

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.83	Page 1 of 4
	Original Effective Date: 10/18/21	New Effective Date: 03/25/24
	Supersedes: 300.00.83	Dated: 09/07/23
	Administrator's Approval: Sarah Cooper, Administrator – 3/4/24	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administrative		
Subject: Facility Tours		

POLICY

The Division of Adult Institutions shall authorize tours of correctional facilities for approved persons and groups who have an acceptable business purpose to observe the physical setting and operations of a correctional facility.

REFERENCES

34 U.S.C. § 30301 Prison Rape Elimination Act of 2003
DAI Policy 300.00.79 – Media
DAI Policy 300.00.92 – Background Checks
DAI Policy 309.06.01 – PIOC Personal Visitors
DAI Policy 309.06.02 – Visitor Entrance-Special Needs
DAI Policy 309.06.03 – Non-DOC Personnel, Business & Professional Visitors
 Juvenile Justice and Delinquency Prevention Act of 2018

DEFINITIONS, ACRONYMS AND FORMS

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-1267 – Visitor Notification

DOC-2424 – Visitor Requesting Accommodation

DOC-2674 – Non-DOC Personnel, Business & Professional Visitors

JJDPA – Juvenile Justice and Delinquency Prevention Act

PREA – Prison Rape Elimination Act

PIOC – Persons in our Care

Prohibited Areas – Areas of a facility where tour and event participants may not access including, but not limited to the armory, control center, any armed posts and other areas as determined by specific facilities.

DAI Policy #: 300.00.83	New Effective Date: 03/25/24	Page 2 of 4
Chapter: 300 Administrative		
Subject: Facility Tours		

PROCEDURE

I. Allowable Tours

- A. The Warden/designee may approve tours of correctional facilities for the following purposes:
 - 1. Familiarize legislators, judges, law enforcement agents, criminal justice personnel and other official visitors with the internal operations of the correctional facility.
 - 2. Allow select members of the public and associates of higher education who have an acceptable business purpose to observe the operations of a correctional facility.
 - 3. Provide friends and family members of employees with an opportunity to observe the physical setting in which the employee works.
 - 4. Allow the media access to correctional facilities to familiarize them with operations or cover special events (e.g., graduations).
- B. All media requests for tours shall be referred to the Office of Public Affairs Director prior to approval.

II. General Guidelines

- A. Tours of correctional facilities shall be conducted in a manner that is least disruptive to the facility.
- B. Tours shall have a business purpose related directly to the Department's mission or vision statements. In general, tour requests from the public, students and others without a specific need or purpose shall not be approved.
- C. Tours may not access or occur in any prohibited areas of a facility (e.g., Control Center, Armory, etc.) without Warden/designee approval. Facilities shall identify areas that are prohibited for tours.
- D. Children under the age of 18 are not permitted to participate in tours and events within a facility unless authorized by the Warden/designee. In accordance with JJDPA policy and PREA standards, youth under public authority shall not, for any amount of time, enter a correctional facility as a disposition of an offense or means of modifying behavior.
- E. Tours shall be conducted by designated staff members who are familiar with every area on the tour agenda. Participants shall be under the direct supervision of staff at all times during the tour.
- F. Each proposed tour participant shall submit a DOC-2674 to request facility entry privileges.
 - 1. Assigned facility or central office personnel shall conduct background checks for each individual and document using a DOC-2674, consistent with DAI policy 300.00.92 and 309.06.03.
 - 2. Tour participants requesting special accommodations shall ensure their physician submits a DOC-2424 consistent with DAI policy 309.06.02.

DAI Policy #: 300.00.83	New Effective Date: 03/25/24	Page 3 of 4
Chapter: 300 Administrative		
Subject: Facility Tours		

- G. The Warden/designee shall require all tour participants to:
1. Comply with security screening procedures consistent with DAI Policy 306.00.36 at the time of facility entry.
 2. Dress appropriately as outlined in DAI Policy 309.06.01.
 3. Follow all relevant policies, administrative codes and statutes while inside the facility.
 4. Follow all directions of DOC staff while onsite.
 5. Be escorted by DOC staff at all times while on facility grounds.

III. Tour Approvals

- A. Facilities shall develop procedures for approving and conducting tours shall, at a minimum, address the following requirements:
1. A standard method for requesting and approval of tours.
 2. All requests for tours shall be submitted in writing.
 3. Maximum and minimum number of persons allowed in a tour group.
 4. Timeframes during which tours will normally be conducted.
 5. Tour routes and restricted areas.
 6. Provisions that allow the Warden/designee to restrict certain areas from tours when safety, security or other issues are of concern.
 7. Communication means used to make notification to designated staff and areas impacted by the tour (e.g., DOC-1267 Visitor Notification).
- B. The Warden/designee may establish additional guidelines to address issues that are unique to a particular facility.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 300.00.83	Page 4 of 4
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 300 Administrative		
Subject: Facility Tours		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS AND FORMS

FACILITY PROCEDURE

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

II.

III.

RESPONSIBILITY

I. Staff

II. PIOC

III. Other