

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 309.06.01	Page 1 of 17
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Chapter: 309 Resources for Inmates		
Subject: Visiting		

POLICY

The Division of Adult Institutions shall allow visitors an opportunity to access Wisconsin facilities within the guidelines established. Personally identifiable information submitted by potential visitors shall not be provided to PIOC by Division of Adult Institution staff, except in an emergency situation when authorized by the Warden/designee.

REFERENCES

Wisconsin Statutes s. 302.095(2) – Delivering Articles to Inmates
Wisconsin Administrative Code s. 306.18 – Search of Visitors
Wisconsin Administrative Code s. 309.02 – Definitions
Wisconsin Administrative Code s. 309.06 – Visitation
Wisconsin Administrative Code s. 309.07 – Conduct During Visits
Wisconsin Administrative Code s. 309.08 – Visiting List
Wisconsin Administrative Code s. 309.09 – Regulation of Visits for Inmates
Wisconsin Administrative Code s. 309.10 – Special Visits
Wisconsin Administrative Code s. 309.11 – No-Contact Visiting
Wisconsin Administrative Code s. 309.12 – Revocation, Suspension and Termination of Visiting Privileges
Executive Directive 16 – Fraternalization Policy
DAI Policy 300.00.04 – Cellular Telephones/Other Devices with Activated Cellular/Wireless Capabilities – Access in DAI Facilities
DAI Policy 309.06.02 – Visitor Entrance – Special Needs
DAI Policy 309.06.03 – Volunteers, Pastoral Visitors, Program Guests and Interns
DAI Visiting Policy Web Page

DEFINITIONS, ACRONYMS AND FORMS

ATR – Alternative to Revocation

Attorney Visit – Visit by a licensed attorney and/or law student, having a professional relationship to the PIOC.

CCAP – Consolidated Court Automation Programs

Close Family Member – A PIOC's natural, adoptive, step and foster parents; spouse, children, grandparents, grandchildren or siblings. A parent surrogate is within the definition of parent if a PIOC substantiates that a claimed surrogate did in fact act as a parent to the PIOC, although the parent surrogate was not an adoptive, foster or step parent.

DAI Policy #: 309.06.01	New Effective Date: 03/20/23	Page 2 of 17
Chapter: 309 Resources for Inmates		
Subject: Visiting		

DAI – Division of Adult Institutions

DCC – Division of Community Corrections

DOC – Department of Corrections

DOC-9 – Adult Conduct Report

DOC-161 –Visitor List – Removal or Denial

DOC-851 – Inmate Emergency Contact Information

DOC-884 – Visitor Information Change

DOC-1089 – Denied Visit Justification

DOC-1115 – Special/Extended Visit

DOC-1115A – Special/Extended Visit – Notice to Inmate

DOC-1631 – Telephone Request Attorney Add Delete

DOC-21AA – Visitor Questionnaire

DOC-2411 – Visitor Questionnaire Not Processed

DOC-2427 – Offender Visitor Review/Removal/Denial/Approval

DOC-2429 – Agents Visitor Recommendation

DOC-2674 – DAI Volunteer Application (Including Pastoral Visitor/Program Guest/Intern)

DOC-3776 – Sex Offender Treatment Evaluation

Emergency Contact – Contact information to provide facility staff with immediate access to the appropriate name and telephone numbers in case of an emergency, for a respective PIOC. Primary and alternate contacts must be identified.

Extended Visit – Visit approved for additional time beyond the normal amount allowed, per facility procedure.

GPS – Global positioning system

ICRS – PIOC Complaint Review System

DAI Policy #: 309.06.01	New Effective Date: 03/20/23	Page 3 of 17
Chapter: 309 Resources for Inmates		
Subject: Visiting		

ID – Identification

Joint Visit – A visit with more than one PIOC at one time if PIOC involved are close family members.

No-Contact Visit – A restriction imposed prohibiting physical contact during visitation. May include the presence of a physical barrier or visitation provided by technological means not allowing direct personal contact such as video connections.

Pastoral Visit – An approved clergy or religious volunteer who may provide spiritual counseling, study or service per DAI Policy 309.61.01. May be one-time visit or ongoing. Subject to all expectations of volunteers, including adherence to Executive Directive 16.

PIOC – Persons in Our Care

PII – Personally Identifiable Information

Portal 100 – Internet-based system to access criminal history.

Professional Visit – Visit by public officials, investigators, agents, media representatives, law enforcement personnel, etc.

PSI – Pre-Sentence Investigation

PSU – Psychological Services Unit

Revocation – Removal of visiting privileges based upon new information or changed circumstances that affect visiting approval. Requires visitor to reapply for any future consideration to be allowed to visit.

RH – Restrictive Housing

Special Visit – Visit to a PIOC by a person not on the PIOC's approved WICS Visitor List.

Spouse – Either member of a married couple.

Suspension – Restriction of the visits of a PIOC by a specific visitor for a specific period of time due to an investigation or review process based on an alleged violation of visiting rules, policies or procedures. May require that visitor reapply and visiting privileges may be restored after suspension period.

Video Visit – Use of audio-visual equipment for virtual visitation purposes. All video visits may be recorded and monitored.

DAI Policy #: 309.06.01	New Effective Date: 03/20/23	Page 4 of 17
Chapter: 309 Resources for Inmates		
Subject: Visiting		

Termination – Interruption of a visit in progress usually based upon alleged violations of visitation rules, policies or procedures during the visit. Does not require visitor to reapply for future visits.

USB – Universal Serial Bus

Visitor – Visitor includes, but is not limited to, volunteers, community services, mentors, attorney, pastoral and PIOC visitors.

Volunteer – Any approved individual serving a role as a volunteer, pastoral visitor, program guest or unpaid intern who enters a facility to provide services to PIOC more than once per year excluding employees, contracted staff, vendors or paid interns.

WICS – Wisconsin Integrated Corrections System

WICS Visitor List – An electronic posting of a PIOC’s visitor list.

WICS Visitor List PIOC – An electronic posting of a PIOC’s visitor list which does not include the visitor’s address, phone number or date of birth.

PROCEDURE

I. Emergency Contact

- A. WICS shall contain primary and alternate emergency contacts for each PIOC, as identified by the PIOC on DOC-851 and updated annually by the PIOC’s respective Social Worker/designee. It is not required that an emergency contact be an approved visitor but phone numbers, city and state where they may be contacted shall be included.
- B. Emergency contact information is located in the Relatives/Associates screen within WICS.
- C. If no individuals are identified as an emergency contact, anyone on the WICS Relatives/Associates screen may be contacted by staff in the event of an emergency.

II. WICS Visitor List

- A. WICS Visitor List for PIOC in Reception status
 1. PIOC in Reception status shall be permitted to have up to four (4) adult, close family member visitors.
 2. PIOC in Reception status may be permitted to have their own children visit. PIOC’s children under the age of 18 shall not be counted against the four-visitor limit.
 3. PIOC in Reception status, with sexually related offenses, shall not be permitted to have visitors under the age of 18.
 4. Any proposed visitor under the age of 18 must have written consent from a non-incarcerated parent or legal guardian, or a court order allowing the

DAI Policy #: 309.06.01	New Effective Date: 03/20/23	Page 5 of 17
Chapter: 309 Resources for Inmates		
Subject: Visiting		

visitation if a non-incarcerated parent or legal guardian does not consent, in order to apply for approval.

B. WICS Visitor List for non-Reception PIOC

1. Each PIOC shall have an approved WICS Visitor List.
2. PIOC are allowed to designate up to twelve (12) adult visitors on their WICS Visitor List.
 - a. If all twelve adult visitors are defined as close family members, additional visitors may be approved by the Warden/designee.
 - b. Approval for additional visitors applies only to the specific facility where the Warden/designee's approval was given.
3. Any proposed visitor under the age of 18 must have written consent from a non-incarcerated parent or legal guardian, or a court order allowing the visitation if a non-incarcerated parent or legal guardian does not consent, in order to apply for approval.
4. Any additions or deletions for an individual visitor on a PIOC's WICS Visitor List are permitted only once every six months.
5. The WICS Visitor List shall include telephone numbers for each adult visitor. This information is not included on the WICS Visitor List PIOC copy.
6. PIOC shall complete a DOC-884 and submit to designated staff when visitor information changes. Visitors may also submit a DOC-884 when information changes. Facilities will provide visitors access to these forms in the visitor entrance area and Visiting Room areas of the facility.
7. The DOC-884 will be retained for six months from the date of change and will be subsequently destroyed.
8. Additional limitations may be placed on the WICS Visitor List by the Warden or by the PIOC's status (e.g., programs, Reception, RH or other situations as appropriate).

C. WICS Visitor List for PIOC in ATR status and on DCC Holds

1. Offenders placed in ATR status or on DCC holds may establish a WICS Visitor List within the facility as noted in the Section II.B.
2. DCC agent shall approve all proposed visitors.
3. DCC agent shall be notified of deletions to the WICS Visitor List.

D. Visitor List Back-up

1. The WICS Visitor List shall be backed up weekly by facility staff in the event of a WICS system failure.
2. Staff shall use the "Approved Visitor List by PIOC" report in WICS to do so. This report provides an alphabetical listing of all approved visitors for a specific facility.
3. The WICS Visitor List shall be copied to a designated USB flash drive every week by facility staff to be utilized in the event of a WICS or network system failure. This shall replace paper copies of PIOC Visitor Lists.

DAI Policy #: 309.06.01	New Effective Date: 03/20/23	Page 6 of 17
Chapter: 309 Resources for Inmates		
Subject: Visiting		

4. Designated staff shall be provided access to the USB flash drive and password envelope, which shall be stored in separate locations at each facility.
5. In order to protect visitor's PII, when the password envelope (with enclosed instructions) is opened, a new password shall be assigned by the staff member responsible for maintaining the PIOC Visitor Lists.

E. Visitor List Forms

1. Social Services file, Visiting Information shall contain forms with no PII, accessible by the PIOC, including the following:
 - a. DOC-851.
 - b. DOC-1089.
 - c. DOC-1115A.
 - d. DOC-161 on revision date of 3/15 or newer.
 - e. DOC-1631.
2. Visitor Information File (Confidential) will contain the following documents which are not accessible by the PIOC:
 - a. DOC-21AA.
 - b. DOC-1115.
 - c. DOC-2427.
 - d. DOC-2429.
 - e. DOC-161 on revision date of 3/15.

III. Visitor Questionnaire (DOC-21AA) Processing

A. General information

1. DAI PIOC are responsible for mailing copies of the DOC-21AA to proposed visitors.
2. Each proposed visitor, including minors, shall complete a DOC-21AA.
3. Proposed visitors are responsible for sending the completed DOC-21AA directly to the facility where the PIOC is currently placed.
 - a. The DOC-21AA may not be sent directly to the PIOC.
 - b. PIOC are not allowed to submit completed DOC-21AA questionnaires themselves.

B. Initial Screening of DOC-21AA

1. The DOC-21AA shall be reviewed for the following:
 - a. Completeness and legibility.
 - b. Signatures.
2. The PIOC's WICS Visitor List shall be reviewed for the following:
 - a. Number of adults already on the PIOC's WICS Visitor List.
 - b. The elapsed time since any previous denials or removals of a proposed visitor from the PIOC's WICS Visitor List.

C. Visitor Questionnaire Not Processed (DOC-2411)

1. DOC-2411 is completed when a DOC-21AA does not meet the requirements of the initial screening as follows:
 - a. Information provided on the DOC-21AA was incomplete or illegible.

DAI Policy #: 309.06.01	New Effective Date: 03/20/23	Page 7 of 17
Chapter: 309 Resources for Inmates		
Subject: Visiting		

- b. The proposed visitor did not sign the DOC-21AA.
- c. The proposed visitor is a minor, the DOC-21AA does not contain the signature of the minor's non-incarcerated adult parent or legal guardian, and there is no order from a court allowing the visitation.
- d. Approval of the proposed visitor shall exceed the allowable number of approved visitors on the PIOC's WICS Visitor List Less than six (6) months have elapsed since the proposed visitor was denied or removed from the PIOC's WICS Visitor List.
- e. The proposed visitor has pending charges.
2. Completion of DOC-2411 serves as notification that the DOC-21AA is not being further processed for the reasons noted. It does not constitute a denial.
3. When a DOC-2411 has been completed, it is sent to the PIOC. The PIOC is responsible for notifying the proposed visitor.
4. The proposed visitor can submit a new DOC-21AA for review at any time. The six-month waiting period that occurs after a denial is not applicable in such cases.

D. Background Check

1. The following sources shall be reviewed when checking the background of the proposed visitor, and their relationship to or activities with the PIOC; however, not all are necessary in the event that one shows cause to deny:
 - a. WICS Visitor List (Relatives/Associates screen) in the event a proposed visitor already exists on another visiting list(s).
 - b. PIOC file, including PSI, Judgment of Conviction, Criminal Complaint(s) and Revocation Summary(s).
 - c. CCAP for information on individuals who have convictions and other court activity in the state of Wisconsin.
 - d. Portal 100 check is required for out-of-state visitors and may be done for in-state visitors.
 - e. WICS Special Handling.
 - f. DAI Volunteer Database.
2. The following issues constitute a need for further investigation, consideration for video visit only restriction, and/or denial of the proposed visitor:
 - a. Is currently on supervision.
 - b. Has a warrant.
 - c. Has a restraining/protection order involving the PIOC.
 - d. Has a no-contact order involving the PIOC.
 - e. Has been a co-defendant with the PIOC in any criminal case.
 - f. Has been incarcerated within the past 12 months.
 - g. Is on the Sex Offender Registry and/or has GPS monitoring.
 - h. Has provided false information.
 - i. Is past victim/perpetrator of/to the PIOC.
 - j. Former DOC employee within the past 12 months.
 - k. Current approved, volunteer in active status at any DAI facility.

DAI Policy #: 309.06.01	New Effective Date: 03/20/23	Page 8 of 17
Chapter: 309 Resources for Inmates		
Subject: Visiting		

3. If any of the above issues are present, contact the PIOC's and proposed visitor's agent of record, if applicable, using the DOC-2429 in WICS.

E. Social Worker Review

1. Input from an agent may be requested via the DOC-2429 under circumstances such as:
 - a. The proposed visitor has a criminal history.
 - b. The Judgment of Conviction limits contact with a certain individual or class of individuals and there is insufficient information available to determine if the proposed visitor is an individual in such a class.
 - c. The proposed visitor's name appears in the PIOC's file with some indication that he or she might have been involved in any criminal activity with the PIOC.
2. When there is a possibility of victimization and staff cannot arrive at a clear decision regarding visitation, input from PSU staff shall be requested for sexually-related offenses for those PIOC not in Reception status. This recommendation shall be documented on the DOC-2427, based on the review of the DOC-3776. Such situations may include but are not limited to:
 - a. The proposed visitor is potentially vulnerable and the PIOC has a history of violent behavior, sexually-related crimes, domestic violence, or anger management problems.
 - b. The proposed visitor fits the PIOC's victim profile, even if the PIOC's crimes have been nonviolent in nature.
 - c. The proposed visitor is a past victim or perpetrator of the PIOC.

F. Agent Visitor Recommendation (DOC-2429) Processing

1. Any agent recommendations for a video visit only restriction or for denial shall be accompanied by designation on the DOC-2429 of which administrative code would apply, and a narrative explanation of why the agent believes the code applies.
2. Agents shall approve via the DOC-2429 for all additions to WICS Visitor List for:
 - a. DCC offenders.
 - b. PIOC in ATR status.
3. The agent receiving the DOC-2429 may be the agent of the PIOC and/or proposed visitor.

G. Denial Process

1. The appointing authority/designee shall consider whether a video visit only option may be an appropriate alternative to an outright denial of the proposed visitation request.
2. If a proposed visitor is not approved, a DOC-161 shall be completed.
3. Denial shall be based on criteria identified under Wisconsin Administrative Code s. DOC 309.08(4).
4. All visitor denials shall be staffed with a supervisor prior to finalization of the denial.

DAI Policy #: 309.06.01	New Effective Date: 03/20/23	Page 9 of 17
Chapter: 309 Resources for Inmates		
Subject: Visiting		

5. Proposed visitors who are denied may appeal to the Warden/designee of the facility where the PIOC is located.
6. PIOC may appeal through the ICRS.
7. Denied visitors may not submit a new DOC-21AA for reconsideration for a minimum of six months after denial.
8. A narrative explanation on DOC-2427 shall be completed for all denials and shall include the following:
 - a. PIOC's name and DOC number.
 - b. Name of person(s) being denied.
 - c. Specific reasons for denial, to include supporting facts under Wisconsin Administrative Code s. DOC 309.08(4).
 - d. Any other pertinent information.

IV. Voluntary and Involuntary Removal Processes

A. Voluntary Removal Process

1. A visitor may be removed from a WICS Visitor List by visitor or PIOC written request.
2. Removed visitors may not submit a new DOC-21AA for reconsideration for a minimum of six months after removal.

B. Involuntary Removal Process

1. Removals generated by staff shall be reviewed with a supervisor.
2. A narrative explanation on DOC-2427 shall be completed for all removals and shall include the following:
 - a. PIOC's name and number.
 - b. Name of person(s) being removed.
 - c. Specific reasons for removal, to include supporting facts under Wisconsin Administrative Code s. DOC 309.08(4).
 - d. Any other pertinent information.
3. The removed visitor and PIOC shall be informed in writing of the removal and the reasons for the decision on a DOC-161.
4. Designated facility staff shall enter information into WICS.

C. Revocation/Termination/Restriction/Suspension of Visiting Privileges

1. A supervisor may terminate a visit.
2. Allegations that a visitor has violated Wisconsin Administrative Code, DAI policies or facility procedures shall result in investigation by the Security Director/designee.
3. Allegations a PIOC has violated visitation rules, policies or procedures during a visit may result in discipline.
4. The Warden/designee may consider whether a video visit only option may be an appropriate alternative to an outright suspension or revoking of visiting privileges.
5. The Warden/designee may restrict to video visit only, revoke or suspend visiting privileges due to:
 - a. Visitor violations of facility rules and procedures.
 - b. Visitor violations of State and/or Federal Statutes.

DAI Policy #: 309.06.01	New Effective Date: 03/20/23	Page 10 of 17
Chapter: 309 Resources for Inmates		
Subject: Visiting		

- c. Established criteria for removal under Wisconsin Administrative Code s. DOC 309.08(4).
6. The visitor and PIOC shall be informed in writing of the restriction to video visit only, revocation or suspension and the reasons for the decision. This notice shall be retained in the Visitor Information File (Confidential).
7. Visitors who have visiting privileges restricted, revoked or suspended may appeal the decision to the facility Warden.
8. Statewide revocations or suspensions are authorized/coordinated by the office of the DAI Security Chief.

V. Special Visits

- A. PIOC shall initiate a request for special visit to their Social Worker.
- B. Designated staff shall conduct background check as outlined in Section III.D.
- C. The PIOC's Social Worker shall complete a DOC-1115 at least five business days in advance of anticipated visit. Exceptions may be approved by the Warden/designee.
- D. Social Worker shall notify PIOC of approval or denial of request.
- E. Frequency of special visits may be limited by facility procedure.
- F. Individuals approved for a special visit shall be entered into the "Relatives/Associates" screen in WICS.

VI. Extended Visits

- A. The Social Worker shall complete DOC-1115 at least five business days in advance of the anticipated visit. Exceptions shall be approved by the Warden/designee.
- B. Social Worker notifies PIOC and necessary facility staff of approval or denial of request.
- C. Frequency of extended visits may be limited by facility procedure.

VII. Professional, Pastoral & Attorney Visits

- A. Proposed professional and pastoral visitors shall request permission from designated facility staff to visit. DOC-2674 shall be completed for Pastoral/Religious visit requests.
- B. Facilities shall create a procedure to determine the validity of professional credentials prior to approval.
- C. The duration of professional and pastoral visits may be limited by the Warden/designee.

DAI Policy #: 309.06.01	New Effective Date: 03/20/23	Page 11 of 17
Chapter: 309 Resources for Inmates		
Subject: Visiting		

D. Information from DOC-2674 shall be entered into the “Relatives/Associates” screen in WICS by designated staff for each individual pastoral counseling visit. This information is not entered for group pastoral visits.

VIII. Scheduling a visit

- A. Video visits are required to be scheduled in advance. Information on how to schedule a video visit can be found on the DOC website: www.doc.wi.gov.
- B. Directions for scheduling in person visits are listed on the DOC website under each facility.

IX. Visitor Entrance

- A. Identification
 - 1. All visitors age sixteen (16) or older shall provide photo identification.
 - 2. Acceptable forms of identification are:
 - a. Valid State driver’s license.
 - b. Valid passport or visa.
 - c. Valid Department of Transportation ID.
 - d. Valid military ID.
 - e. Valid tribal ID (if it provides photo).
 - 3. Amish visitors who do not possess photo identification as a requirement of their religion shall:
 - a. Provide the facility with a signed and notarized affidavit from their Bishop. The affidavit shall include the physical description of each proposed visitor.
 - b. The facility shall retain the original affidavit and place a copy in the respective PIOC’s Visitor Information file. The visitor(s) shall retain a copy of the affidavit and shall produce it upon arrival to the facility as a means of identification.
 - c. Information regarding no photo identification shall be entered into the “Relatives/Associates” screen in WICS.
- B. Allowed items
 - 1. The following items are allowed to be brought into facilities by PIOC visitors, should they pass inspection:
 - a. Money, not to exceed \$25.00 for each visitor.
 - b. Comb, pick or brush, limited to one for each visitor.
 - c. Up to two (2) baby blankets for each child.
 - d. Up to four (4) diapers for each child. Diaper bags are not allowed.
 - e. Up to two (2) plastic baby bottles for each child.
 - f. One (1) hand-held baby seat for each child.
 - g. Diaper wipes. Shall be kept in a clear plastic bag.
 - h. One (1) pacifier for each child.
 - i. One (1) coat and one (1) pair of gloves for each visitor.
 - j. Headwear (provided it does not conceal identity).
 - k. One (1) facility locker key.

DAI Policy #: 309.06.01	New Effective Date: 03/20/23	Page 12 of 17
Chapter: 309 Resources for Inmates		
Subject: Visiting		

- I. Medically necessary medications such as but not limited to, inhalers, nitroglycerin, epi pens, etc.

C. Dress Code

1. Acceptable attire shall be worn at all times.
2. The following are considered unacceptable and shall result in denial of entrance to the facility:
 - a. Watches.
 - b. Internet “smart” technology and electronic recording equipment.
 - c. Transparent/translucent clothing.
 - d. Camouflage clothing.
 - e. Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down, fingers extended.
 - f. Skirts and dresses shorter than fingertip length plus three inches with the visitor standing with proper posture, arms straight down, fingers extended.
 - g. Tops and dresses that are strapless, tube or halter style.
 - h. Camisoles and tank tops are only permissible when worn under other attire.
 - i. Tops and dresses that expose the midriff (front and/or back).
 - j. Spandex or Spandex-like and Lycra or Lycra-like clothing. Tights or leggings of this material may be worn under attire of appropriate length as identified in this section.
 - k. Exposed undergarments.
 - l. Clothing with revealing holes, tears or slits.
 - m. Clothing or accessories with obscene or profane writing, images or pictures.
 - n. Gang-related clothing, headwear, shoes, logos or insignias.
 - o. Any clothing that may have the potential to cause undue attention.
3. Footwear shall be worn at all times.

D. Search of Visitors

1. Visitors shall be permitted three attempts to successfully pass metal detection, if available.
 - a. If a visitor does not clear the metal detector after 3 attempts, a supervisor shall be contacted and report to the lobby.
 - i. With the supervisor present, the visitor shall be given 2 more attempts to clear the metal detector.
 - ii. If after the two additional attempts the visitor still does not clear the metal detector, the supervisor shall inform the visitor they shall not be allowed entrance into the facility.
 - b. For visitors with special entrance needs, such as medical devices/appliances that render it impossible to clear metal detection DAI Policy 309.06.02 shall apply.
 - c. Those facilities equipped with video visiting equipment outside the secure perimeter may permit visitors who cannot pass metal detection the option for a video visit.

DAI Policy #: 309.06.01	New Effective Date: 03/20/23	Page 13 of 17
Chapter: 309 Resources for Inmates		
Subject: Visiting		

2. Visitors with a GPS monitoring unit shall be processed per DAI Policy 309.06.02.
 3. Headwear is permitted, provided it does not conceal identity and allows facility staff to verify identification of the visitor. Non-religious headwear is required to be removed for inspection prior to passing through the metal detector.
 4. Visitors who have religious headwear that conceals identity are required to allow facility staff to view their face(s) in order to verify identification of the visitor, upon entry and exit of the facility. After identification, the visitor shall be permitted to replace the facial covering.
 - a. If the visitor is female, a female staff member shall conduct the identification verification procedure.
 - b. Special security precautions may be taken, as authorized by the facility Security Director/Center Superintendent, to effectively supervise the visit.
- E. Breastfeeding During Visitation
1. A mother with a child shall be permitted to breast-feed during visitation in the facility's visiting room.
 2. An area within the visiting room may be available if a mother desires to have privacy while breastfeeding, but the mother cannot be required to utilize it.
 3. Mothers wishing to breast-feed cannot be required to utilize restrooms to express breast milk into bottles, but can be offered a privacy area for this, but it cannot be required.
- F. Search of PIOC
1. All PIOC are subject to search (strip search and/or pat search) before, during and after an in-person visit.
 2. Searches shall be conducted in a designated location not in view of the general public or other visitors.
 3. Facilities which offer video visits at the same time and in the same location as in-person visits shall strip search all PIOC using the same methodology, regardless of the type of visit.
 4. If the facility uses a random system to strip search PIOC who receive an in-person visit, the same random system shall be used to strip search PIOC who receive a video visit.
 5. If video visits are offered in the same location, but not the same time as in-person visits, strip searches are not necessary and shall not be completed on those receiving the video visit (except for cause).
 6. If video visits are offered in a different location than in-person visits, strip searches are not necessary and shall not be completed on those receiving the video visit (except for cause).

DAI Policy #: 309.06.01	New Effective Date: 03/20/23	Page 14 of 17
Chapter: 309 Resources for Inmates		
Subject: Visiting		

X. Visit Denials

If a visitor is denied visitation for any reason, a DOC-1089 shall be completed and forwarded to the PIOC. Visitors may be denied visitation for, including but not limited to, the following reasons:

- A. Lack of appropriate identification. Incorrect address is not a reason for denial.
- B. Visitor not on approved visitor list.
- C. Visitor arrived during non-visiting hours or too late.
- D. Inability to clear metal detector.
- E. Inappropriate attire.
- F. Maximum number of visits reached.
- G. Visitor appeared to be under the influence of alcohol or other substance.
- H. RH/disciplinary status prevented visit.
- I. Medical observation/monitoring, isolation or quarantine status.
- J. Pending transfer.

XI. Regulation of Visits

- A. All visitors and PIOC shall abide by facility procedures.
- B. An adult, who is on the approved visitor list, shall accompany any visitor who has not reached their 18th birthday unless the visitor is the legal spouse of the PIOC.
- C. Inappropriate conduct by visitors (including children) and/or PIOC may result in termination of the respective visit and potential suspension of visiting privileges dependent on severity.
- D. Children of a PIOC who are age seven or under, may be permitted to be held and/or sit on the PIOC's lap, provided there are no risk factors as determined by facility staff.
- E. No persons or animals shall be left unattended on facility grounds, including inside vehicles.
- F. Service animals shall be permitted per DAI Policy 309.06.02.

XII. Video Visits

- 1. Video visits may be recorded and monitored.

DAI Policy #: 309.06.01	New Effective Date: 03/20/23	Page 15 of 17
Chapter: 309 Resources for Inmates		
Subject: Visiting		

2. PIOC shall inform their visitors of all the rules governing their visit. Any violations will result in the termination of the visit and is subject to suspension of visits by the Security Director/designee.
3. Conversation during visits will be held to a normal tone of voice to not disturb others.
4. Visitors may be asked to show identification prior to the start of and during the visit.
5. Only those scheduled to attend the visit shall be on the video screen.
6. Visitors shall not record the visit.
7. Visitor attire cannot have any of the following:
 - a. Exposed undergarments.
 - b. Clothing with revealing holes, tears, or slits.
 - c. Clothing or accessories with obscene or profane writing, images or pictures.
 - d. Gang-related clothing, headwear, shoes, logos, or insignias
 - e. Transparent/translucent (see-through) clothing.
 - f. Headwear that conceals identity.
8. Video visiting shall be terminated immediately if there is any suspicion of illegal activity or any behavior which would be deemed inappropriate/unacceptable in the visiting room setting, in accordance with this policy. This includes, but is not limited to, the following:
 - a. Sexual acts or nudity.
 - b. Drug or alcohol use during the visit.
 - c. Showing of objects identified as a threat (firearms, weapons, knives, etc.)
 - d. Inappropriate language.
 - e. Inappropriate location of visitor (bar, night club, etc.)
 - f. Operating a moving vehicle during the scheduled visit.

XIII. No Contact Visits

- A. No contact visits may be imposed by order of the Warden/designee, as a condition in response to the proposed visitor's initial application, or at any later time upon subsequent review of the status of PIOC or visitor.
- B. No contact visits may be imposed for all visitors of PIOC, or for a specific visitor or visitors of a PIOC.
- C. No contact visits may be imposed for all visits of a specific visitor to any and all PIOC, and can be imposed at any or all facilities.
- D. The Security Director/designee can impose no contact visiting if:
 1. A PIOC or visitor has introduced contraband into any facility or has engaged in behavior that threatens security or interferes with the rights of others.
 2. A PIOC is in RH status.

DAI Policy #: 309.06.01	New Effective Date: 03/20/23	Page 16 of 17
Chapter: 309 Resources for Inmates		
Subject: Visiting		

- E. Penalties for visiting violations may include any provided in the disciplinary rules.
- F. Warden or Security Director/designee may impose no contact visiting for up to one year.
- G. Information regarding no contact visitation shall be entered into the "Relatives/Associates" screen and/or the "Visitor Profile" screen in WICS, as applicable.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 309.06.01	Page 17 of 17
New Effective Date:	Supersedes Number: 309.06.01	Dated:
Chapter: 309 Resources for Inmates		
Subject: Visiting		
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