

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 300.00.47	<b>Page</b> 1 of 3
	<b>Original Effective Date:</b> 11/03/03	<b>New Effective Date:</b> 09/06/22
	<b>Supersedes:</b> 300.00.47	<b>Dated:</b> 03/22/21
	<b>Administrator's Approval:</b> Sarah Cooper, Administrator - 08/23/22	
<b>Required Posting or Restricted:</b>		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> Access for Official Visitors		

**POLICY**

The Division of Adult Institutions shall determine staff who are authorized to enter facilities at any time.

**DEFINITIONS, ACRONYMS AND FORMS**

DAI – Division of Adult Institutions

DOC – Department of Corrections

IMT – Incident Management Team

PERS – Preparedness and Emergency Response Section

PREA – Prison Rape Elimination Act

**PROCEDURE****I. Access to Facilities**

Access for the following DOC staff positions shall be granted with or without an entrance notice. DOC photo identification shall be provided at the time of entrance.

**A. Unlimited Access**

The following positions within the DOC shall be allowed entrance and unlimited access to all DAI facilities at any time, for any reason.

1. DOC Secretary.
2. DOC Deputy Secretary.
3. DOC Assistant Deputy Secretary.
4. DAI Administrator.
5. DAI Assistant Administrators.
6. DAI Security Chief.

**B. Access with Notification**

The following positions within the DOC shall be allowed entrance and access to all DAI facilities with prior notification to the Warden, Deputy Warden or Security Director/designee.

1. DOC Public Information Officer.
2. DOC Deputy Public Information Officer.
3. DOC Reentry Director.
4. DOC Legislative Liaison.

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5. DOC PREA Director.
  6. DOC Internal Affairs Investigators.
  7. DAI Office of Program Services Director.
  8. DAI Bureau of Health Services Director.
  9. DAI Bureau of Classification & Movement Director.
  10. DAI Bureau of Correctional Enterprises Director.
- C. Emergency Access
- The following positions shall be allowed entrance and access to all DAI facilities in the event of an emergency.
1. DOC PERS Corrections Specialists.
  2. DAI IMT Members.

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
<b>Original Effective Date:</b>	<b>DAI Policy Number:</b> 300.00.47	<b>Page</b> 3 of 3
<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> Access for Official Visitors		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES**

**DEFINITIONS, ACRONYMS AND FORMS**

**FACILITY PROCEDURE**

- I.
  - A.
  - B.
    - 1.
    - 2.
      - a.
      - b.
      - c.
    - 3.
  - C.

II.

III.

**RESPONSIBILITY**

I. Staff

II. Inmate

III. Other