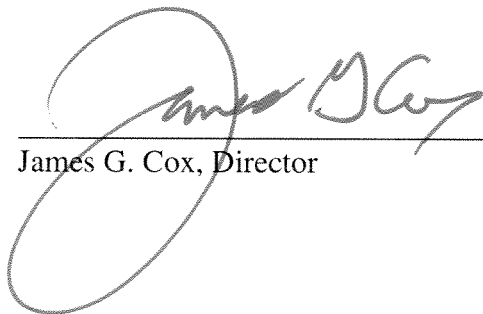


**DEPARTMENT OF CORRECTIONS
AR 719**

VISITATION MANUAL

**Supersedes: 03/14/11
Effective Date: 08/12/11**



James G. Cox, Director

8/15/11

Date

1. MAINTENANCE OF VISITATION FILES/APPROVAL PROCESS

A. An inmate wishing to receive a visit must first submit an Inmate's Application for Visiting Privileges (DOC-3007) for each individual to visit. The visiting room officer will then fill out the top portion of an Inmate Visiting Application (DOC-3000), initial and date it and mail it to the prospective visitor. The Inmate's Application for Visiting Privileges (DOC-3007) will be filed awaiting return of the Inmate Visiting Application (DOC-3000).

B. The prospective visitor must mail the completed application (DOC-3000) to the institution where the inmate is currently housed for processing. Applications must be complete, omission of any information is cause for denial of visiting privileges.

C. Upon receipt of the visitor's application, the visiting room officer will check that it is completed correctly and that the inmate has submitted a request (DOC-3007) for that visitor. The application will be logged in the scope book and the visitor information entered into NOTIS.

D. The Inmate Visiting Applications will be grouped in not less than five (5) and sent with the NCIC Operator Application Form (DOC-2017) to:

Nevada Department of Corrections
Attn: NCIC
P. O. Box 7011
Carson City, NV 89702

E. When the scope is returned, it will be evaluated in accordance with the guidelines set forth in this manual by the Warden/Designee, noted as approved or disapproved and signed.

(1) Approved: A letter of approval will be sent to the visitor along with a copy of Visiting Rules and Regulations and information referring them to where they can find the Visiting Schedule for each institution at the NDOC website.

(2) Disapproved: The visiting Officer will send a letter of disapproval to the visit applicant stating the reason(s) visiting is denied.

(3) After the visitor is approved or disapproved the inmate is sent a response stating the visitor(s) name and the disposition of the request. NOTIS will be updated by the visiting officer to reflect the approval/disapproval.

(4) If a person who has been disapproved for visitation wishes to appeal the disapproval, the prospective visitor must write a letter of appeal to the Warden of the facility where the inmate is housed and attach any completed documents necessary to make the final decision.

(5) If the Warden then denies the appeal, the appeal will be sent to the Deputy Director for review, comment and recommendation. The package will be assembled containing:

- (a) Visiting Application
- (b) Scope
- (c) All related documentation
- (d) Cover letter

(6) The package will be forwarded to the Director for final decision.

(7) Whether or not approval is granted, all forms, letters and information will be placed in the inmate's visiting file and noted in the NOTIS system.

(8) All non-immediate family visitors must reapply every three (3) years and submit to a new background check.

(9) Visitors must declare all inmates they are visiting.

F. Visiting Files/Cards:

(1) Visiting Room Staff will conduct a random review of all visiting files and visiting cards monthly via update with NOTIS information.

(2) Visiting Room Staff will conduct a quarterly audit and report the results to the Associate Warden.

(3) Visitors who are approved or denied for visiting privileges are logged in NOTIS as well as on the inmate's visiting card showing the visitor's name, address, social security number, birth date, date approved or disapproved, institution, relationship to the inmate and officer's name. NOTIS and the visiting card are to be kept current and recorded on as visitors come to visit.

(4) Visitors who have been previously approved for visiting need not reapply in order to visit a parole violator if it has been less than two (2) years since they last applied. If upon the arrival of the inmate and his original visiting records were not received, the visiting room officer must contact the CCSIII in an attempt to retrieve the original records. To expedite the process the inmate will be authorized to submit an Inmate's Application for Visiting Privileges (DOC-3007).

(5) All of these documents shall subsequently be transferred as a part of the inmate's institutional file, whenever the inmate is assigned to a different institution/facility.

(6) All records relating to inmate visits will be maintained per the applicable State Records Retention Schedule.

2. VISITOR ELIGIBILITY

A. Prior Approval:

(1) Visitors wishing to visit an inmate should contact the visiting room officer at the facility where the inmate is assigned twenty-four (24) hours in advance for any possible changes in the inmate's visiting status.

(2) The number of visitors an inmate may receive and the length of the visit may be limited by the facility's schedule, space and personnel constraints or when there are substantial reasons to justify such limitations. (4-4498)

(3) Any person wishing to visit an inmate must have prior approval and must be on the inmate's approved visitor list. Any person arriving at the institution without prior approval will not be permitted to visit unless the Warden or an Associate Warden grants an exception.

(4) Inmates who have a current or prior conviction, or arrest for a sexual crime involving a minor child or other violence/abuse of a minor child are ineligible to visit with the victim of their crime while that individual is still a minor unless so ordered by the court. They shall be ineligible to visit with any other minor child without specific approval of the Director. This responsibility shall not be delegated. In either case, the inmate, as well as the custodial parent/legal guardian of the minor child shall read and sign the Agreement For Contact Visitation With Minors (DOC-3020) This form and the Application for Visiting Privileges with Minors (DOC-3006) will be available from the visiting room staff.

B. Identity of Visitor: (4-4503)

(1) Visitors must present proof of identification, i.e., **State or federally issued I.D., Driver's License, Passport, or Consular I.D.** and other vital information upon request of the institution officials before being permitted visits. **Visitors without sufficient and verifiable picture identification will not be permitted to access the Institution and may not visit with an inmate.**

(2) Identification of minors *less than 16 years of age* may be established with a *certified* copy of their birth certificate, a copy of which will be kept in the Visiting File.

(3) Non-biological children of the inmate will be allowed to visit inmates with the following criteria:

(a) The person bringing the non-biological child/children for visiting must provide appropriate documentation such as a birth certificate or court documents establishing their relationship with the child/children prior to the visit.

(b) Unless there is a court order, visits will not be allowed regardless of the child's relationship, if the child/children are a victim of the inmate.

(c) A notarized statement is required from the parent of the child/children applying a "non-parent/legal guardian" if the child/children are visiting without their parent.

(d) A non-family member of the child cannot bring the child/children to visit the inmate. However, an immediate family member may bring the child/children to visit if:

1. A notarized statement approving such a visit is received from the custodial parent/legal guardian.

2. The immediate family member is an approved visitor of the inmate.

C. Visits by Relatives:

(1) Immediate family is defined as a husband, wife, father, mother, step-father, step-mother, sons, daughters, brothers, sisters, grandparents, grandchildren, step-children and/or legal guardian (such as foster parent), aunts and uncles.

(2) Immediate family members under the age of 16 must be accompanied by an adult who is an immediate family member of the child.

(a) If the adult is not a parent, they must provide a written notarized letter from the custodial parent or legal guardian.

1. The letter must contain the following information: name of adult supervisor and name of child/children.

2. A certified copy of the birth certificate is required for identification of all minor children under 16 years of age.

(b) Minor children between 16 and 18 years of age will be allowed to visit without an approved adult if they present a notarized authorization by their custodial parent or legal guardian.

(c) Visitors between 16 and 18 years of age must present a government issued photo I.D. A birth certificate will not suffice

D. Visits by Friends:

(1) Friends of an inmate may visit but must abide by the criteria set forth in sections 1 and 2 above. The Warden or Associate Warden must approve any exceptions.

E. Visits by Former Inmates or Persons on Parole or Probation:

(1) No person who has been convicted of a felony in any state will be allowed to visit unless prior written approval is received from the Director. This responsibility cannot be delegated.

(a) The request will be submitted to the Warden for initial consideration and then to the appropriate Deputy Director for review before forwarding to the office of the Director for final approval based upon the recommendation of the Warden and the Deputy Director.

(b) Ex-felons, other than immediate family members, who are approved for visiting, should be individuals who are representatives of approved organizations or agencies or those arranging employment or other valuable assistance to the inmate.

(c) Persons on probation or parole must obtain written consent from their case supervisor before visiting will be considered. Persons with charges pending against them shall be denied visiting privileges, unless the Director/designee approves visitation.

F. Visits Between Current and Former Employees and Current Inmates:

(1) Current and former employees of the Nevada Department of Corrections may request visiting privileges with an inmate on an individual basis. The request will be submitted to the Warden for initial consideration and recommendation, and through the appropriate Deputy Director to the Office of the Director for final approval.

G. Persons Visiting More than One (1) Inmate:

(1) No person may be given permission to visit more than one (1) inmate of the Nevada Department of Corrections except

(a) Attorneys

(b) Clergy

(c) Immediate family members

(d) In the event that two (2) or more immediate family members are inmates in the Department of Corrections and the visitor received approval to visit them, this person will not be given approval to visit any other non-family inmate.

(2) Immediate inmate family members that are housed at the same institution and in the same custody level will be authorized visits with outside approved immediate family members at the same time and at the same table.

(3) Approval for a person to change from one visiting list to another will only be considered *after* the applicant has terminated, in writing, visiting with the original party for a period of at least one-year, unless there are extenuating circumstances.

(a) The request will be submitted to the Warden for consideration.

(b) If removed from a visiting list by visitor or inmate request, the visitor may not apply to be on the same visiting list for a period of at least 1 year.

H. Health Restrictions:

(1) Any person representing any potential health problems to inmates or staff will not be allowed visitation privileges.

(a) The institution's medical department will make this determination.

(2) Inmates housed in the infirmary visit in accordance with AR 619, Institutional Infirmary Care.

I. Inter-Institutional Visits:

(1) Inmates may be considered to visit immediate family members in another institution if the relationship can be verified.

(a) Only immediate family members will be considered and approval must be given by both institutional Wardens.

(b) This will only be considered in emergency situations only such as family death.

J. Outside Groups and News Media:

(1) Visits from outside groups, or the news media will be conducted in accordance with Administrative Regulation 120, News Media Contacts Press Releases.

K. Members of the Clergy:

(1) Members of the clergy, as recognized by the chaplain, Warden or Associate Warden need not be placed on the approved visitor list. However, proper identification is required and must be produced upon request.

(2) Members of the clergy are subject to visiting rules and regulations.

L. Attorneys: Attorney visits will be conducted in accordance with Administrative Regulation 722, Inmate Legal Access.

M. Volunteers: this program functions as a separate entity from the regular visitation program and will be handled in accordance with Administrative Regulation 802, Community Volunteer Program.

3. SPECIAL VISITS

A. Special visits are the exception, not the rule. The Warden or Associate Warden may approve the following types of special visits; however, these visits must be approved no less than 24 hours in advance. Additionally, all special visits prior to the background check may be subject to NON-CONTACT ONLY VISITING, as determined by the Warden:

(1) Verified immediate family members may be approved for a one-time/non-contact only visit prior to the visiting application being approved.

(2) Prospective employers, sponsors, parole advisors or private therapists (recognized professionals).

(3) Official visitors.

(4) Approved visitors arriving at the facility to visit on a day other than his scheduled visiting days.

B. If absolutely necessary, special visits may be approved for other than regularly scheduled hours, or for a longer duration than regularly scheduled hours.

C. All other circumstances for Special Visits are at the discretion of the Warden.

4. HOLIDAY VISITING

A. The Warden may choose to open the Visiting Room on holidays that fall on days when visiting is regularly closed (e.g. Thanksgiving and Christmas).

(1) These special arrangements will be determined in advance and posted accordingly so that visitors can make arrangements.

B. Holidays bring an increased number of visitors. It is at the discretion of the Gatehouse and Visiting Officers to adjust the length of time for visitors in order to accommodate all scheduled visits.

(1) Certain allowances for visitors traveling from great distances may be made, if possible.

(2) All visits should be scheduled with the Institution's Visiting Room Officer to avoid overcrowding.

5. HIGH RISK POTENTIAL (HRP) INMATES

A. High Risk Potential (HRP) inmates will visit ***behind glass only***, unless specifically approved a contact visit by the Warden. ***(In cases of contact visits for HRP, Correctional Emergency Response Team (CERT) staff will be present during visit. HRP inmates are to remain in waist and leg restraints during the visit). For attorney visits with HRP, CERT staff will remain posted just outside the door to the attorney visit room. Visual contact will be maintained.***

6. SECURITY

A. Sign(s) will be conspicuously posted at the road(s) and checkpoint entrances to each institution/facility stating:

(1) ALL PERSONS AND VEHICLES SUBJECT TO SEARCH. FIREARMS, WEAPONS, DRUGS, ALCOHOL, AND TOBACCO PRODUCTS PROHIBITED. VIOLATORS WILL BE PROSECUTED.

(2) NO UNAUTHORIZED CELL PHONES OR ELECTRONIC DEVICES ALLOWED WITHIN THE INSTITUTION.

(3) NO TOBACCO PRODUCTS BEYOND THIS POINT.

B. Video surveillance may be conducted in the Visiting Room.

C. Each institution/facility shall maintain a record of the names of all visitors admitted to the institution to visit inmates including: sufficient identification of the visitor, the dates and times of arrival and departure and purpose. This record may be maintained together or separate from the inmate's visitation file. This information is logged on the Daily Visitor Sign-In Sheet (DOC-3004).

D. Visitors shall not enter any area of the institution/facility except for approved visitation areas and approved routes to and from these areas.

E. Any visitor who refuses to sign the Consent to Search form (DOC-1615) or submit to a routine search shall not be allowed to visit.

F. Visitors shall submit to a search of their person (i.e., clothed body search and metal detector inspection), vehicle or any other property, which they have brought onto the NDOC property. All visitors may be fingerprinted.

G. Anytime during the search process or during visiting, if there is reasonable suspicion that the visitor has possession of contraband, shift supervisor will be notified.

(1) Reasonable suspicion includes, but is not limited to, unauthorized touching between the visitor and inmate or unauthorized actions between visitors and the other inmates in the visiting room.

(2) The shift supervisor must be contacted and will respond to visiting. The shift supervisor will assess the situation and determine the appropriate course of action.

(3) If it is believed/determined that the visitor has violated visiting rules, the visit may be terminated in accordance with institutional policy.

(4) If it is believed that a criminal act has been committed by the visitor (ie, possession of an illegal substance) the Associate Warden/Warden will be notified and the appropriate local law enforcement agency will be contacted to respond.

(5) The Officer, as well as the Shift Commander shall document the entire incident in NOTIS and advise the Associate Warden and/or the Warden for final decision and/or disposition of the status of the visitor, and further visits to the Institution and the inmate he or she was visiting.

H. When an inmate needs to use the restroom facilities, the officer will pat down the inmate entering and leaving the restroom or step inside the bathroom with the inmate throughout his use of the facilities at the discretion of the Visiting Officer.

(1) This will ensure the integrity of the visiting room.

(2) This will be completed by the officer of the same gender.

7. DENIAL, TERMINATION AND SUSPENSION OF VISITS

A. The intended visit may be denied by the shift supervisor if:

(1) The visitor refuses to show appropriate and bona-fide identification (**State or federally issued**).

- (2) The visitor refuses to submit to a routine inspection of his person, property or vehicle.
- (3) The visitor is under the influence of drugs or alcohol.
- (4) The visitor fails or refuses to control their children.
- (5) The visitor is not appropriately dressed or refuses to stay so.
- (6) There is insufficient space or security for visiting.

Denials must be documented in shift logs and appropriate NOTIS entries will be completed. Visitors may appeal to the Warden of the facility on the next business day.

B. Prior to termination of a visit, less restrictive measures may be used (verbal warnings to the inmate and/or visitor). The officer on duty and in charge of the visiting room will use his/her chain of command to request termination of the visit if:

- (1) Visitors violate visitation conduct rules.
- (2) Visitors fail to control children.
- (3) Visitors and inmate engage in publicly unacceptable physical contact.
- (4) Visitors or inmate defaces furniture, walls, carpets or other fixtures.
- (5) The inmate violates institutional rules, regulations or procedures.

C. The Warden or Associate Warden may suspend visiting privileges of a visitor indefinitely due to the seriousness of the offense and shall be reviewed every six (6) months for reconsideration by the Warden at the written request of the visitor. Possible suspension offenses include:

- (1) The visitor and/or inmate appear to be inebriated.
- (2) Visitor and/or inmate repeatedly violate rules.
- (3) Visitor continually fails to control children.
- (4) Visitor and/or inmate will not, after verbal warnings, refrain from publicly unacceptable physical contact.
- (5) Visitor and/or inmate possess any contraband.

D. Denial and any subsequent restriction, suspension, or termination of previously approved visits, shall be documented for inclusion in the inmate's visiting file and a copy sent to the application/visitor as soon as practicable.

(1) Such documentation shall include the name of the official taking or ordering the action, shall clearly explain the reason for the action, the length of time the action will apply, the circumstances under which the action will be reconsidered, and instructions for appealing the action taken.

(2) *An entry in NOTIS will be made for any denial or termination of a visit. An OIC will be completed, when appropriate.*

E. The visiting center is furnished and maintained in order to make the visit as pleasant as possible. Any abuse of the facilities or intentional damage to furnishings may result in termination of that and future visits.

F. Visitors must confine their visits to the area specifically set aside for visiting. Wandering about can result in the termination of the visit.

8. INMATE NOTIFICATION

A. When a visitor has arrived at the institution and has been processed by the gatehouse officer or other designated visitor point of entry, the visiting room officer will be notified which inmate has a visitor. (Pink card, file and NOTIS will be checked, and file should be kept out by Visiting Room staff for reference during visit.)

B. The visiting room officer will have the inmate notified of the visitor after verifying the visitor is authorized. This will be accomplished by notifying:

- (1) The inmate's housing unit;
- (2) The inmate's work assignment; and
- (3) Paging the inmate on the yard.

C. If the inmate has not arrived within a reasonable amount of time, the visiting room officer will ascertain if the inmate was notified. If not, the officer will again attempt to reach the inmate, and will also notify the shift supervisor that the inmate cannot be located.

9. INMATE PROCESSING

A. When an inmate arrives at visiting, he will receive either a clothed or unclothed search by visiting room officers per institutional discretion.

B. Areas may be assigned for seating at the discretion of the Visiting Room Officer.

C. Inmate dress code for visiting:

(1) Inmates will bring with them their NDOC ID card which will be handed over to the Visiting Officer upon entering the Visiting Room and returned when released from the Visiting Room.

(2) Inmates will wear only *State issue or resembling issue* blue denim shirts and pants. Shirts will be tucked in and buttoned to the second button from the top. Clothes should be neat, unsoiled, and un-tattered.

(3) A white crew neck T-shirt and underwear will be worn beneath the above approved items at all times in the visiting area. Failure to comply will result in termination of the visit.

D. The inmate will be allowed into visiting with:

(1) An ID card.

(2) Photo Coupons from the Canteen

(3) Wedding Ring.

(4) One (1) necklace of a religious nature (**as approved by AR 810**).

E. Inmates will not be allowed to:

(1) Wear or take a jacket into the visiting room.

(2) Wear or take jewelry other than a wedding ring and one (1) necklace, which is of a religious nature, into the visiting.

(3) Wear clothing that violates the institutional inmate dress code.

(4) Bring unauthorized items to the Visiting area; i.e. watches, earrings, sunglasses, etc. (These items must be left in the units and will not be held by staff).

F. During the visit, inmate(s) will not be permitted to:

(1) Wear or put on clothing and/or jewelry belonging to a visitor.

(2) Accept and/or receive any item from a visitor except for items purchased from the vending machines in the visiting area.

10. INMATE VISITING RULES

- A. Failure to comply with these rules may result in the termination of the visit.
- B. Inmates must remain seated at their assigned tables unless authorized by the visiting room officer to move from that position.
- C. Inmates may not utilize the vending machines. Inmates may have their visitor purchase any item they desire and is available from the vending machines.
- D. Physical contact with visitors shall be limited to:
 - (1) One (1) embrace and one (1) kiss at the beginning and end of visitation. Placement of hands/arms during the embrace will not be below the waist area of the person.
 - (2) Holding hands across the top of the table (**no higher than elbows**).
- E. Unauthorized physical contact includes:
 - (1) Petting
 - (2) Sitting in laps (excluding children)
 - (3) Laying against, across or on top of one another
 - (4) Close body contact while standing, sitting, or lying on the ground
 - (5) Sharing chairs
- F. Inmates will remain on opposite sides of tables from their visitors at all times.
- G. At all times, all occupants of the visiting area must remain appropriately clothed.
- H. All minor children will be the responsibility of visitors.
- I. Only the items which the inmate was authorized to bring into visiting may be taken out of visiting by inmates (with the exception of photos taken by Staff).

11. CONDUCT OF VISITORS

The visiting center is furnished and maintained in order to make visits as pleasant as possible. Any deliberate or negligent abuse of these facilities may result in suspension of that and future visits.

- A. Visitors must wear sensible, conservative attire as outlined below.

B. Visitors will not be allowed to wear clothing similar to standard inmate issue; i.e., blue denim shirts and/or pants (jeans).

C. Visitors will not be permitted to enter any Institution/facility if they do not meet dress code standards.

(1) Persons may not enter the prison grounds wearing shorts, midriffs, halter or tank tops, wrap-around skirts, etc., and bare feet are not permitted.

D. Visitors must conduct themselves in an acceptable manner.

E. Minor children, under the age of sixteen (16) years old must be under the direct supervision of an adult visitor(s).

CLOTHING:

Visitors are expected to wear sensible, conservative attire. The following is issued as a guideline:

- A. No blue denim jeans, jackets, skirts, etc.
- B. No shorts, (exception: children under the age of eight (8) years).
- C. No culottes.
- D. No white T-shirts.
- E. No see-through clothing.
- F. No bare midriffs blouses.
- G. No halter or tank tops.
- H. No sleeveless shirts or dresses.
- I. No revealing or low-cut blouses, dresses or shirts (front collar should be no less than 2 inches above cleavage).
- J. No plunging necklines either on the back or front of any garment.
- K. No mini-skirts or mini-dresses.
- L. No slits longer than three inches (3") in skirts/dresses.
- M. No wrap-around skirts or floor length skirts or dresses.
- N. No buttoned or zippered dresses or skirts the total length of the garment.
- O. No spandex-type pants when worn as outer garments; i.e., stirrups, stretch, tight fitting pants. Some allowances will be made for pregnant women.
- P. No stretch skirts, no tight-fitting skirts of any fabric.
- Q. No sweats or athletic clothing.
- R. No clothing with Athletic/Sports team Logos.
- S. No bare feet or flip flops. Shoes must be worn at all times.
- T. No hats, headbands, scarves, or bandannas.
- U. No wigs, toupees, or hair pieces.
- V. No sunglasses (prescription only).
- W. Ladies must wear undergarments (bras, panties, slip, etc.) at all times.
- X. No jewelry in excessive amounts. (At the discretion of the designated staff member)

Y. Visitors should refrain from wearing heavy perfumes or body sprays.

OTHER ITEMS FOR WHICH RESTRICTIONS APPLY

1. Forty dollars (\$40.00) in quarters (coins) only, per adult visitor.
2. Life supporting medication only, and only in amount necessary for the duration of visit. Medication will be held by Institutional Visiting Officer during the period of the visit and may be dispensed as needed or requested.
3. If you have prosthetics devices or other medical devices please notify the visiting staff in advance so that reasonable accommodations may be made.
4. Wallets or purses may not be brought into the Institution. Small storage lockers, in limited quantities, are available at some Institutions to secure such items during the visit. The Institution is not responsible for any property. Therefore, it is recommended that personal property be secured in your vehicle.
5. Baby and small child care:
 - A. Two (2) diapers and five (5) baby wipes in a clear see-through bag are permitted. Exceptions for special visits lasting all day may be granted at the discretion of the visiting room officer.
 - B. One (1) change of clothing.
 - C. Formula may be brought in pre-measured into clear plastic bottles to be kept with the Visiting Officer. Allowance to fill the bottle with water and heat in a microwave will be made upon request. **WARNING:** Glass bottles or jars are prohibited.
 - D. No toys, teething rings, or strollers are permitted and should be left in the visitors' car.
 - E. Diaper bags will be a clear plastic type, not of cloth material.
6. Coats/jackets may be worn into the Institution, however, visitors may only wear light sweaters while in the visiting room. Each facility, at the discretion of the Warden, may provide either a designated area or allow for the coats/jackets to be hung on the back of the visitor's chair.
7. One form of government issued positive picture identification with the visitors name, address, and description.
8. Food and other items can be purchased in the Visiting Room.
9. Chewing gum, cosmetics; i.e., lipstick is also not permitted.

10. Pictures of any type may not be brought in with visitors. All pictures must be sent through the U.S. Postal Service to the inmate.

11. Smoking materials and tobacco products, i.e., cigarettes, matches or lighters are not permitted to be brought into the Institution. The Nevada Department of Corrections is entirely tobacco product free.

12. Alcoholic beverages are prohibited by law. Any person under the influence of alcohol or drugs will be denied entry into the Institution.

13. "Contraband" items such as narcotics, dangerous drugs, firearms, and other weapons are prohibited.

14. Cameras, Recording devices, CD players, Walkman, or any electronic devices or parts, etc. are prohibited.

15. Visitors and their children must confine their movement to going directly to and from the Visiting Room and the point of entry.

16. Visitors must confine their movement in the Visiting Room to the area specifically set aside for visiting. Wandering about could result in termination of the visit.

17. Visitors must conduct themselves in an acceptable manner. The following actions could result in suspension and possible termination of visiting privileges:

A. Serious or frequent violations of visitation rules.

B. Failure to supervise and control visiting children, to the extent that they become disruptive or destructive or interfere with the visits of others. All children will leave the visiting area with the adult that they came with, no exceptions.

C. Any inappropriate sexually stimulating activity such as:

(1) Prolonged kissing;

(2) Petting;

(3) Sitting in laps;

(4) Lying against, across or on top of one another;

(5) Close body contact while standing, sitting, or lying on the floor.

(6) Any other activity deemed unsatisfactory by Department of Corrections' policies and procedures and the Visiting Officer.

D. Abusive behavior by an inmate(s) or visitor(s) toward staff or other persons in the visiting area will not be tolerated and may be cause to terminate all visiting for the day and disciplinary action against the inmates involved as well as suspension of

visitation privileges.

E. Inmate and/or Visitor presence in an off-limits restricted area.

F. Defacing and/or destroying State property, furniture, walls, or any other fixture.

18. Once the visitor leaves the visiting room, they may not return.

19. Visitors will not talk or pass any item through institutional fences to staff and/or inmates.

20. No children may be left in a vehicle unsupervised while parked in the parking lot.

21. No animals may be left in a vehicle unsupervised while parked in the parking lot.

22. Any visitor change of address must be updated at the next visit.

23. Visitors who fail to abide by the visiting rules and regulations may be refused admission to the prison and/or may be removed from the visiting list by the Warden/designee. Such action will be set forth in a written statement to the visitor and the inmate, and will indicate the reason for such action.

24. The Visiting Room has facilities in the visitor's restroom for the changing of diapers for small children and infants.

ITEMS NOT ALLOWED IN THE VISITING ROOM

Any item not expressly permitted by this regulation will be considered prohibited. While not all items can be listed here, the following items are expressly *forbidden*:

1. Cell phones – or any electronic devices or parts
2. Handbags
3. Car keys
4. Identification cards (ID card, drivers' license, etc.)
5. Wallets
6. Paper money (foreign or U.S.)
7. Stamps
8. Mail

9. Books, magazines, letters, papers, etc.
10. Tobacco products
11. Other medication not previously stated
12. Pocket knives
13. Nail clippers or files
14. Gifts of any kind

12. PHOTOGRAPHS (MAY NOT BE AVAILABLE IN ALL INSTITUTIONS)

A. Inmates and their visitors may have their photographs taken during the visit. If a photo is requested, the Visiting Officer or Canteen Photographer will be notified. The following procedures will be followed:

B. Upon verification of the photograph coupon(s), the officer will escort the inmate, visitor(s) and Visiting Room photographer to the current Visiting Room photograph area.

C. The photograph rules, which will be posted in the Visiting Room photography area, will be followed prior to the photograph(s) being taken. The rules are as follows:

- (1) No kissing or facial contact
- (2) No full embracing and/or hands below the waist
- (3) Visitor(s) and inmate will follow visiting dress code
- (4) No photographs while seated
- (5) No gang signs or stances
- (6) Standing behind is not allowed (side-by-side only)
- (7) Inmates are not allowed to use another inmate's coupon
- (8) Photograph will be taken with the inmate's personal visitor(s) only
- (9) The inmate gives the proper voucher to the photographer.
 - (a) The cost is per photo. Canteen voucher is the only acceptable payment for the photo.

(10) The Visiting Officer or Canteen Photographer will then take the picture.

D. As soon as the photograph(s) are taken the inmate and visitor will return to their appropriate places to continue their visit. The photograph(s) will be left with the Visiting Room photographer to print. Upon completion, the pictures will be inspected by the Visiting Room Officer.

E. If the photograph(s) are acceptable that officer will then give them to the inmate. If the Visiting Room Officer decides that the picture(s) are not acceptable in accordance with section C above, then he/she will confiscate the photograph(s) and take appropriate action.

F. The Visiting Room Officer shall stay through the entire process unless a more urgent matter requires the officer's attention. The officer may stop the photograph session if for security/safety reasons it is deemed necessary.

G. Inmates on non-contact visits will not be allowed visiting photograph privileges.

H. Only one inmate at a time can be in a photograph. NO EXCEPTION.

I. The Canteen Manager is responsible for documentation, camera, film, docking station, and any discrepancies in developing the photo.

J. All staff will follow AR 204, "Inmate Personal Photographs."

13. MAXIMUM OCCUPANCY

A. When the Visiting Room reaches its maximum occupancy and more visitors wish to visit, the earliest recorded visitor will be asked to terminate their visit, to make room for the new arrivals. Local visitors from short distances will be terminated before visitors who have traveled longer distances, greater than 100 miles. NOTE: Legal visits are exempt from this rule.

14. VISITING ROOM CLOSURE

A. Approximately five (5) minutes prior to the visiting room being closed and secured, all games, pencils and any other items that have been checked out will be returned to the visiting officer. **Staff will announce "Visiting closes in 5 minutes, return checked out items, clean area and say your goodbyes".**

B. All trash on and around the tables will be disposed of in a trash receptacle.

C. Items purchased from the vending machine by the visitor become the property of the visitor and, if not consumed in visiting, must be taken out by the visitor or thrown in the trash.

D. Upon completion of the inmate's visit, all inmates will receive an unclothed body search.

E. Upon completion of the "Unclothed Body Search," with no contraband found, the Visiting Officer shall release the inmate back to their assigned area per institutional procedure.

15. VISITING ROOM PORTER

A. The Visiting Room Porter will report to work based on the Institution's scheduled visiting days, leaving as soon as visiting is setup. The visiting room porter will ensure the tables are arranged as directed. Tables will be cleaned and sanitized daily as will the restrooms. He will return after visiting is over to clean up.

B. Cleanup of the Visiting Room is done after visiting is closed on scheduled visiting days. All programs after-hours will be responsible to clean and return chairs and tables to their original position.

C. The visiting room porter will not be allowed to do any type of filing or have any access to the Visiting files.

16. VENDING MACHINES REFUND PROCEDURE

A. Occasionally, the vending machines located in the Visiting Room fail to operate properly. When this happens, an Officer will verify that the machine is inoperative. The Officer will direct the visitor to note the phone number of the vending company and give instructions to leave name, address, amount of loss, machine number. The Officer shall also indicate that a refund may take up to three (3) weeks.