

Sixth District Department of Correctional Services POLICY		Issue Date 12/05/14	Effective Date 11/10/18	Policy Number 2340-18A
Subject VISITATION (ANCHOR Residential)		Review Month December	Author 0253 (MST)	
Rescinds 2340-18	References			

POLICY:

Staff allows visits to residents during posted visiting hours, but may limit or restrict visiting privileges within the facility to the extent necessary for security and management reasons.

DEFINITION:

1. Approved Visitor - A person approved by the Residential Probation/Parole Officer (PPO) or designated Residential Officer, in writing, to visit a specific resident(s). Children under sixteen (16) years of age are accompanied by an adult. Unaccompanied minors (16-18 years of age) need written parental/guardian approval to visit. Children under twelve (12) years of age must leave the facility by 2000 hours.
2. Visiting Area - Visiting is generally limited to the designated visiting area. Staff may allow visits in other areas, if staff determines that it is needed for space or privacy requirements.
3. Visiting Hours - Are designated in the facility handbook
Designated times as determined by the PPO for the purpose of family visits and therapeutic activities

PROCEDURE:

1. The Residential PPO or Residential Officer informs the resident of visiting requirements during intake.
2. The Residential PPO or designated Residential Officer reviews all prospective visitors by:
 - A. Reviewing the information submitted by the resident on the Visitor List (2340A) to ensure it is complete;
 - B. Conducting a check in ICON to determine if they are on supervision.
 - C. Conducting a check in Iowa Courts On-Line to determine if they have any pending charges, a no contact order with the resident, or charges that are of concern. If there are concerns, forwarding it to the Residential PPO for review.

POLICY NUMBER 2340-18A
PAGE 2 OF 3

PROCEDURE: (continued)

3. The Residential PPO or designated Residential Officer reviews all prospective visitors by:
 - A. Approving or disapproving them to visit by checking the appropriate box on the Visitor List
 - B. Placing the form in Visitor Book at the Control Desk.
4. When a visitor arrives during visiting hours, the Residential Officer:
 - A. Checks the visiting list to verify the visitor is approved;
 - B. Requires proper identification before allowing the visit;
 - C. Requires any unaccompanied minor 16-18 years of age to provide written parental approval to visit:
 - D. Ensures an adult is present on the property if a minor is under the age of 16.
 - E. Residents are allowed a maximum of five (5) visitors at a time.
 - F. Does not allow visitation if the visitor is not on the approved visiting list or if the visitor:
 - 1.) Appears under the influence of drugs or alcohol:
 - a. The Residential Officer asks the visitor to comply with a breath analysis test, if the Residential Officer believes that the visitor may be under the influence of alcohol at any time. If the breath analysis test is positive, the Residential Officer refuses to allow or terminates the visit. If the visitor's breath analysis reading is over .08, staff contact law enforcement officials.
 - b. If the visitor refuses to comply with the request of submitting a breath analysis, the visitor is asked to leave the premises and/or the Supervisor on-call is contacted for next steps.
 - 2.) Is disruptive, or
 - 3.) Is not appropriately attired, in the opinion of the staff, such as:
 - a. Suggestive clothing;
 - b. No shirt or shoes;
 - c. Offensive clothing.
 - G. Residential Officers have residents who are convicted of sex offenses go to their rooms if minor children are present or have visitors with minor children meet in the conference room, if available.

POLICY NUMBER 2340-18A
PAGE 3 OF 3

PROCEDURE: (continued)

- H. Visitors are subject to search. Any visitor unwilling to submit to a pat search, when there is reasonable suspicion that they may possess contraband, is asked to leave the visit/building. If a pat search is conducted, the Residential Officer documents the search in the Security Log Book. Any illegal contraband found is secured and law enforcement officials are notified. After the visit, any legal contraband found on the visitor is returned to the visitor for removal from the facility.
 - I. Signs the visitor in on the Visitor Sign-In Sheet (2340B) with times, dates, and staff initials.
 - J. Informs the resident of the visitor's presence and directs them to the visiting area.
 - K. Visitors are not allowed to bring in any personal items including cell phones, purses, diaper bags, toys, food, beverages or contraband into the building. Visitors may bring in items for residents which are searched and approved by staff for the resident to have.
 - L. Residents are to remain in the visiting area the entire time their visitor is in the building. Residents are not allowed to go to their room, the bathroom, smoking patio, etc., during the visit unless they have staff approval.
- 5. Visitors are expected to conduct themselves appropriately. Violation of visiting rules may result in termination of the visit and possible removal from the approved visitor list. Residents are given a copy of the Visiting Rules (2340C) during their intake. Residents are responsible for advising visitors of the visiting procedures and rules.
 - 6. The Residential Officer may terminate the visit and direct the visitor to leave the facility if, in the Residential Officer's opinion, the visit is disruptive to the operation of the facility and the visitor continues the disruptive behavior after a warning. (See Procedure 4. F.).
 - 7. At any time staff terminates or refuses to allow a visit, and the visitor refuses to leave, staff requests assistance from law enforcement officials.
 - 8. The Residential Officer logs the visitor out by recording the visitor's time of departure on the Visitors Sign-In Sheet.
 - 9. The Residential Supervisor determines exceptions to the normal visiting policy.

BY ORDER OF:

Bruce Vander Sanden, District Director