at a time; however, he/she can meet consecutively with multiple L5 inmates on the same day, if requested. While he/she is not required to pre-schedule these visits, he/she is encouraged to do so (when possible), in order to facilitate the process. ***The official visitor shall contact the Superintendent's Assistant for scheduling.***

- c. An official visitor who is on an individual inmate's visiting list is not permitted access to any other area of the facility except the visiting room.

## Section 3 – Security<sup>1</sup>

### A. General Security Procedures

1. If it is determined that a visit is or could be a threat to the security and orderly running of the facility, the visit may be terminated or denied.
2. Separate areas will be provided at all facilities whereby an inmate appearing for an ***in-person*** visit will be searched and his/her state issued clothing and footwear exchanged for visiting room clothing and footwear. The reverse procedure will be followed upon completion of the visit. The facility shall ensure that all visiting room clothing is laundered before reissue and that either all footwear is laundered or an appropriate disinfectant spray used before reissue.
3. All inmate visits will be recorded in the inmate ***visitation*** system.
4. The inmate must be present in the visiting search area ***for an in-person visit*** before the inmate’s visitors are permitted to enter/depart the visiting room.
5. ***All photos taken must leave the facility with the visitor.***

### B. Searches (*In-Person Visits*)<sup>2</sup>

1. General
  - a. Every visitor and inmate are subject to search before, during, and after visiting. Any visitor or inmate refusing to comply with facility search procedures will not be permitted any further visits unless authorization is received from the Facility Manager.<sup>3</sup>
  - b. With the exception of **Subsection B.1.b.(4) below**, each visitor is required to successfully pass a metal detection process prior to a contact visit. The process to be used is as follows.
    - (1) Each visitor must walk through a “walk through” metal detector. If the metal detector does not sound an alarm indicating the presence of a metallic object, a contact visit will be permitted, provided there are no other reasons to restrict the visit to non-contact or to deny the visit. If the metal detector sounds an alarm indicating the presence of a metallic object, the visitor will be scanned with a handheld metal detector in an effort to determine the source of the alarm. If the source of the alarm is determined to be a non-contraband item (e.g., coins, jewelry, metal zipper/buttons/snaps, etc.), a contact visit will be conducted provided there are no other reasons to restrict the visit to non-contact or to deny

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<sup>1</sup> 5-ACI-2E-03, 5-ACI-7D-15

<sup>2</sup> 5-ACI-7D-21

<sup>3</sup> 5-ACI-2E-03, 5-ACI-7D-21

the visit. The Shift Commander is responsible for making the determination if a contact or non-contact visit is to be conducted or the visit denied. If the source of the alarm is contraband, the visit will be denied.

- (2) If the source of the alarm is believed to be an article of outer clothing such as a coat, sweater, or shoes, the visitor may remove the item. The removed item is to be searched and the procedures outlined in **Subsection B.1.b.(1) above** repeated. If the item is contraband-free and the visitor successfully passes the second scanning, a contact visit may be conducted, provided there are no other reasons to restrict the visit to non-contact or to deny the visit. If the item contains contraband, the visit will be denied. If the visitor fails to successfully pass the second scanning, a non-contact visit will be permitted based upon the availability and the location of the non-contact visiting area and determination of the Shift Commander.<sup>4</sup> The visitor shall be notified that the wearing of that item for a future visit will result in his/her visit being denied. The Shift Commander is responsible for making the determination if a non-contact visit is to be conducted or the visit denied.
- (3) If the source of the alarm is believed to be an article of underclothing, the visitor will not be permitted to remove the item. The visitor may be offered a non-contact visit based upon the availability and the location of the non-contact visiting area and determination of the Shift Commander, provided there are no other reasons to deny the visit, and shall be notified that the wearing of that item of clothing for a future visit may result in his/her visit being denied. The Shift Commander is responsible for making the determination if a non-contact visit is to be conducted or the visit denied.
- (4) For a visitor with a metal implant, or who is medically required to wear an item constructed with metallic items (e.g., back brace, knee support, etc.), or who is medically required to use an ambulatory assistance device (e.g., wheel chair, walker, cane, crutches, etc.) to have contact visits he/she must provide a doctor's certificate verifying the medical requirement. If a claim of such a medical requirement is made during the initial visit and no doctor's certificate is available at that time, a non-contact visit may be permitted. A doctor's certificate is required at the subsequent visits for contact visits to be conducted. A visitor with such requirements will be scanned with a handheld metal detector for detection of metallic objects other than those medically required. The Shift Commander is responsible for making the determination if a non-contact visit is to be conducted based upon the availability and location of the non-contact visiting area, or the visit denied.
- (5) A visitor will be allowed to take medically required ambulatory assistance devices (e.g., wheel chair, walkers, canes, crutches, etc.), into the visiting area. An inmate in the visiting area is prohibited from handling any of these articles.

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<sup>4</sup> 5-ACI-2E-03

- (6) Pat searches and/or strip searches of a visitor are strictly prohibited.
  - (7) The Facility Manager will be notified in writing of all contraband finds, all approved non-contact visits, and all denied visits.
- c. A visitor will be permitted to bring baby food in the original unopened jars into the visiting room. Officers will open all vacuum-sealed containers to ensure the jars have not previously been opened. Facilities may develop local procedures to address the amount of baby food that may be taken into the visiting room. A visitor may take up to three bottles into the visiting area. The bottles must be of clear plastic and contain pre-mixed formula or white milk.
  - d. A visitor may take up to three diapers into the visiting area. The diapers must be loose, not boxed. Staff should continue to carefully inspect diapers for contraband.
  - e. The facility may make determinations about whether other items such as baby cream or wipes will be allowed into the visiting room.
  - f. A visitor may use only a clear plastic bag to carry the above items into the visitors' area. The visitor must carry all items in at the beginning of the visit. No visitor shall be permitted to leave during a visit for more items and return to the visiting room. If the visitor opts to leave the visiting room, the visit will be considered concluded.
  - g. No purses, bag, diaper bags, etc. will be permitted into the facility. A visitor may take cash money in small denominations and coins into the visiting room for the purpose of using the vending machines. These monies may be carried in a small "see through" change purse type container. An inmate in the visiting room is prohibited from handling any forms of currency. At facilities using token operated vending machines, no cash money is allowed in the visiting room.
  - h. A visitor is allowed to take medically prescribed medications that may be needed for a medical emergency (e.g., nitroglycerin, asthma inhaler, etc.). All over-the-counter medications are prohibited from being taken into the visiting room.
  - i. All tobacco products are prohibited in visiting areas.
  - j. Cell phones, pagers, Personal Digital Assistants (PDAs), video/audio recording devices, and photography equipment are prohibited in visiting areas.

## 2. Vehicles

A visitor is subject to searches of vehicles parked on facility grounds in accordance with Department policy **6.3.12, "Drug Interdiction."**

3. Electronic Drug Detection Equipment (EDDE)

- a. Every visitor is subject to being scanned by an EDDE. If the EDDE reading is positive, the visitor shall be offered a non-contact visit unless extenuating circumstances exist, i.e., serious contraband is found, the EDDE reading is supported by a positive K-9 alert, and/or the visitor is visibly impaired, physically confrontational, or cannot clear the metal detector. ***A visitor's privileges should not be suspended for an EDDE alarm unless additional extenuating circumstances exist.***

**NOTE:** Each incident that involves a positive EDDE reading shall be considered its own separate and distinct occurrence, and a non-contact visit shall be offered for each one unless the above extenuating circumstances exist.

- b. Any visitor who has a positive reading will be provided with a printout of the test results if he/she requests a copy. Additionally, all positive scan results will be retained for a period of 12 months. If no second positive reading occurs for the visitor during the 12-month period, upon request of the visitor, the record of the test will be expunged. However, if a second positive result occurs during the 12-month period, the records will be retained. All requests to expunge the record will be honored unless specific security concerns exist. Any denial of such a request requires the approval of the respective Regional Deputy Secretary (RDS) or Secretary.

c. K-9 Air Scans

Every visitor is subject to an air scan by a K-9 team to detect the presence of drugs. ***If*** a positive K-9 alert ***occurs, suspension*** procedures will be ***implemented***. The positive alert will be included as an “occasion” for determining suspension of visiting privileges, in accordance with **Subsection C. below**.

**C. Suspension Procedures**

***A suspension may include video visits only, contact visits only, or both video and contact visits. A suspension may be issued for a violation of the visiting rules or failure to cooperate, or pass, the facility's security screenings.***

1. First occasion, visiting privileges may be suspended for up to 90 days.
2. Second occasion, visiting privileges may be suspended for up to 180 days.
3. Third occasion (if within one year of the privileges being reinstated for the second occasion), visiting privileges may be suspended for one year.
4. Fourth occasion (if within one year of the privileges being reinstated for the third occasion), privileges will be suspended indefinitely.
5. ***The Facility Manager shall notify the visitor in writing of the suspension within 30 days and what type of visits are suspended (video, contact, or both). The Facility***

***Manager shall also notify the RDS by copy of the suspension letter and any supporting documentation to the respective resource account.***

6. ***Any visitor who wishes to appeal a suspension shall do so in accordance with Section 1 of this procedures manual.***
7. ***A visitor who did not appeal a suspension and would like to request consideration for reinstatement may do so in writing to the RDS at 1920 Technology Parkway, Mechanicsburg, PA 17050.***
8. Any deviation from the procedures listed in **Subsection C. above** that increases or decreases the period of suspension requires the approval of the respective RDS or Secretary.

#### **D. Face Veils or Obstructive Clothing**

Face veils or other articles of clothing that obstruct the view of an individual's face required by a female visitor's religious beliefs are permitted to be worn inside the facility. To ensure for positive identification of the visitor, the following procedures will be followed for processing a visitor wearing a face veil or other article of clothing that obstructs the view of an individual's face when entering/exiting a facility:

1. in all instances, a female staff member will be used to identify the visitor. When possible, a female Corrections Officer will be used. When a female Corrections Officer is not available, female staff from other departments (e.g., Medical, Business Office, Records, Food Services, etc.) will be used to process a female visitor and confirm his/her identity when leaving;
2. the removing or removal of the face veil or other article of clothing will be done in a location that affords the visitor privacy as to not be seen by male individuals;
3. all face veils or other articles of clothing that obstruct the view of an individual's face must be moved or removed to allow the staff member an unobstructed view of the visitor's face. After the staff member has viewed the visitor's face, the visitor will be instructed to place the face veil or other article of clothing back to its original position; and
4. before leaving the facility, the face veil must again be opened to confirm the identity of the visitor.

#### **E. Animals on Department Property**

1. Any visitor who brings an animal(s) onto Department property shall be responsible to remove and restrain the animal(s) to allow a Department K-9 team to search the vehicle. If the visitor refuses to cooperate, the visit will be denied.
2. If any animal(s) are found to be left unattended in a visitor's vehicle under harsh conditions (i.e., too hot, too cold, etc.), the visitor shall be identified and the visit

terminated. The visitor will be advised to vacate the property. If he/she refuses to cooperate, Department staff shall contact the appropriate authorities to report the situation.

## **F. Service and Guide (SG) Animals**

### **1. Security Measures**

- a. SG animals may be permitted in the visitation area based on specific circumstances.
- b. Staff inquiries shall be limited to the following questions: (1) Whether the animal is required because of a disability; and (2) What tasks the animal performs. Staff may not request medical documentation of the user under any circumstances, nor may staff request a special identification card/documentation for the SG animal or a demonstration of the SG animal's ability.
- c. Visitors are encouraged to request and receive prior approval from the Facility Manager/designee for SG animals needed in the visitation area, but such animals may be admitted with the approval of the Shift Commander/designee based on the specific circumstances.
- d. SG animals should be attentive and "on guard" but should not be aggressive or barking excessively. The visitor is expected to maintain control of the service animal at all times. If the animal's behavior poses a direct threat to the health or safety of others, is aggressive or disruptive, the animal may be excluded or removed. Should the animal be removed, staff must offer to meet the needs of the individual to the extent reasonable without the animal's presence.
- e. SG animals are considered a working, medical tool and shall not be permitted to be petted or physically touched by anyone other than the assigned visitor or staff involved with searching the SG animal.
- f. Food or treats for the SG animal are not allowed during the visit.
- g. Visitors are responsible to ensure their SG animal received the opportunity to relieve themselves prior to entering the visiting room. Visitors shall not be permitted to leave the visiting room for animal breaks. Visits shall be terminated once the visitor departs the visiting room.
- h. The visitor is responsible for notifying staff immediately if the SG animal urinates or defecates in the visiting room. Staff shall issue material necessary to clean up the accident. The visitor is responsible for cleaning up the accident to the extent they are capable of doing so. Feces and dirty rags shall be placed in a secure trash receptacle. At no time shall an inmate be permitted to clean up or come in contact with feces without direct supervision by staff.



- i. An SG animal may not disrupt or interfere with the duties of staff or K-9 partners. Any occurrence shall result in the termination of the visit and may be subject to being banned from future visits depending on the circumstances of a particular incident.
- j. SG animals are not required to wear any type of vest, ID tag, or specific harness that identifies the animal as a service animal.

## 2. Searching of SG Animals

- a. SG animals shall be searched prior to being permitted into a visiting room. The SG animal and the visitor will not be separated during the search.
- b. The staff conducting the search should explain the search steps and request cooperation of the person in the search process.
- c. Any threatening or aggressive behavior demonstrated by the SG animal during a search shall preclude the visitor and animal from entering the visiting room.
- d. Any pockets, flaps, etc. on harnesses or collars shall be searched.
- e. Visual inspection should be adequate for short-haired animals. The officer will direct the visitor to comb his/her fingers through an SG animal's fur in the event it possesses a long or fluffy coat. The visitor will comb the SG animal's fur until the officer is satisfied that no contraband is concealed on the animal.
- f. SG animals must clear a walk through metal detector by walking at a pace suitable to produce accurate readings. The use of a handheld metal detector shall be used to determine the source of the alarm if the SG animal is unable to clear the walk through metal detector or navigate through at an appropriate gate.

## G. Breastfeeding in Inmate Visiting Rooms

- 1. Any visitor who brings her child into a visiting room is permitted to breastfeed such child in any visiting area in which the visitor and child are otherwise authorized to be present.
- 2. An authorized visitor who chooses to breastfeed in a visiting room may bring a garment or other acceptable item to cover her breast while breastfeeding; however, she may choose not to do so. Acceptable items include, but are not limited to, nursing covers, blankets, shirts, or another garment of clothing which has been approved by the Facility Manager.
- 3. Each facility may, in its discretion, designate a private nursing area for visitors to use. However, a visitor shall not be required to utilize the private nursing area and may instead choose to nurse her child in the visiting area.

**Section 4 – Community Corrections Centers (CCCs)**

**A. General Procedures**

1. Each Center Director shall identify a visiting area within the center.
2. Every visitor and resident is subject to search before, during, and after visiting. Any visitor that refuses to comply with center search procedures will not be permitted any further visits until authorization is received from the Center Director.
3. Any person entering a CCC shall immediately inform staff of his/her presence. The visitor shall state the nature of his/her visit, including the name(s) of the resident(s) he/she is visiting.
4. Every visitor is required to enter his/her name and resident to be visited in the visitor's log. Proper identification shall be verified by the Community Corrections Center Monitor on duty.
5. Each visitor is to proceed directly to the Visiting Area and is not allowed in other areas of the Center without approval by the Community Corrections Center Monitor on duty.<sup>1</sup>
6. Center staff shall contact the resident and inform him/her that he/she has a visitor(s).
7. A former Community Corrections Center resident is prohibited from visiting a current resident without special permission from the Community Corrections Center Director.
8. A Community Corrections Center resident wishing to visit an inmate in a State Correctional Facility must receive prior written approval from the following individuals:
  - a. Facility Manager of the State Correctional Facility; and
  - b. the Regional Director of the CCC.
9. A visitor is prohibited from leaving any item with the inmate without approval of the Community Corrections Center Monitor on duty.

**B. Visiting Restriction/Termination**

1. A resident's visiting privileges may be restricted if Center staff deems that the resident is failing to accomplish established goals or when the resident or a visitor violates the Center's rules and regulations.
2. The Center Director may terminate a visit or suspend/bar an individual from visiting if it is determined that visiting is or would present a threat to the security and orderly running of

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<sup>1</sup> 4-ACRS-2A-02

the center. Each individual who is suspended/barred shall be notified, in writing by the Center Director.<sup>2</sup>

**C. Official Visitors and Special Visits**

1. Visits by an official visitor shall be in accordance with **Section 2, Subsection B.4.**
2. When necessary special visits can be authorized by the Community Corrections Center Director.<sup>3</sup>

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<sup>2</sup> 4-ACRS-5A-17

<sup>3</sup> 4-ACRS-5A-18

**Section 5 – Private Viewing and Deathbed Visits<sup>1</sup>**

**A. General Procedures**

1. ***A Facility Manager may approve a virtual viewing or deathbed visit which may be scheduled by the Superintendent's Assistant outside of the designated video visitation hours.***
2. If approved by the Facility Manager, every inmate, except a Custody Level 5 inmate and an inmate serving a life sentence, may be permitted to make a private viewing or deathbed visit of an immediate family member. The visit must occur in a **funeral home**, hospital, hospice, or **nursing home**. A visit to a private home is not permitted. No inmate is entitled to or otherwise has a right to such a visit. Public safety shall be the overriding concern in all cases.
3. Except as provided in **Subsection A.2. above**, each inmate may attend either a private viewing or a deathbed visit. Attendance at both is prohibited. A private viewing or deathbed visit is not permitted outside of the Commonwealth of Pennsylvania.
4. A request for a private viewing or deathbed visit shall be submitted to the Facility Manager. The Facility Manager/designee shall ensure for the timely notification of the inmate and verification of the information received. Verification of the information may be accomplished by:
  - a. contacting the funeral home, hospital, hospice, or nursing home; and
  - b. reviewing the inmate's **DC-15** and **DC-14** files regarding the relationship of the deceased or infirmed individual.
5. The Facility Manager/designee shall complete a **Private Viewing – Deathbed Visit Worksheet (Attachment 5-A)** and consider the following factors in determining whether to grant a private viewing or deathbed visit:
  - a. the offense for which the inmate was convicted and the inmate's criminal history;
  - b. the inmate's minimum and maximum sentence dates;
  - c. the inmate's detainer status;
  - d. the inmate's misconduct history over the past year; and
  - e. any information available that would indicate that the inmate is an escape risk.
6. The Facility Manager/designee may contact a Community Corrections Center (CCC), Community Contract Facility (CCF), Pennsylvania State Police (PSP), local law

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<sup>1</sup> 5-ACI-7D-18

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**Section 5 – Private Viewings and Deathbed Visits**

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enforcement agency, or any other entity near the location of the private viewing or a deathbed visit to gather information regarding potential risks that may be associated with transporting the inmate to the private viewing or a deathbed visit location.

7. The Facility Manager shall approve or deny the private viewing or deathbed visit. The Facility Manager/designee shall notify the inmate of approval or denial of the private viewing or a deathbed visit and advise the inmate that he/she must make a choice between a private viewing or deathbed visit, if applicable. If approved, the Facility Manager/designee shall be responsible for notifying the Office of the Victim Advocate (OVA), via telephone, of the approval.
8. The Facility Manager/designee shall make security and other arrangements with the funeral home, hospice, hospital, or nursing home for the viewing or visit. In the case of a private viewing, the maximum time an inmate is allowed at the private viewing is one-hour. This time must be prearranged with the funeral home director and it must be at a time when access by the general public is restricted. In the case of a deathbed visit, the visit must be conducted in accordance with the visiting hours and regulations of the hospice, hospital, or nursing home. If the length of visits is not defined by the hospice, hospital, or nursing home, the inmate will be permitted a maximum of one hour in which to visit.
9. In the event that the location of the private viewing or deathbed visit is closer to a facility other than the one in which the inmate is housed, and time permitting, a temporary transfer of the inmate to the closer facility may be considered. If such a transfer is considered, both Facility Managers (sending/receiving facility) must approve the inmate's attendance at the private viewing or deathbed visit.
10. Staff escorting the inmate shall be attired in accordance with Department policy **6.2.4, "Uniform Regulations."** The inmate will be transported in state issued cocoa brown clothing and the transport will be conducted in accordance with Department policy **6.3.1, "Facility Security."** A determination shall be made prior to the transport if the inmate will miss a scheduled meal. In the event a scheduled meal would be missed, arrangements are to be made to provide the inmate with a bagged meal and a beverage for consumption during the transport.
11. A court order is not necessary for an inmate to attend a private viewing or deathbed visit. Any orders directing that an inmate be permitted to attend a private viewing or deathbed visit should be referred to the Office of Chief Counsel.
12. The Facility Manager shall ensure that the OVA is notified of the approval of each private viewing or deathbed visit in accordance with Department policy **1.2.1, "Victim Services."**
13. The Facility Manager may contact the Regional Deputy Secretary (RDS) concerning any operational issues posed by a particular private viewing or deathbed visit.
14. The transporting officers are authorized to terminate the transport at any time if they determine that their security or safety, or that of the public or the inmate cannot be

maintained. In such cases, each officer must complete a **DC-121 Part 3, Employee Report of Incident**, in accordance with Department policy **6.3.1** upon return to the facility.

15. Three family members or other visitors may be present at the private viewing or deathbed visit. The inmate and visitor(s) may share a brief kiss and embrace only when meeting and departing, in accordance with **Section 1** of this procedures manual.

## **B. Costs**

All costs associated with an inmate attending a private viewing or deathbed visit shall be borne by the inmate or his/her family.

1. The Facility Manager/designee shall inform the inmate or the inmate's family of the cost of the visit and make appropriate arrangements for payment of costs prior to transport.
2. Cash and personal checks cannot be accepted.
3. The inmate's family may pay the cost via money order, cashier's check, or certified check. These instruments are to be made payable to the "Commonwealth of Pennsylvania."
4. The inmate's family may present the money order, cashier's check, or certified check at the facility closest to their home. The funds will be credited to the inmate's account by the Business Office at that facility.
5. The family also has the option to transfer funds electronically into the inmate's account via J-Pay. The inmate or the family must notify the facility that the funds are to be used for this purpose since the wire transfer does not state the purpose. The Facility Manager/designee shall notify the facility Business Office that the family has chosen this option for payment of the cost of the visit.
6. Funds deposited to the inmate's account by his/her family for a private viewing or deathbed visit are not considered income or gifts and are not subject to Act 84 or Crime Victim Fund deductions.
7. The inmate may sign a cash slip for the expense of the trip if he/she has the funds available in his/her account.

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**Glossary of Terms**

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**Attorney** – Any person licensed to practice in any State or Federal court.

**Common Law Spouse** – A person who the inmate has designated as a common law spouse in his/her inmate record.

**Contact Visits** – Visits in a setting in which the inmate and visitor are permitted limited physical contact and are not separated by security barriers or control systems.

**DC-311A – Approved Visitors** – A Department form used by an inmate to list the names of all persons he/she wishes to designate as facility visitors.

**DC-312A – Supplementary Approved Visitors** - A Department form used by an inmate to make additions or deletions to his/her approved visitors list.

**DC-313 - Visitor Inquiry** - A Department form used to notify the parent or legal guardian of a minor that an inmate, who has not been convicted of a physical or sexual offense involving a minor, has requested the minor be approved for visits. This form is also used by the parent or legal guardian to respond approving of, or objecting to, the minor visiting the inmate.

**DC-313A - Special Visitor Inquiry** - A Department of Corrections form used to notify the parent or legal guardian of a minor that an inmate, who has been convicted of a physical or sexual offense involving a minor, has requested the minor be approved for visits; to make the parent or legal guardian aware of all physical or sexual abuse offenses of the inmate that involved a minor; for the parent or legal guardian to respond approving of, or objecting to, the minor visiting the inmate; and to inform the facility if the minor was or was not a victim of the inmate.

**DC-315 - List of Acceptable Forms of Visitor Identification** - A list of documents accepted at Department facilities to establish the identity of inmate visitors.

**Deathbed Visit** - Supervised visit by an inmate with an immediate family member who is not expected to live due to terminal illness or injury and for whom death appears imminent, as determined by the attending physician and who is in a controlled environment such as a hospice, nursing home, or hospital.

**Department** - The Pennsylvania Department of Corrections.

**Electronic Drug Detection Device** - An electronic device that detects the presence of drug traces on persons, property, and clothing.

**Ex-Offender** - Any person released from criminal justice custody including any person currently on or off parole or probation or under any type of criminal justice supervision.

**Facility Manager** - The Superintendent of a State Correctional Facility, State Regional Correctional Facility, Commander of a Motivational Boot Camp, Director of a Community Corrections Center, or Director of the Training Academy.

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**Immediate Family Member** - Immediate family members are defined as spouse (legal or valid common law), children, parents, grandparents, brothers, sisters, aunts, uncles, or step-relative with whom the inmate has made his/her home. Such relationships must be verifiable in the inmate's record.

**Imminent Danger of Death** - A medical condition with a prognosis indicating reasonably low probability of survival for more than six months, as determined by the treating physician.

**Inmate Visitor's Computerized Tracking System** - A computerized system used at Department facilities to maintain inmate visitor's information for use in the Department.

**Minor** - Any person under 18 years of age.

**Official Visitor** - As defined by statute, the Governor, Lieutenant Governor, members of the Senate and House of Representatives, justices, and judges of the courts of record, the General Counsel, the Attorney General and Deputies, and authorized members of the Pennsylvania Prison Society who have been designated as official visitors, whose names shall be given to the correctional official in charge of the appropriate facility in writing, together with the terms of their appointment under its corporate seal.

**Private Viewing** - Supervised visit by an inmate to attend a private viewing designated for family members only of an immediate family member. (See Section IV.M.)

**Private Viewing or Deathbed Visit Expenses** - The costs incurred by an inmate or his/her family to cover the expenses of the Department in providing Corrections Officer escort for the inmate. These cost include, but may not be limited to: staff escort overtime salary and benefits, transportation, meals, and lodging.

**Public Visitor** - Any individual who officially engages in an approved inmate visit using the facility visiting room.

**Religious Advisor** - An individual, selected by an inmate, from the outside community who has received endorsement from a faith group to provide individual religious counseling.

**Special Visit** - A visit by an Official Visitor, the inmate's Religious Advisor, or attorney. A special visit is a visit in addition to the regular weekly visit, or an approved visitor who is not on an inmate's visiting list.

**Transport Officers** - Corrections officers assigned to transport an inmate to a deathbed or private viewing.

**Young Adult Offender** - An offender between the ages of 15 and 18 who has been adjudicated as an adult.