

Sixth District Department of Correctional Services POLICY	Issue Date 12/20/91	Effective Date 02/25/19	Policy Number 2510-19
Subject VISITATION		Review Month December	Author 0135/0572/0655 (DGA/BMU/DRO)
Rescinds 2510-17	References DOC Policy WR/OWI 14		

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 Probation/Parole Officer (PPO), 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.
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 per each facility handbook.

PROCEDURE:

1. Residential staff informs the resident of visiting requirements during intake.
2. The Residential staff (clerical/Residential Officer) reviews all prospective visitors by:
 - A. Reviewing the information submitted by the resident on the Visitor's List (2510A);
 - B. Conducting a check in ICON, and forwarding that information to the PPO for review.
 - C. The PPO approves or disapproves them to visit and checks the appropriate box on form (2510A).
 - D. Staff enters the approved visitor information in ICON Visitors Report.

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PROCEDURE: (continued)

3. When a visitor arrives during visiting hours, the Residential Officer:
 - A. Checks the visiting list to verify the visitor is approved;
 - B. Requires photo identification before allowing the visit;
 - C. 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.
 1. Is disruptive, or
 2. Is not appropriately attired, in the opinion of, staff such as:
 - 1.) Suggestive Clothing;
 - 2.) Not wearing shirt or shoes;
 - 3.) Offensive clothing.
 - D. 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/Count Log Book. Any illegal contraband found is secured and law enforcement official are notified. After the visit, any legal contraband found on the visitor is returned to the visitor for removal from the facility.
 - E. Signs the visitor in on the Visitors Sign-In Sheet (2510B) with times, dates, and staff initials.
 - F. Informs the resident of the visitor's presence and directs them to the visiting area.

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PROCEDURE: (continued)

- G. Visitors are not allowed to bring in any personal items including 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.
 - H. 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, etc., during the visit unless they have staff approval.
4. Visitors and offenders are expected to conduct themselves appropriately and any violation of the visiting rules shall result in the visit being terminated. Residents are given a copy of the Visiting Rules (2510C) during their intake/paperwork. Residents are responsible for advising visitors of the visiting procedures and rules.
 5. Visitors and offenders are expected to supervise their children so they do not interfere or disrupt the operation of the residential facility or other visitors.
 6. Staff may terminate the visit and direct the visitor to leave the facility if, in the staff's opinion, the visit is disruptive to the operation of the facility and the visitor continues the disruptive behavior after a warning. (See Procedure 3.C.).
 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. Staff logs the visitor out by recording the visitor's time of departure on the Visitors Sign-In Sheet.
 9. The Residential Division Manager, Residential Supervisor or PPO approves exceptions to the normal visiting policy.

BY ORDER OF:

Bruce Vander Sanden, District Director