

 <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> 309.06.01	<b>Page</b> 1 of 25
	<b>Original Effective Date:</b> 04/15/85; 09/01/94	<b>New Effective Date:</b> 07/06/21
	<b>Supersedes:</b> 309.06.01	<b>Dated:</b> 08/28/17
	<b>Administrator's Approval:</b> Sarah Cooper, Administrator	
<b>Required Posting or Restricted:</b>		
<input checked="" type="checkbox"/> <b>Inmate</b> <input checked="" type="checkbox"/> <b>All Staff</b> <input type="checkbox"/> <b>Restricted</b>		
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> 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 inmates 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 Inmate  
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**

A&E – Assessment and Evaluation

ATR – Alternative to Revocation

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

CCAP – Consolidated Court Automation Programs

Close Family Member – An inmate's natural, adoptive, step and foster parents; spouse, children, grandparents, grandchildren or siblings. A parent surrogate is within the definition of parent if an inmate substantiates that a claimed surrogate did in fact act as

<b>DAI Policy #:</b> 309.06.01	<b>New Effective Date:</b> 07/06/21	<b>Page</b> 2 of 25
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Visiting		

a parent to the inmate, although the parent surrogate was not an adoptive, foster or step parent.

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-1577 – Sex Offender Assessment Report

DOC-1577A – Sex Offender Assessment Report – Abbreviated

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)

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 inmate. 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

<b>DAI Policy #:</b> 309.06.01	<b>New Effective Date:</b> 07/06/21	<b>Page</b> 3 of 25
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Visiting		

ICRS – Inmate Complaint Review System

ID – Identification

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

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.

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

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.

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

Spouse – Either member of a married couple.

Suspension – Restriction of the visits of an inmate 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.

Televisits – Use of audio-visual equipment for visitation purposes.

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 inmate visitors.

<b>DAI Policy #:</b> 309.06.01	<b>New Effective Date:</b> 07/06/21	<b>Page</b> 4 of 25
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Visiting		

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 inmates 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 an inmate’s visitor list.

WICS Visitor List Inmate – An electronic posting of an inmate’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 inmate, which shall be identified by the inmate on DOC-851 and updated annually by the inmate’s respective Social Worker/designee. It is not required that the emergency contacts be approved visitors 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 emergency contacts, 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 inmates in A&E status
  1. Inmates in A&E status shall be permitted to have up to four (4) adult, close family member visitors.
  2. Inmates in A&E status may be permitted to have their own children visit. Inmate’s children under the age of 18 shall not be counted against the four visitor limit.
  3. Inmates in an A&E 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 in order to apply for approval.
- B. WICS Visitor List for non-A&E inmates
  1. Each inmate shall have an approved WICS Visitor List.
  2. Inmates 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.

<b>DAI Policy #:</b> 309.06.01	<b>New Effective Date:</b> 07/06/21	<b>Page</b> 5 of 25
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Visiting		

3. Any proposed visitor under the age of 18 shall have written consent from a non-incarcerated parent or legal guardian in order to apply for approval.
  4. Any additions or deletions for an individual visitor on an inmate's WICS Visitor List are permitted only once every six months.
  5. The WICS Visitor List shall include telephone numbers for each respective adult visitor. This information is not included on the WICS Visitor List Inmate copy.
  6. Inmates 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 inmate's status (e.g., programs, A&E, segregation, or other situations as appropriate).
- C. WICS Visitor List for Inmates 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 Inmate" 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 inmate Visitor Lists.
  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. When the password envelope (with enclosed instructions) is opened, a new password shall be assigned by the staff member responsible for maintaining the inmate Visitor Lists. This process shall safeguard visitors' PII.
  6. The "Approved Visitor List by Inmate" report in WICS shall be used for this back-up process. This report provides an alphabetical listing of inmates and their approved visitors for a specific facility.
- E. Visitor List Forms
1. Social Services file, Visiting Section, shall contain forms with no PII, accessible by the inmate, including the following:
    - a. DOC-851.

<b>DAI Policy #:</b> 309.06.01	<b>New Effective Date:</b> 07/06/21	<b>Page</b> 6 of 25
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Visiting		

- b. DOC-1089.
- c. DOC-1115A.
2. Visitor Information File (Confidential) will contain the following documents which are not accessible by the inmate:
  - a. DOC-21AA.
  - b. DOC-1115.
  - c. DOC-2427.
  - d. DOC-2429.
  - e. Written documents revoking, suspending or terminating visitation privileges.

### **III. Visitor Questionnaire (DOC-21AA) Processing**

- A. General information
  1. DAI inmates 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 inmate is currently placed.
    - a. The DOC-21AA may not be sent directly to the inmate.
    - b. Inmates 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 inmate's WICS Visitor List shall be reviewed for the following:
    - a. Number of adults already on his or her WICS Visitor List.
    - b. The elapsed time since any previous denials or removals of a proposed visitor from the inmate'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.
    - b. The proposed visitor did not sign the DOC-21AA.
    - c. The proposed visitor is a minor and the DOC-21AA does not contain the signature of the minor's non-incarcerated adult parent or legal guardian.
    - d. Approval of the proposed visitor shall result in the number of approved visitors on the inmate's WICS Visitor List exceeding the allowable number of visitors.
    - e. Less than six (6) months have elapsed since the proposed visitor was denied or removed from the inmate's WICS Visitor List.
    - f. The proposed visitor has pending charges.

<b>DAI Policy #:</b> 309.06.01	<b>New Effective Date:</b> 07/06/21	<b>Page</b> 7 of 25
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Visiting		

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 inmate. The inmate 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 checks shall be completed for checking background of the proposed visitor, and his or her relationship to or activities with the inmate; 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. Inmate 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 Module.
  - f. DAI Volunteer Database.
2. The following issues constitute a need for further investigation and/or denial of the proposed visitor:
  - a. Is currently on supervision.
  - b. Has a warrant.
  - c. Has a restraining/protection order involving the inmate.
  - d. Has a no-contact order involving the inmate.
  - e. Has been a co-defendant with the inmate 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 inmate.
  - j. Former DOC employees within the past 12 months.
  - k. Current approved, volunteer in active status at any DAI facility.
3. If any of the above issues are present, contact the inmate's and proposed visitor's agents 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.

<b>DAI Policy #:</b> 309.06.01	<b>New Effective Date:</b> 07/06/21	<b>Page</b> 8 of 25
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Visiting		

- c. The proposed visitor's name appears in the inmate's file with some indication that he or she might have been involved in any criminal activity with the inmate.
    2. When considering visitors for inmates with sexually-related offenses, who are not in an A&E status, a completed DOC-1577 or DOC-1577A shall be in the inmate's file and have been reviewed prior to approval.
    3. Input from Psychological Services staff shall be requested and documented on DOC-2427, when there is a possibility of victimization and staff cannot arrive at a clear decision regarding visitation. Such situations may include but are not limited to:
      - a. The proposed visitor is potentially vulnerable and the inmate has a history of violent behavior, sexually-related crimes, domestic violence, or anger management problems.
      - b. The proposed visitor fits the inmate's victim profile, even if the inmate's crimes have been nonviolent in nature.
      - c. The proposed visitor is a past victim or perpetrator of the inmate.
- F. Agent Visitor Recommendation (DOC-2429) Processing
1. Any agent recommendations for denial shall be accompanied by designation on the DOC-2429 of which administrative code would apply to the denial, 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. Inmates in ATR status.
  3. The agent receiving the DOC-2429 may be the agent of the inmate and/or proposed visitor.
- G. Denial Process
1. If a proposed visitor is not approved, a DOC-161 shall be completed.
  2. Denial shall be based on criteria identified under Wisconsin Administrative Code s. DOC 309.08(4).
  3. All visitor denials shall be staffed with a supervisor prior to finalization of the denial.
  4. Proposed visitors who are denied may appeal to the Warden/designee of the facility where the inmate is located.
  5. Inmates may appeal through the ICRS.
  6. Denied visitors may not submit a new DOC-21AA for reconsideration for a minimum of six months after denial.
  7. A narrative explanation on DOC-2427 shall be completed for all denials and shall include the following:
    - a. Inmate'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.



<b>DAI Policy #:</b> 309.06.01	<b>New Effective Date:</b> 07/06/21	<b>Page</b> 9 of 25
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Visiting		

#### **IV. Voluntary and Involuntary Removal Processes**

##### **A. Voluntary Removal Process**

1. A visitor may be removed from a WICS Visitor List by visitor or inmate 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 staffed with a supervisor and have written supervisory approval.
2. A narrative explanation on DOC-2427 shall be completed for all removals and shall include the following:
  - a. Inmate'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 inmate shall be informed in writing of the removal and the reasons for the decision.
4. Designated facility staff shall enter information into WICS.

##### **C. Revocation/Termination/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 that an inmate has violated visitation rules, policies, or procedures during a visit may result in a written DOC-9.
4. The Warden or Security Director may revoke or suspend visiting privileges due to:
  - a. Visitor violations of facility rules and procedures.
  - b. Visitor violations of State and/or Federal Statutes.
  - c. Established criteria for removal under Wisconsin Administrative Code s. DOC 309.08(4).
5. The visitor and inmate shall be informed in writing of the revocation or suspension and the reasons for the decision. This notice shall be retained in the Visitor Information File (Confidential).
6. Visitors who have visiting privileges revoked or suspended may appeal the decision to the facility Warden.
7. Statewide revocations or suspensions are authorized/coordinated by the office of the DAI Security Chief.

#### **V. Special Visits**

A. Inmate initiates request for special visit to Social Worker.

B. Designated staff conducts background check as outlined in Section III.D.

<b>DAI Policy #:</b> 309.06.01	<b>New Effective Date:</b> 07/06/21	<b>Page</b> 10 of 25
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Visiting		

- C. The inmate'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/Superintendent.
- D. Social Worker shall notify inmate of approval or denial of request.
- E. Frequency of special visits may be limited by facility procedure.
- F. Individuals on approved special visits shall be entered into the "Relatives/Associates" screen in WICS.

#### **VI. Extended Visits**

- A. For an extended visit, the Social Worker is to complete DOC-1115 at least five business days in advance of the anticipated visit. Exceptions shall be approved by the Warden/Superintendent.
- B. Social Worker notifies inmate 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. Validity of professional credentials shall be determined prior to approval.
- C. The duration of professional and pastoral visits may be limited by the Warden/Superintendent.
- 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. 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:

<b>DAI Policy #:</b> 309.06.01	<b>New Effective Date:</b> 07/06/21	<b>Page</b> 11 of 25
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Visiting		

- 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 inmate'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 inmate 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.
2. Visitors are permitted to bring in medically necessary medications such as but not limited to, inhalers, nitroglycerin, epi pens, etc.

#### C. Dress Code

1. The following is considered unacceptable and shall result in denial of entrance to the facility:
  - a. Watches.
  - b. Transparent/translucent clothing.
  - c. Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down, fingers extended.
  - d. Skirts and dresses shorter than fingertip length plus three inches with the visitor standing with proper posture, arms straight down, fingers extended.
  - e. Tops and dresses that are strapless, tube or halter style.
  - f. Camisoles and tank tops are only permissible when worn under other attire.
  - g. Tops and dresses that expose the midriff (front and/or back).
  - h. 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.
  - i. Exposed undergarments.
  - j. Clothing with revealing holes, tears or slits.

<b>DAI Policy #:</b> 309.06.01	<b>New Effective Date:</b> 07/06/21	<b>Page</b> 12 of 25
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Visiting		

- k. Clothing or accessories with obscene or profane writing, images or pictures.
      - l. Gang-related clothing, headwear, shoes, logos or insignias.
      - m. Any clothing that may have the potential to cause undue attention.
    2. Footwear shall be worn at all times.
    3. Acceptable attire shall be worn at all times.
- D. Internet “smart” technology and electronic recording equipment in any form is prohibited.
- E. Search of Visitors
  1. Visitors shall be permitted three attempts to successfully pass metal detection, if available. Failure to pass metal detection shall result in denial of entrance into the facility. Exceptions:
    - a. Visitors wearing underwire bras shall be given a onetime exception. This exception shall be documented in WICS as a warning and the person shall not be able to visit in the future if they cannot successfully pass metal detection. The process below will be utilized for this one time exception:
      - i. The visitor shall be directed to a private room to remove the bra and place it a bag provided by facility staff.
      - ii. The visitor shall then allow facility staff to visually inspect the bag containing the bra.
      - iii. The visitor shall proceed through the metal detector.
      - iv. If the visitor successfully passes through the metal detector, they shall be directed to a private room to place the bra back on, and the visit shall be permitted.
      - v. If the visitor cannot successfully pass through the metal detector at this point, entrance into the facility shall be denied.
    - 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 televisiting equipment outside the secure perimeter may permit visitors who cannot pass metal detection the option for a televisit.
  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>DAI Policy #:</b> 309.06.01	<b>New Effective Date:</b> 07/06/21	<b>Page</b> 13 of 25
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Visiting		

- b. Special security precautions may be taken, as authorized by the facility Security Director/Center Superintendent, to effectively supervise the visit.

**F. Breastfeeding During Visitation**

1. A mother with child is 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. They can be offered a privacy area for this, but it cannot be required.

**IX. Visit Denials**

If a visitor is denied visitation for any reason, a DOC-1089 shall be completed and forwarded to the inmate. 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. Segregation/disciplinary status prevented visit.
- I. Medical confinement.
- J. Pending transfer.

**X. Regulation of Visits**

- A. All visitors and inmates are expected to abide by facility procedures.
- B. An adult, who is on the approved visitor list, shall accompany any visitor who has not reached their 18<sup>th</sup> birthday unless the visitor is the legal spouse of the inmate.

<b>DAI Policy #:</b> 309.06.01	<b>New Effective Date:</b> 07/06/21	<b>Page</b> 14 of 25
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Visiting		

- C. Inappropriate conduct by visitors (including children) and/or inmates may result in termination of the respective visit and potential suspension of visiting privileges dependent on severity.
- D. Children of an inmate who are age five (5) or under, may be permitted to be held and/or sit on the inmate's lap, provided there are no risk factors as determined by facility staff.
- E. No persons or animals are permitted to be left unattended on facility grounds, including inside vehicles.

#### **XI. No Contact Visits**

- A. No contact visits may be imposed by order of the Warden, as a condition in response to the proposed visitor's initial application, or at any later time upon subsequent review of the status of an inmate or visitor.
- B. No contact visits may be imposed for all visitors of an inmate, or for a specific visitor or visitors of an inmate.
- C. No contact visits may be imposed for all visits of a specific visitor to any and all inmates, and can be imposed at any or all facilities.
- D. The Security Director can impose no contact visiting if:
  1. An inmate or visitor has introduced contraband into any facility or has engaged in behavior that threatens security or interferes with the rights of others.
  2. An inmate is in segregation status.
- E. Penalties for visiting violations may include any provided in the disciplinary rules. In addition, the Warden or Security Director may impose no contact visiting for up to one year.
- F. Information regarding no contact visitation shall be entered into the "Relatives/Associates" screen and/or the "Visitor Profile" screen in WICS, as applicable.

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
 Sarah Cooper, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Columbia Correctional Institution		
<b>Original Effective Date:</b> 04/15/85	<b>DAI Policy Number:</b> 309.06.01	<b>Page</b> 15 of 25
<b>New Effective Date:</b> 07/12/2021	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Visiting		
<b>Will Implement</b> <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES****DEFINITIONS, ACRONYMS AND FORMS**CCI – Columbia Correctional InstitutionDOC-237 – Property Receipt/DispositionDOC-2089 – Photo Project Log**FACILITY PROCEDURE****I. General Guidelines****A. Visiting Hours**

1. Weekday visits are held Monday, Tuesday, Wednesday, and Friday, 2:30pm – 8:30pm.
2. Weekend visits are held Saturday and Sunday, 8:30am – 3:30pm
3. Holiday visits are held on the following state holidays during the hours of 8:30am – 3:30pm:
  - a. New Year's Day (January 1)
  - b. Martin Luther King Day (third Monday in January)
  - c. Memorial Day (last Monday in May)
  - d. July 4
  - e. Labor Day (first Monday in September)
  - f. Day after Thanksgiving
  - g. Christmas Eve (December 24)
  - h. Christmas Day (December 25)
  - i. New Year's Eve (December 31).
4. The visiting week runs Monday through Sunday.
  - a. There will be a limit of three (3) visits per week; one of which may occur on the weekend.
  - b. Visits on institutionally approved holidays do not count towards the visiting limit.
  - c. A visitor may visit a particular inmate only once during a visiting day.

**B. Admittance**

1. Visitors will not be allowed into the institution until 15 minutes prior to visiting hours.
2. Visitors will not be admitted ten (10) minutes prior to count (count times: 11:10am, 4:10pm), and until count is cleared.
3. There is no admittance into the institution an hour before the end of visiting hours.

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Columbia Correctional Institution		
<b>New Effective Date:</b> 07/12/21	<b>DAI Policy Number:</b> 309.06.01	<b>Page</b> 16 of 25
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Visiting		

**C. Length of Visits**

1. Weekday visits are limited to four (4) hours per day; weekend visits are limited to two (2) hours per day.
2. Visits may be terminated at shorter intervals if necessary due to overcrowding. Termination of visits will begin when the visiting room reaches capacity. First in, first out rule applies after one-hour minimum visit to all visitors.
3. No Contact visits are limited to one (1) visit per week for one (1) hour.

**D. Allowable Visitors**

1. All visitors must be on the inmate's approved visiting list.
2. Minors (under the age of 18) must be accompanied by an adult.
3. Dress code restrictions apply equally to men, women, and children. If the Lobby or Visiting Room staff believe clothing worn constitutes an inappropriate display not conducive to a family atmosphere, a Security Supervisor will be contacted. The supervisor will determine whether the visit should be authorized or denied. If denied, staff will complete a DOC-1089.
4. Any persons not allowed to visit may not wait in the lobby area or the parking lot; they must leave institution grounds.
5. Additional visitors may join a visit in progress pending the inmate's approval.
6. The maximum number of visitors allowed per visit is five (5). Children ages five (5) and under will not count toward this limit.

**E. Lockers**

Items not allowed in the visiting room will be stored in lockers located in the lobby.

**F. Hand Stamp**

Visitors will have their right hand stamped prior to entrance. Visitor must display hand stamp to Central Control staff upon entrance and exit from the visiting room.

**G. Inmate Notification**

1. Lobby staff will call the inmate's housing unit to notify staff the inmate has a visit.
2. Housing unit staff will notify the inmate to report to the visiting room.
3. If the inmate is off the unit, housing unit staff will promptly locate him. The inmate will return to the housing unit prior to going to the visit.

**H. Inmate Allowable Items**

1. Wedding band
2. Medical alert bracelet
3. Handkerchief



**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Columbia Correctional Institution		
<b>New Effective Date:</b> 07/12/21	<b>DAI Policy Number:</b> 309.06.01	<b>Page</b> 17 of 25
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Visiting		

4. Prescription glasses
  5. Ponytail holder
  6. Medically necessary medication (must be given to visiting room staff upon entrance)
- I. Inmate Attire
1. Inmates must wear clean, state-issued green/red shirts and pants.
  2. Inmates must wear state issued boots.
  3. Socks and underwear must be worn.
- J. Inmate Arrival
1. All inmates will be pat or strip searched upon entering the visiting room.
  2. Random and cause inmate searches will be conducted and documented by Visiting Room staff.
  3. Inmates are not allowed to leave the visiting room for any reason while on a visit. If a special circumstance arises, only a Shift Supervisor can grant such permission.
- II. **Visiting Room Rules**
- A. Seating Arrangements
1. Seating will be assigned by Visiting Room staff.
  2. Inmates and visitors are not allowed to change assigned seats.
  3. Furniture must remain in its original placement.
  4. After the initial embrace, inmates will remain seated for the duration of the visit except to use the restroom, request a photo, or when being called for a photo.
- B. Displays of Affection
1. Inmates and their visitors are permitted to briefly embrace and kiss at the beginning and end of the visit. Any embracing or kissing needs to be kept within acceptable bounds as CCI operates a family friendly visiting room.
  2. Inmates are permitted to hold hand with their visitor. Hands must be positioned above the visiting room tables at all times. This is the only physical contact allowed for the duration of the visit.
  3. Inmates are not allowed to place their hands inside or underneath their own or anyone else's clothing. Hands and/or laps of inmate and visitor must not be covered with anything.
  4. Any embracing or kissing during the visit, or other indiscreet, inappropriate, or unauthorized contact and/or conduct will lead to individual disciplinary action, which may include the suspension of visiting privileges.
- C. Supervision of Children
1. Visitors will be responsible for making sure children are not disruptive in the visiting room.

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Columbia Correctional Institution		
<b>New Effective Date:</b> 07/12/21	<b>DAI Policy Number:</b> 309.06.01	<b>Page</b> 18 of 25
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Visiting		

2. Inmates will not place children on their shoulders or hold them in a manner which may be unsafe or disruptive.
3. Inmates are not allowed to take children into the restroom.
4. Inmates are not allowed to change any child's diapers.
5. Visitors must change their child's diaper in the restroom only.

**D. Allowable Conduct**

1. All conversations in the visiting room must be kept at a normal tone of voice as to not disturb others.
2. Inmates and their visitor may not visit with other visitors or inmates during their visit.
3. Combing or braiding of visitor or inmate's hair by another is not permitted at any time during a visit.
4. Inmates and visitors are to keep shoes on at all times.
5. At no time will inmates be allowed to handle money.
6. Inmates will not be allowed to accompany visitors to vending machines
7. With the exception of vending machine purchases, nothing is to be passed between inmates and their visitors.
8. Vending machine purchases are not allowed in the restroom.
9. Vending machine purchases are not allowed in the children's area.
10. Inmates are responsible for cleaning their table at the end of the visit.
11. It is the inmate's responsibility to ensure their visitor's actions are in accordance with the rules and regulations of CCI and the Department of Corrections.

**E. Photos**

1. Photos will be taken in the designated photo area in the visiting room.
2. Inmates may have their arm around the shoulder of the visitor for the photo. Inmate's hands must be in view.
3. Hugging or kissing is not permitted.
4. Inmates must stand straight, feet facing forward and parallel, and facing the camera. Kneeling, squatting, sitting, etc. is prohibited.
5. Inmates and visitors are permitted to hold children appropriately in photos.
6. Photos deemed inappropriate by staff will not be issued.
7. Photo documentation:
  - a. The inmate photographer will log each film use on a DOC-2089.
  - b. Visiting Room staff will reconcile and verify all photos printed match the inventory daily.

**F. Meals**

Inmates who wish to have their meal saved for them must inform unit staff prior to leaving his housing unit for a visit.

**G. Count**

1. Inmates are not to leave their housing units for visits from ten (10) minutes prior to a standing count until the time count has cleared.

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Columbia Correctional Institution		
<b>New Effective Date:</b> 07/12/21	<b>DAI Policy Number:</b> 309.06.01	<b>Page</b> 19 of 25
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Visiting		

2. Inmates and visitors will not be allowed to leave the visiting room from ten (10) minutes prior to a standing count until count is cleared by Central Control.
3. Approximately 25 minutes before count, Visiting Room staff will announce, "anyone wishing to return to their unit before count will need to end their visit now."
4. When Central Control announces, "five minutes to count", Visiting Room staff will remind inmates and visitors there will be no movement until count clears.

#### H. Visitor Exit

1. Visitors will inform Visiting Room staff when they are ready to exit the visiting room.
2. Visiting Room staff will notify Central Control of the number of visitors exiting the visiting room.
3. Central Control will check all exiting visitors for hand stamps.
4. Upon verification of hand stamps, visitors will proceed to the lobby, collect any property stored in a locker, and exit the institution.
5. The visit will be terminated if the visitor leaves the visiting room area for any reason.

### III. Inmate Property on Visits

#### A. Property to be sent out

1. Only the following items may be sent out on a visit:
  - a. Electronics
  - b. Approved medical devices
  - c. Prescription eyewear
  - d. Legal materials
  - e. Approved hobby items
2. Inmates wishing to send approved property items out on a visit must complete a DOC-237.
3. Staff member accepting DOC-237 will sign and date, and give the inmate the pink copy. The inmate will have 30 days to have the property picked up by a visitor.
4. Staff member accepting the DOC-237 will notify the Property Department and arrange pick-up of the property.
5. Property will be delivered to the Lobby Sergeant, along with the DOC-237.
6. Lobby Sergeant will maintain a log book of all property items being sent out.
7. On the date of the visit:
  - a. Inmate will present the pink copy of the DOC-237 to the visiting room officer, who will give it to the visitor at the end of the visit.
  - b. Visitor will give the pink copy of the DOC-237 to the Lobby Sergeant, who will retrieve the property, place the pink copy of the DOC-237 with the other copies of the DOC-237 for the visitor's signature.

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Columbia Correctional Institution		
<b>New Effective Date:</b> 07/12/21	<b>DAI Policy Number:</b> 309.06.01	<b>Page</b> 20 of 25
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Visiting		

- c. Visitor will sign the log book and receive the blue copy of the DOC-237.
  - d. The pink copy of the DOC-237 will be returned to the inmate; the white copy to the Property Department; the yellow copy to the housing unit property file.
8. The Lobby Sergeant will review the property inventory log daily. Items which have been in the lobby more than 30 days will be returned to the Property Department to be mailed out at the inmate's expense.

**B. Inmate Property Brought in on a Visit**

1. The Lobby Sergeant will complete a DOC-237 for allowable property.
2. The Lobby Sergeant will sign the receipt and the visitor leaving the item will receive the blue copy of the DOC-237.
3. The remaining copies of the DOC-237 and the property will be forwarded to the Property Department for inventory and disposition.

**C. Legal Documents**

1. Professional attorneys are not allowed to drop off legal documents or materials in the lobby; these items must be sent via mail.
2. LAIP students may drop off and retrieve legal materials from inmates.

**IV. Joint Visits**

- A. Close family members incarcerated at CCI will be permitted to visit together with mutual family members on both inmates' visiting lists.
1. Family members may include natural, adoptive, step, or foster parents, grandparents, siblings, brother/sister(s)-in-law, uncles, aunts, nieces, and nephews.
  2. No other visitor may participate in the visit.
  3. The maximum number of visitors allowed for a joint visit will be four (4). Children ages five (5) and younger will not count towards this limit.
- B. Request for joint visiting privileges must be submitted to the appropriate social worker. If inmates are from different housing units, both unit social workers must agree on the joint visit.

**V. Special Visits**

- A. When the visitor is not on the approved visiting list, and an exceptional circumstance exists, the inmate may submit a request to the social worker for each occasion.
1. Special visits will be considered in exceptional circumstances including, but not limited to, visitors currently on military leave, death in the family, or verified emergency.
  2. Special visits will not be utilized as a way to circumvent adding visitors to the inmate's visiting list.

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Columbia Correctional Institution		
<b>New Effective Date:</b> 07/12/21	<b>DAI Policy Number:</b> 309.06.01	<b>Page</b> 21 of 25
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Visiting		

- B. An inmate may request a special visit one (1) time per quarter during a calendar year.
  - C. The procedure for requesting approval of a special visit is as follows:
    - 1. Requests must be received at least five (5) working days prior to requested visit date.
    - 2. The inmate must submit to the social worker the name, address, date of birth, and date of visit or the proposed visitor(s), and what circumstances exist to warrant the visit.
    - 3. The social worker will complete a background check if necessary, and document the results.
    - 4. The social worker will make a recommendation to the Corrections Program Supervisor for approval or denial using the DOC-1115 and DOC-1115A.
    - 5. All required entrance procedures must be followed to facilitate the visit.
- VI. **Extended Visits**
- A. An inmate may request an extended visit for visitors traveling 200 miles or more one way, whether or not they are on the inmate's visiting list.
  - B. Requests for extended visiting time must be received at least five (5) working days prior to the proposed visit. Exceptions include, but are not limited to, visitors currently on military leave, death in the family, or verified emergency.
  - C. A combined total of four (4) special or extended visits per calendar year per inmate are allowed. Additional requests may be approved due to situational or emergency needs.
  - D. An extended visit may be requested only twice per year for the same visitor.
  - E. The procedure for requesting approval of an extended visit is as follows:
    - 1. Requests must be received at least five (5) working days prior to requested visit date.
    - 2. The inmate must submit to the social worker the name, address, date of birth, and date of visit or the proposed visitor(s), and what circumstances exist to warrant the visit.
    - 3. The social worker will complete a background check if necessary, and document the results.
    - 4. The social worker will make a recommendation to the Corrections Program Supervisor for approval or denial using the DOC-1115 and DOC-1115A.
    - 5. All required entrance procedures must be followed to facilitate the visit.
- VII. **Accommodation Requests**
- Requests for accommodations will be processed as outlined in DAI 309.06.02 Visitor Entrance – Special Needs.

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Columbia Correctional Institution		
<b>New Effective Date:</b> 07/12/21	<b>DAI Policy Number:</b> 309.06.01	<b>Page</b> 22 of 25
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Visiting		

**RESPONSIBILITY****I. Lobby Staff**

- A. Ensure all visitors are on the respective inmate's approved visiting lists.
- B. Check WICS for any documented accommodations, warnings, or denials.
- C. Ensure the inmate is eligible for a visit.
- D. Process the visitor in accordance with DAI 309.06.01 VIII.
- E. Document visit in WICS.
- F. Contact the housing unit to inform staff of inmate visit.
- G. Notify a Security Supervisor when denying a visit; complete DOC-1089.
- H. Stamp the right hand of all visitors.
- I. Document special and extended visits in WICS.
- J. Monitor surveillance cameras in visiting room.
- K. Maintain log of property being sent out.

**II. Visiting Room Staff**

- A. Search visiting room prior to and after visiting hours.
- B. Ensure visiting room is neat, clean, and orderly.
- C. Assign seating arrangements for visitors and inmates.
- D. Inmate searches:
  - 1. Pat search all inmates before visit.
  - 2. Strip search all inmates after visit.
  - 3. Strip search all visiting room workers after their shift.
- E. Utilize WICS to document the start and end time of each visit.
- F. Document any unusual incidents in WICS.
- G. Monitor to prevent excessive displays of affection between visitors and inmates.

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Columbia Correctional Institution		
<b>New Effective Date:</b> 07/12/21	<b>DAI Policy Number:</b> 309.06.01	<b>Page</b> 23 of 25
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Visiting		

- H. Notify a security supervisor if a visitor or inmate has displayed conduct which should result in the visit being terminated.
  - I. Give visitors a five-minute warning prior the visit ending.
  - J. Notify Central Control staff of visitors exiting visiting room.
  - K. Supervise Visiting Room workers.
  - L. Treat all visitors in a professional manner and answer any relevant questions.
- III. **Central Control Staff**
- A. Monitor surveillance cameras in visiting room.
  - B. Verify visitors' hand stamps.
- IV. **Security Supervisor**
- A. Conduct rounds of visiting room.
  - B. Assess and determine termination of visit.
  - C. Report to lobby upon request when visitor entrance is denied or questionable.
- V. **Social Worker**
- A. Process requests for special or extended visits.
  - B. Coordinate background checks as needed.
  - C. Consult with PSU and inmate's agent as necessary to determine whether visitor should be approved or denied.
  - D. Submit DOC-1115 to Corrections Program Supervisor for approval.
  - E. Distribute DOC-1115 and DOC-1115A.
- VI. **Warden's Secretary**
- A. Receive DOC-21AA.
  - B. Complete background checks and enter proper visit information into WICS.
  - C. If visitor is denied, complete and route DOC-161.

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Columbia Correctional Institution		
<b>New Effective Date:</b> 07/12/21	<b>DAI Policy Number:</b> 309.06.01	<b>Page</b> 24 of 25
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Visiting		

- D. Process DOC-884 requests in WICS.
  - E. Sent DOC-2411 to inmate for any visitor applications not processed.
  - F. Enter individuals on approved special visits into the "Relative/Associate" screen in WICS.
- VII. **Corrections Program Supervisor**  
Review DOC-1115 for approval or denial.
- VIII. **Security Director**
- A. Suspend visiting privileges as necessary.
  - B. Ensure proper documentation is entered into WICS.
  - C. Ensure written notification is provided to the suspended or removed visitor and inmate via DOC-161.
  - D. Document involuntary removal of a visitor on DOC-2427.
- IX. **Housing Unit Staff**
- A. Notify inmate of visit.
  - B. Ensure inmate is in proper attire prior to leaving the housing unit.
  - C. Save inmate a meal tray, if requested.
- X. **Warden**  
Respond to visitor's appeal of denied visits.
- XI. **Institution Complaint Examiner**  
Respond to inmate's appeals regarding denied visits.
- XII. **Security Secretary**  
Back up the WICS visitor list weekly using the removable storage drive located in the Security Suite (Taser cabinet).
- XIII. **Inmate**
- A. Send DOC-21AA to prospective relatives and associates.



**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Columbia Correctional Institution		
<b>New Effective Date:</b> 07/12/21	<b>DAI Policy Number:</b> 309.06.01	<b>Page</b> 25 of 25
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Visiting		

- B. Notify prospective visitor of questionnaire not processed.
- C. Submit DOC-884 for changes requested to visiting list.
- D. Request special or extended visits from social worker.
- E. Ensure proper attire is worn to visit.
- F. Request a save tray, if desired.