
 <p>State of Connecticut Department of Correction</p> <p><b>ADMINISTRATIVE DIRECTIVE</b></p>	Directive Number 10.6	Effective Date 10/01/2018	Page 1 of 13
	Supersedes Inmate Visits, dated 10/23/2013		
Approved By   Commissioner Scott Semple	Title  Inmate Visits		

1. **Policy.** The Department of Correction shall make reasonable efforts to encourage and facilitate family and social visiting. Non-traditional visitation programs may be considered when such practice is consistent with the safety and security of the individual correctional facility or unit. The Department of Correction recognizes the beneficial role that visitation can have in an inmate's rehabilitative and reentry process, family reunification and possible reduction in the rates of recidivism.
2. **Authority and Reference.**
  - a. Connecticut General Statutes, Sections 1-1m, 18-81, 18-81v, 46b-20, 46b-28a, 46b-28b, 46b-38rr, 46b-38ss and 53a-174 through 53a-174b.
  - b. Administrative Directives 1.10, Investigations; 2.17, Employee Conduct; 3.7, 4.1, Inmate Records; Inmate Monies; 6.6, Reporting of Incidents; 6.7, Searches Conducted in Correctional Facilities; 6.10, Inmate Property; 6.14, Security Risk Groups; 9.4, Restrictive Status; 9.5, Code of Penal Discipline; 10.4, Volunteer and Recreation Services; and 10.7 Inmate Communications.
3. **Definitions.** For the purposes stated herein, the following definitions apply:
  - a. **Adult.** A person age 18 or above.
  - b. **Attorney Representative.** An employee of, or retained by, a legal firm or organization to include: investigator, social worker, paralegal, certified legal intern, or retained expert.
  - c. **Breast Feeding.** The method of feeding a baby with milk directly from the mother's breast.
  - d. **Child.** A person under the age of 18.
  - e. **Child Visit.** A visit when the child is:
    - i. accompanied by an immediate family member who is on the inmate's approved visiting list;
    - ii. accompanied by a member of the inmate's expanded family who is on the inmate's approved visiting list and who has obtained written permission to visit the inmate by the child's parent or legal guardian on CN 100601, Visiting Application; or
    - iii. accompanied by an authorized adult (i.e., an adult immediate family member who is on the approved visiting list, a legal guardian, an adult properly authorized by the Department of Children and Families, or an adult approved by the Unit Administrator).
  - f. **Contact Visit.** A meeting between an inmate and an approved person which is not separated by a full screen or full solid glass partition.
  - g. **Courtesy Visit.** A visit granted to an immediate family member prior to the visitor application being processed and approved.
  - h. **Expanded Family.** An inmate's cohabitant, aunt, uncle, niece, nephew, mother-in-law, father-in-law, brother-in-law, sister-in-law, half-brother and half-sister.
  - i. **Immediate Family Member.** An inmate's legal spouse, parent, child or sibling, grandparent or grandchild; to include a step/foster relationship.
  - j. **Internal Medical Device.** For purpose of this directive, the term internal medical device shall include a pacemaker or defibrillator.
  - k. **Marriage.** The legal union of two persons.
  - l. **Non-Contact Visit.** A meeting between an inmate and an approved person which is separated by a screen, solid glass partition, or other partition which physically separates visitor from inmate.
  - m. **Photo Identification.** A valid identification bearing the individual's photo including, but not limited to a:
    - i. driver's license;

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- ii. non-driver identification card;
- iii. state identification card;
- iv. military identification card;
- v. passport;

1. The only acceptable non-domestic form of identification is a passport issued from the visitor's country of origin.

- vi. a Form I-551, and;
- vii. Permanent Resident Card (i.e., green card).
- n. Privileged Visit. A special meeting between an inmate and a judge, the Governor, Legislator, Attorney General, Probation Officer, Sentence Review Board member, Commission on Human Rights and Opportunities member, State Claims Commissioner, Board of Pardons and Paroles member or employee, elected government official or the inmate's attorney or attorney representative for an authorized purpose other than social visitation.
- o. Professional Visit. A special meeting between an inmate and a credentialed individual from the community (e.g., law enforcement official, social worker, member of the clergy, etc.) for an authorized purpose other than social visitation. Professional visitors may be subject to security screenings.
- p. Reasonable Belief. Judgment based on information or observation deemed to be credible.
- q. Recording and Listening. The recording of the inmate's Personal Identification Number (PIN), non-contact visiting phone conversations and contemporaneous or subsequent listening to recordings of non-contact visiting phone conversations.
- r. Regular Social Visit. A meeting, conducted during routine visiting hours, between an inmate and a person listed on the inmate's visiting list.
- s. Security Screening. Authorized security checks (i.e., background checks) that social visitors must pass in order to be permitted to visit.
- t. Special Visit. A special meeting approved by the Unit Administrator or designee that allows exceptions to be made to the inmate's authorized: (1) visiting list; (2) number of visitors; (3) schedule of visits; and/or, (4) length of visit.
- u. Victim. An individual who has suffered as a result of any criminal offense for which the inmate has served or is serving a sentence, or stands convicted of, or disposition is pending, including, but not limited to:
  - i. an individual who has suffered direct or threatened physical, emotional or financial harm as a result of a crime for which another individual is or has been incarcerated;
  - ii. a member of the deceased victim's immediate family; or,
  - iii. a legal representative of the victim.

#### 4. Access to visitation.

- a. Any inmate who is incarcerated under the authority of the Connecticut Department of Correction may have the privilege of social visitation so long as the inmate abides by departmental rules and regulations.
- b. Except as required by law, visitation shall be considered a privilege and no inmate shall have entitlement to a social visit.

#### 5. Regular Visits.

##### a. Criteria and Authorization.

- i.
- ii. An inmate who anticipates regular visits shall complete the following:
  - 1. Submit a CN 9601, Inmate Request form to the visiting coordinator or assigned counselor identifying who the inmates prospective visitors are; and,
  - 2. Request the appropriate number of CN 100601, Inmate Visiting Application's for each prospective visitor.
- iii. The visiting coordinator, counselor or designated staff member shall forward the appropriate number of copies of the CN 100601, Visiting Application, and Attachment A, Inmate Visiting Rules, to the inmate and retain the original CN 9601, Inmate Request form for verification of visiting applications upon their return.

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- iv. The inmate shall utilize the US Postal Service in mailing the CN 100601, Visiting Applications to their prospective visitors.
- v. The prospective visitors that the inmate identified in the original CN 9601, Inmate Request form may complete and sign the application and either hand deliver or mail the original visiting application to any Department of Correction facility for processing.
- vi. Processing of visiting applications shall only occur during the following instances:
  - 1. when the visiting coordinator or counselor receives all of the identified visiting applications from the original CN 9601, Inmate Request forms; or,
  - 2. When the inmate provides a written request on a CN 9601, Inmate Request form to process the visiting applications that have entered into the institution at that point.
    - a. Once the visitor applications are processed, the timeframes for modifications shall be in accordance with subsection © of this section.
- vii. Any prospective visitors under the age of 18 shall have their respective parent or guardian sign CN 100601, Visiting Application. The parent or guardian shall also submit his or her own completed CN 100601, Visiting Application.
- b. Review. The Unit Administrator shall require verification of the visiting application information or any other information deemed significant. A criminal history and warrant query shall be conducted to verify criminal history information. A personal interview with the visitor applicant may be required.
- c. Modifications.
  - i. Additions to an inmate's approved visiting list may be requested by the inmate using the procedure contained in this section.
  - ii. In-activations from the approved visiting list may be made at the written request of the inmate.
  - iii. Modifications to the list shall not normally occur more frequently than every 120 calendar days.
- d. Current and Ex-Offenders.
  - i. A current or ex-offender who has been convicted of a crime shall be precluded from routine placement on an inmate's visiting list. However, a current or ex-offender may request permission to visit, in writing, through the Unit Administrator. The Unit Administrator or designee shall review such request for:
    - 1. severity and nature of the proposed visitor's offense and sentence;
    - 2. likelihood of the proposed visitor's ongoing criminal behaviors and ideation; and,
    - 3. the length of time that has elapsed since the proposed visitor's discharge from supervision and/or oversight by any portion of the criminal justice system And;
    - 4. The relation, if any, to the current or ex-inmate
  - ii. The Unit Administrator or designee shall document any visitor approval that involves a current or ex-offender in the departmental electronic visiting system and the inmate master file.
- e. Limitations.
  - i. A Department employee shall be prohibited from being placed on an inmate visiting list unless the employee is an immediate or expanded family member AND only when authorized in writing by the employee's Unit Administrator and the Unit Administrator of the facility where the immediate or expanded family member is incarcerated in accordance with Administrative Directive 2.17, Employee Conduct.
  - ii. No visitor, except an immediate or expanded family member, shall be on more than one (1) inmate's visiting list at the same facility (i.e., to visit two or more inmates at the same facility, the visitor must be an immediate or expanded family member to each inmate on whose list the visitor is placed).

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1. This requirement may be waived at the discretion of the Unit Administrator.
  - iii. A visit between an inmate and the inmate's victim shall not be permitted unless approved in writing by the Unit Administrator or Director of Parole and Community Services or designee.
    1. The Unit Administrator or Director of Parole and Community Services or designee shall document any visitor approval where the visitor is a current or previous victim in the departmental electronic information system and the inmate master file.
  - iv. A child shall be accompanied by an authorized adult immediate or expanded family member who is on the approved visiting list, a legal guardian, an adult properly authorized by the Department of Children and Families, or an adult approved by the Unit Administrator. Children shall remain under the supervision of the adult visitor at all times while on grounds and during the visit.
    1. An adult visitor who brings a child (ren) on facility grounds shall continuously supervise and attend to the child (ren) at all times while on grounds and during the visit. The Department shall not be responsible for the supervision of children.
  - v. Any visitor with an active warrant or pending criminal cases shall be precluded from routine placement on an inmate's visiting list.
- f. Action.
- i. An application for visitation by a visitor not limited by Section 5 (e) shall usually be approved, unless there is reasonable belief that such authorization may jeopardize safety or security, for reasons including, but not limited to:
    1. issues of contraband,
    2. disruptive behavior, or
    3. failure to comply with facility rules.
  - ii. A person may also be removed from a visiting list for the same or similar reasons.
  - iii. Any time a person is approved, denied or removed, the action (and reason if denied or removed) shall be provided to the inmate, in writing, within 30 business days.
    1. It shall be the responsibility of the inmate to notify the proposed visitor of their visiting status.
- g. Appeal. A proposed visitor may appeal the denial of a request to be placed on a visiting list to the Unit Administrator within 10 calendar days of notification of denial. The appeal shall be answered within 15 business days of receipt by the Unit Administrator whose decision shall be final.
- h. Transferred Inmates.
- i. Once a visiting list has been established, it shall be considered active wherever an inmate is transferred unless the following occurs:
    1. The inmate is transferred to a facility where an approved visitor is visiting an additional inmate at the same location.
      - a. Unless the visitor is approved by the Unit Administrator or designee to continue visiting both inmates, the visitor shall be removed from both inmates visiting until the visitor notifies the facility which inmate they would like to continue to visit.
    2. In accordance with Administrative Directive 9.4, Restrictive Status, an inmate placed on a restrictive status shall result in the adherence to visiting requirements/provisions associated with the specific restrictive status to which they are assigned.
  - ii. The inmate shall not be required to have previously approved visitors on an active visiting list re-apply when the inmate is transferred.
  - iii.
- i. Readmission. All inmates who return to Department custody must submit a new visiting list in accordance with this Directive. All inmates' visiting lists shall be inactivated upon discharge.

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- j. Authorized Number. An inmate shall be authorized to place up to the following number of approved visitors, on the visiting list:
- i. Overall Security Level:
    1. Five (5)
      - a. Number of approved visitors: seven (7)
    2. Three (3) and Four (4)
      - a. Number of approved visitors: seven (7)
    3. Two (2) and under: ten (10)
  - ii. An inmate assigned to security risk group, special needs management, special circumstances or death row status may have up to seven (7) approved visitors, , on the visiting list, regardless of his or her overall security level.
  - iii. A privileged or professional visitor shall not count against the authorized number on an approved visiting list.
  - iv. A child or children under 18 years old shall not count against the authorized number of an approved visiting list.

6. Non-Routine Visits.

a. Courtesy Visit.

- i. A courtesy visitor shall be authorized for a onetime visit within the first fourteen (14) calendar days from the date the inmate enters the custody of the Department of Correction.
- ii. Up to two (2) adult visitors from the inmate's immediate family may be allowed a courtesy visit with the inmate prior to the approval of the visitor application.
- iii. Once the identified time period for courtesy visits expires, then the inmate shall have all visitors submit to the visiting procedures outlined in this directive.

b. Special Visits. The Unit Administrator may provide opportunities for special visits when conditions require or the visitor is not on the approved visiting list. Approved special visits shall be encouraged to occur during routine visiting hours. Requests for visits during non-routine visiting hours shall normally require at a minimum of two (2) business days' notice. Such visits may include:

- i. A person(s) awaiting approval under extraordinary or unusual circumstances;
- ii. A person(s) who has traveled from out of state for a one (1) time visit;
- iii. A person(s) who may assist the inmate in release planning or provide counseling; or,
- iv. A family member(s) engaged in facility programming and/or an event.

c. Privileged Visits Provisions and Standards.

i. General Provisions.

1. Privileged visits shall be reasonably accommodated. When any questionable circumstance arises regarding accommodation of a privileged visitor, the shift supervisor, in consultation with the duty officer, shall personally investigate the situation using face-to-face contact and shall obtain any additional information necessary, to try to accommodate the visit. If a privileged visit is not accommodated, the shift supervisor or higher authority shall complete CN 6601, Incident Report, in accordance with Administrative Directive 6.6, Reporting of Incidents, detailing all actions taken and the reason(s) the visit was not accommodated or was denied. The incident shall be reported as a Class 3 incident. Privileged visitors shall present valid identification containing a photograph and certification of status prior to being allowed to visit as detailed in this section. Privileged visitors shall not be required to submit to the standard security screening but must successfully pass through the metal detector.
2. A privileged visitor may not visit that same inmate in a social capacity. Likewise, a social visitor may not have a privileged visit with the inmate unless he or she is first removed from the social visitor list.

ii. Identification.

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1. Acceptable Single Form of Identification. A federal, state or other governmental identification with photograph which establishes the individual's identity and privileged status shall be accepted.
2. Acceptable Multiple Forms of Identification. A valid driver's license shall be accepted when it is accompanied by one of the following additional forms of identification:
  - a. a legal firm's identification with photograph;
  - b. Connecticut Bar Association Photo Identification card;
  - c. A certified professional identification or credential identifying association with a privileged entity (e.g., Connecticut Bar Association card or Juris number, etc.);
  - d. a current list of attorneys/legal representatives submitted by an established law firm may be used as a corroborating document to establish privileged identification status; or,
  - e. a letter from the inmate's attorney identifying an individual as the attorney's representative.
    - i. Privileged Visitor Required Items. Privileged visitors enumerated in Section 3(N) of this directive must have authorization in writing by the Unit Administrator or designee in order to bring in a laptop computer/tablet for the purposes of the inmate's case. Such authorization shall be in writing and arrangements must be made prior to the visit.
- d. Professional Visits. Professional visits shall be reasonably accommodated. A valid driver's license and a professional credential shall be required for any professional not on the visiting list. Professional visitors shall successfully pass through the metal detector in accordance with Section 18-81v of the Connecticut General Statutes in order to enter the facility to visit and may be subject to the security screening process. Private visiting rooms/areas may be provided for professional visits, if appropriate. When any questionable circumstance arises regarding accommodation of a professional visitor, the shift supervisor in consultation with the duty officer, shall personally investigate the situation using face-to-face contact and shall obtain any additional information necessary to try to accommodate the visit. If a professional visit is denied, the shift supervisor or higher authority shall complete an Incident Report, in accordance with Administrative Directive 6.6, Reporting of Incidents, stating the reason(s) for the denial. The incident shall be reported as a Class 3 incident.
  - i. A professional visitor who provides services to an inmate may not visit that same inmate in a social capacity. Likewise, a social visitor may not visit the same inmate in a professional capacity.
- e. Professional Clergy Visits.
  - i. The single visiting clergy member and the inmate must be of the same religion indicated on the inmate's religious affiliation form. Only the authorized clergy member may be in the visiting room. Nothing may be given to or left for the inmate.
  - ii. The inmate, not the clergy member must initiate the request to the Institutional Religious Facilitator for a professional clergy visit.
  - iii. It is the obligation of the Institutional Religious Facilitator to verify the credentials of the proposed clergy member.
  - iv. Clergy members may not make "Professional Clergy Visits" to incarcerated family members related either by blood or through marriage. Both the inmate and proposed clergy member must state in writing that they are not related. Clergy members related to inmates must be placed on the inmate's social visiting list only.
  - v. If the clergy member that the inmate requested a Professional Clergy Visit is not the principal clergy member from his/her religious group's institution, including but not limited to a church, synagogue or mosque, the principal clergy member must submit a letter authorizing/delegating the subordinate clergy member to represent the religious group for the purpose of a professional visit.

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- vi. It is the responsibility of the person designated by the Unit Administrator to complete a security check on the proposed visitor.
- vii. It is the responsibility of the Institutional Religious Facilitator to schedule the approved clergy member's visit.
- viii. If an inmate transfers to another institution, the procedure outlined in this subsection must be repeated by the receiving facility.
- ix. A Professional Clergy Visitor shall not be permitted to be a regular social visitor as defined in this directive.
  - 1. Conversely, if the clergy member is an approved regular social visitor, then that individual would not be permitted to be a Professional Clergy Visitor.
- f. Restrictive Housing Inmate Visits. Visits to an inmate in restrictive status shall be as provided in accordance with Administrative Directive 6.14, Security Risk Group and 9.4, Restrictive Status.

7. Visiting General Provisions and Procedures.

- a. General Provisions.
  - i. Each facility shall develop and put in writing a reasonable schedule. The follow factors that shall be considered when developing the facility-specific written schedule include but are not limited to:
    - 1. The security level of the facility;
    - 2. The physical space limitations for visit; and/or
    - 3. Available staff resources.
  - ii. Facilities may have different schedules based on such factors as space, staff, security levels, and other day-to-day operational concerns.
  - iii. It shall be the visitor's responsibility, including privileged and professional visitors, to review and check with the facility to determine what particular schedule and rules apply to that facility.
- b. Number of Visitors. The number of visitors allowed to visit at the same time may be limited based on space, volume of visitor activity or any other reasonable factor. The following numbers of visitors, including children, may be allowed:
  - i. Contact Visit - three (3);
  - ii. Non-Contact Visit - two (2).
- c. Times. Restrictions may be placed on visiting hours and the duration of a specific visit as required to accommodate security, safety, extraordinary numbers of visitors, and facility needs and order. Reasonable effort shall be made to accommodate the following time and scheduling conditions :
  - i. At least one (1) evening visit weekly;
  - ii. Weekend visits; and,
  - iii. Visits of at least one (1) hour in duration.
- d. Frequency. Inmates shall not be allowed to have more than one visit by the same visitor on the same day.
  - i. Except as specifically provided herein, an inmate shall normally be allowed a minimum of two (2) regular visits each week.
  - ii. A limitation shall not be placed on the frequency of professional or privileged visits without the approval of the Unit Administrator.
- e. Visit Conduct.
  - i. Order.
    - 1. Visits shall be conducted in a quiet, orderly and dignified manner.
    - 2. Staff supervising the visiting area may terminate any visit with approval from a custody supervisor for not complying with this Directive or posted facility rules.
    - 3. If exigent circumstances arises, correctional staff may immediately terminate any visit if the situation jeopardizes the physical safety of staff, inmate or public.
      - a. If this occurs, staff shall utilize facility communication devices to provide facility notification of the incident and obtain responding staff assistance.
      - b. Once the situation is handled, the employees involved shall document the incident in accordance with Administrative Directive 6.6, Reporting of Incidents.

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ii. Attire.

1. Each visitor shall dress in a proper fashion with reasonable modesty. Revealing, seductive, offensive clothing or attire that may present a safety and/or security risk may result in a visitor being denied access to, or being removed from, the visiting room in accordance with Section 6(M) of this Directive.
2. Visitors, to include professional and privileged visitors, and Inmates shall not be permitted to wear any watches in the visiting room.

iii. Personal belongings.

1. Social Visiting. No personal belongings of a social visitor or inmate shall be permitted in the visiting room unless authorized by the Unit Administrator or designee.
  - a. Failure to abide by this rule could result in the visit being terminated or removal of the ability to visit in accordance with this Directive.

2. Privileged Visit.

- a. During a privileged visit, the privileged visitor shall be permitted to bring in preapproved legal materials to the visit.
- b. Any and all legal materials brought to the privileged visit, by either the visitor or inmate, shall be subject to search and inspection only in accordance with this Directive prior to the privilege visit occurring.
- c. The privileged visitor shall be allowed to provide legal papers to an inmate, but those items shall be subject to search and inspection only by correctional staff at the conclusion of the visit.

3. Privileged Visitor use of a Tablet/Laptop.

- a. Privileged visitors may be permitted to bring in a tablet or laptop for official legal purposes only with prior authorization by the Unit Administrator or designee.
- b. The Privileged visitor shall abide by all provisions identified on the CN 100604, Privileged Visitor Tablet/Laptop Policy and Agreement.
- c. The Privileged Visitor shall sign the CN 100604, Privileged Visitor Tablet/Laptop Policy and Agreement prior to authorization into the institution with the tablet/laptop.
- d. Failure to abide by the regulations on the CN 100604, Privileged Visitor Tablet/Laptop Policy and Agreement may result in consequences to include, but are not limited to:
  - i. Removal and cancellation of the current visit;
  - ii. Barring from Department of Correction property's;
  - iii. Reporting the conduct to the Office of Chief Disciplinary Counsel; and/or
  - iv. Potential criminal charges being logged against the privileged visitor.

f. Identification. Upon arrival at the facility, the identity of a visitor, age 16 or above shall be verified through a driver's license or other appropriate photo identification prior to admission to the visit.

- i. Children age 18 or above shall be required to present a photo identification prior to each visit. Adults supervising children under the age of 18 shall be required to present a birth certificate and one other document with the child's name on it (e.g., social security card, report card, etc.) prior to each visit.

1. If the child (ren) under the age of 18 is being brought to a correctional facility to visit an inmate by an adult who is not their parent or legal guardian, then the adult who is visiting shall have and present to correctional staff a notarized letter from the child's parent or legal guardian granting permission for the child (ren) to be allowed to be brought in for a visit.



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- g. Contraband. No visitor shall deliver or receive any item, to include written correspondence, except as noted in this section, to or from an inmate. . A sign shall be posted at the entry of each facility stating:
- i. *"You are entering a correctional facility. All visitors and vehicles are subject to search by Department of Correction personnel. It is a crime to convey, pass or causing to be conveyed or passed into this facility any item that is prohibited by Sections 53a-174, 53a-174a and 53a-174b of the Connecticut General Statutes. Violators shall be prosecuted. A list of prohibited items is posted inside."*
- h. Searches.
- i. Searches of a visitor, visitor's vehicle or personal property may be conducted as specified in Administrative Directive 6.7, Searches Conducted in Correctional Facilities.
  - ii. In accordance with Section 18-81v of the Connecticut General Statutes, a visitor who activates a walk-through metal detector shall be given the opportunity to submit to a search with a portable or hand-held metal detector in order to gain entrance into the correctional facility.
    1. If the visitor consents to a search with a portable or handheld metal detector, such consent shall be documented on CN 100603, Visitor Search Consent Form in accordance with this Directive. When the visitor consents to a search with a portable or hand-held metal detector, the visitor shall be escorted by a correction officer of the same sex to a separate room, restroom or other private location within the correctional facility, where the visitor shall first remove any object or article of clothing that activated the walk-through metal detector and then submit to a portable or hand-held metal detector search.
    2. If the portable or hand-held metal detector is not activated during such search, the visitor shall be allowed to reapply the object or article of clothing that activated the walk-through metal detector before exiting the separate room, restroom or other private location where the portable or hand-held metal detector search is conducted and shall be allowed to enter the correctional facility.
    3. If the portable or hand-held metal detector is activated during such search or if the visitor refuses to give consent to be searched with a portable or handheld metal detector, the visitor shall be denied access to the facility.
- i. Security Screening. All visitors shall be required to pass through successfully the metal detector or other detection system to gain access to the correctional facility in accordance with CN 100603, Visitor Search Consent Form; Attachment A, Inmate Visiting Rules; Attachment B, Security Requirements to Gain Access to a Correctional Institution; and Attachment C, Visitor Search Procedures. Such notices shall be prominently posted in accordance with Section 6(I) of this Directive.
- j. Visitors with an Internal Medical Device.
- i. Visitors who have an internal medical device and who either activate or cannot pass through the walk-through metal detector shall NOT be searched with a portable or hand held metal detector.
  - ii. The visitor may be screened by a pat down search if he or she consents.
    1. If consent is provided and the pat down search is completed, a visit may be authorized under the terms and conditions deemed appropriate in the discretion of the Unit Administrator or designee.
    2. If a pat down search is conducted, the following shall occur:
      - a. A Custody Supervisor shall be present, when available, during the pat down search of the visitor.
      - b. At all times, the Unit Administrator or designee shall maintain the right to permit, limit or deny a visit in furtherance of the safety and security of the facility.
      - c. Additionally, the visitor shall be instructed to obtain medical documentation of the internal medical device signed by a

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licensed health care provider which the visitor should present at future visits.

- iii. If the visitor refuse to consent to the pat down search by an officer of the same sex as the visitor, the visit may be denied by the Custody Supervisor on scene with consultation with the duty officer.
  - 1. If a visitor with an internal medical device refuses to submit to the pat down search and the visit is denied, then this incident shall be documented in accordance with Administrative Directive 6.6, Reporting of Incidents.
- k. Logging of Social Visitors. The Department shall establish and maintain procedures for recording the name of each visitor, the inmate visited and the date and time the visit occurred.
- l. Logging of Professional/Privileged Visitors.
  - i. Inmates may be interviewed by Professional/Privileged Visitors in accordance with this Directive. Each correctional facility shall maintain a log book of all Professional/Privileged visitors which contains the following information:
    - 1. Date and Time of Interview;
    - 2. Name and Title of the interviewer(s);
    - 3. Agency/Organization of interviewer(s);
    - 4. Inmate Name
    - 5. Inmate Number
    - 6. Purpose of the Visit;
    - 7. Staff Initials.
  - ii. If the professional visitor is a representative of an outside law enforcement agency, to include Immigration and Customs Enforcement (ICE), each interviewer(s) shall be required to produce valid, agency-issued identification which established name, position and organization prior to permitting a visiting. Furthermore, A CN 11003, Inmate Voluntary Interview Authorization shall be completed prior to the interview of the inmate in accordance with Administrative Directive 1.10, Investigations. Completed authorization form shall be maintained in Section 6 of the inmate's master file.
- m. Notification of Rules. All prospective visitors shall be provided with a copy of Attachment A, Inmate Visiting Rules, along with CN 100601, Visiting Application. Attachment A, Inmate Visiting Rules shall provide general visiting rules for all correctional facilities. These rules, along with any additional local requirements and visiting schedules shall be prominently posted in an area located before the entrance to the visiting room. Attachment A, Inmate Visiting Rules, also shall be made available on the Department's website.
- n. Contact/Non-Contact Visit Criteria.
  - i. Contact Visits.
    - 1. Each level 2, 3 and 4 facility may provide for contact visits.
      - a. Level 4 Contact Visits.
        - i. Inmates classified with an overall security level of four (4) may be allowed contact visits if the facility in which they are housed is able to accommodate contact visits.
        - ii. The following criteria, unless waived by the Unit Administrator, shall be met for an inmate classified with an overall security level of four (4) to be approved for contact visits. The inmate must:
          - 1. Be at current security level for six (6) months;
          - 2. Be free of Class A disciplinary reports for two (2) years, unless such requirement is waived or modified by the Unit Administrator.
            - a. The inmate must be free of a Class A disciplinary report for Assault on a Department of Correction Employee for duration to be determined by the Unit

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Administrator but not less than two (2) years.

b. The Unit Administrator may request a waiver regarding these time frames through the appropriate District Administrator;

3. Be free of other disciplinary reports for six (6) months,

4. Demonstrate a positive program and work performance for one (1) year;

5. if unsentenced, have a bond below \$250,000;

6. if under the age of 21, be enrolled in General Equivalency Diploma preparation program; and,

iii. Not be classified as a High Security inmate consistent with Administrative Directive 9.4, Restrictive Status.

2. No inmate shall be entitled to a contact visit.

3. Inmates on any type of restricted status may not be allowed contact visits in accordance with Administrative Directives 9.4, Restrictive Status, and 6.14, Security Risk Groups.

4. Privileged or professional visits for inmates not allowed social contact visits may be contact or non-contact at the discretion of the Unit Administrator.

5. An inmate authorized to have contact visits may be permitted a brief embrace and kiss at the beginning and end of a visit, but excessive intimacy, to include inappropriate kissing and/or touching shall be strictly prohibited and subject to visit termination and/or removal of visiting privileges at the discretion of the Unit Administrator.

ii. Non-Contact Visits.

1. Non-contact visits may be utilized when an inmate presents a reasonable security concern which may include, but not be limited to, the following:

a. escape risk or history;

b. history of introduction of contraband;

c. history of disruptive behavior;

d. Security Risk Group activity;

e. non-conformity to rules or staff direction;

f. refusal to participate in recommended program or work assignment;

g. information developed which indicates a reasonable threat of disruption to the safety, security or order of the facility; and, or,

h. History of inappropriate sexual behavior.

2. Non-privileged communications between an inmate and the inmate's approved visitors during non-contact visits are subject to recording and/or monitoring in accordance with Administrative Directive 10.7, Inmate Communications.

o. Receipt of Inmate Property and Funds. No inmate property or funds shall be accepted by facility personnel in connection with an inmate visit. All receipt of property shall be in accordance with Administrative Directive 6.10, Inmate Property. A Unit Administrator may make provisions to receive items of clothing for pretrial inmates or inmates within 30 days of discharge. Receipt of monies shall be in accordance with the provisions outlined in Administrative Directive 3.7, Inmate Monies.

p. Visit Termination. A single visit, or all visits, may be canceled, denied or terminated, by the ranking custody supervisor or by custodial staff during exigent circumstances only, at any time facility security and order requires or a reasonable belief exists that continuance of the visit could jeopardize safety, security or good order. Violation of the facility's visiting rules shall be grounds for terminating the all visits.

q. Incident Report. When an approved visitor is denied access or a visit is terminated an Incident Report shall be prepared in accordance with

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Administrative Directive 6.6, Reporting of Incidents, and forwarded to the Shift Commander or designee.

- r. Discipline and Prosecution. Any inmate whose visit is terminated, as a result of a wrongful act shall be considered for disciplinary action in accordance with Administrative Directive 9.5, Code of Penal Discipline, or criminal prosecution as appropriate. A visitor shall be referred for criminal prosecution when warranted.
- s. Denial of Visitation. An inmate may be denied future visits for a specified period of time in accordance with Administrative Directive 9.5, Code of Penal Discipline. A visitor whose visit is terminated may be denied future visits at the discretion of the Unit Administrator.

8. Visiting Accommodations.

- a. Breast Feeding. Each female visitor who makes a request to breast feed during a visit shall be escorted from the visiting area to a designated breast feeding area once there is sufficient staff present in the visiting area. Such location shall not be a restroom and shall be clean, have sufficient lighting, and shall include a chair. Upon completion of breast feeding, the visitor shall be allowed to return to the remaining visit providing time and space are available. In no event shall regular visiting hours be extended to accommodate the visit. In the event the facility become locked down during this period, the female visitor will not be allowed to return to the visiting area.
  - i. The female visitor will be required to undergo additional security screening procedures prior to reentering the visiting area.
- b. Visitors with disabilities.
  - i. Any prospective visitor who requests disability accommodations shall complete the CN 100601, Visiting Application and submit it to the facility for review and determination.
    - 1. The visitor will be contacted by the Unit Administrator or designee regarding the special accommodation prior to having a visiting application decided upon.
  - ii. Any approved visitor who requires disability accommodations for the purpose of engaging in inmate visitations shall make contact with the Unit Administrator prior to visiting so that identified issues can be addressed.
    - 1. If the approved visitor with a disability attempts to visit an inmate prior to the Unit Administrator addressing any ADA issues, then the visitor shall assume sole responsibility and understanding that their unique ADA accommodation may not be addressed or permitted during that specific visit.
  - iii. The Unit Administrator may consult with the departmental ADA coordinator to collaboratively address the identified issues.
    - 1. If the requested ADA accommodation is able to be accommodated and does not jeopardize the safety and security of the institution, then the Unit Administrator or designee shall contact the visitor and schedule the visit.
    - 2. However, if the requested ADA accommodation is unable to be accommodated and/or the requested accommodation may have impact to the safety and security of the institution, the Unit Administrator or designee shall provide the visitor in writing the determination of this request.
- c. Space. Each facility shall provide an area for visits which permits supervision consistent with the facility's security level. If available, space shall be provided for the storage of a visitor's coat, handbag, or any other personal item not permitted in the visiting area. The Department shall assume no responsibility for items stored at, or brought into, the facility. A sign notifying visitors of these conditions shall be posted in the visiting area.
- d. Outdoor Visit. A Unit Administrator may, where space allows, provide outdoor visits at facilities with a security level of level 4 and below.
- e. Visitor Information. Except as exempted in writing by the Deputy Commissioner of Operations and Rehabilitative Services, each contact visiting room shall provide

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pamphlets outlining facility programs, visiting rules and public/assisted transportation.

9. Applicability to Inmates under 18 years of age.

- a. The provisions of this Administrative Directive may be changed on a facility-specific basis to accommodate the management of inmates under the age of 18 as deemed appropriate by the Unit Administrator.

10. Forms and Attachments. The following forms and attachments are applicable to this Administrative Directive and shall be utilized for the intended function:

- a. CN 100601, Visiting Application;
- b. CN 100602, Visiting List;
- c. CN 100603, Visitor Search Consent Form;
- d. CN100604, Privileged Visitor Tablet/Laptop Policy and Agreement;
- e. Attachment A, Inmate Visiting Rules;
- f. Attachment B, Security Requirements to Gain Access to a Correctional Institution; and,
- g. Attachment C, Visitor Search Procedures.

11. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner of Correction.