

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Dodge Correctional Institution		
Original Effective Date: 10/01/93 09/01/95 04/29/88	DAI Policy Number: 309.06.01	Page 1 of 11
New Effective Date: 03/28/11	Supersedes Number: 309.06.01	Dated: 09/09/10
Chapter: 309 Resources for Inmates		
Subject: Visiting		
Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: Jim Schwochert 03/18/11		

PURPOSE

DCI shall safely control institution entry and exit of inmate visitors in order to maintain adequate security measures, to prevent inmate escapes, to prevent unauthorized access, and to prevent the introduction of contraband into the institution. DCI shall also provide a visiting area for inmates and their visitors that is conducive to a family atmosphere through enforcement of proper identification and appropriate dress of visitors.

REFERENCES

[DAI Policy 300.00.47](#) – Use of Metal Detectors for Official Visitors
[DAI Policy 309.55.02](#) – Lay-In and Sick Cell Status
[DCI Procedure 900.113.01](#) – Money Handling
[DOC Administrative Code 309](#) – Resources for Inmates
 DOC 306 SIMP 11 – Entrance Procedures

DEFINITIONS, ACRONYMS, AND FORMS

A&E – Assessment and Evaluation
DCI – Dodge Correctional Institution
DOC – Department of Corrections
GP – General Population
ID – Identification
OCS – Offender Classification Specialist
OOA – Office Operations Associate
SMU – Special Management Unit
TLU – Temporary Lockup

[Dodge Correctional Institution Visiting – General Information](#)

[DCI Infirmary Visiting Rules \(Includes Deathbed Visitation\)](#)

[DOC-98](#) – Incident Report

[DOC-176](#) – Request to Visit Offender (DOC-176A is 2-part form.)

[DOC-184](#) – Disbursement Request

DOC-500 – Receipt Book

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[DOC-761](#) – Interview/Information Request

[DOC-846](#) – Visitor Register

[DOC-2424](#) – Visitor Requesting Accommodations

FACILITY PROCEDURE**I. Entry/Exit Guidelines – Inmate Visitors****A. General guidelines**

1. The Administration Lobby is the only authorized entry and exit point at DCI for inmate visitors.
2. The Administration Lobby Officer/Sergeant will properly identify all visitors entering or leaving the institution.
3. All items entering/leaving the institution are subject to inspection.

B. Inmate visitor processing**1. General guidelines**

- a. Visitors under 18 years of age must be accompanied by an adult who is also on the visiting list, unless the visitor is the spouse of the inmate.
- b. A total of five (5) visitors are allowed per visit. Children under the age of five (5) do not count against the maximum number allowed. Exceptions may be made for inmates with special family circumstances.
- c. A visitor on more than one inmate's visiting list can visit only one inmate at a time, unless given prior approval by the Warden/designee.
- d. Visitors will not be allowed to enter the institution within 45 minutes of the end of visiting hours.
- e. Processing of visitors (entry and exit) will be stopped 15 minutes prior to institution count and will resume when count clears.
- f. If the inmate to be visited is in segregated status or on Unit 25, the Lobby Officer will notify the Sergeant on the respective unit who will advise the Lobby Officer of the inmate's status/condition.
- g. The Lobby Officer will determine if the inmate is still in the institution and not scheduled for transfer.
- h. The visitor shall sign DOC-846 and complete DOC-176.
- i. Verification of identity
 - The Officer shall check the visitor ID to ensure it matches WICS information and will log the visit in WICS.
 - If the information is conflicting with the visiting list in WICS, the visit may be allowed, but the visitor will be instructed to notify the inmate to correct the information.
 - Inmates will be given 30 days to correct information on the visiting list.
 - Visitors will be given 10 days to correct information on ID.
- j. Personal possessions must be secured in lockers prior to the visitor being processed through the metal detector and having their right hand stamped.
- k. The Lobby Officer shall give the visitor the completed DOC-176 and direct them to the metal detector area.

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- l. Visitors are to empty everything from their pockets and remove coats.
 - m. Unauthorized items will be secured in lockers or returned to visitor's vehicle.
 - n. Shoes and boots are to be checked for contraband if removed prior to passing through the metal detector.
 - o. Once visitor clears the metal detector, their right hand shall be stamped with ultra-violet ink. Visitor shall place their hand under the lamp to ensure the stamp is properly applied.
 - p. Documents requiring inmate signature must be pre-approved by Warden/designee.
2. Special circumstances
 - a. The Security Supervisor shall be called to the Administration Lobby to evaluate those situations in which the Lobby Officer questions the advisability of allowing entry, such as visitors manifesting symptoms of alcohol use or under the influence of alcohol or narcotics, or otherwise unsuitable for entry into the institution.
 - b. If, in the Security Supervisor's judgment, the person is intoxicated, under the influence of illegal substances, or disruptive, the Security Supervisor will prohibit entry.
 - c. Denials of this type shall be documented in WICS and on DOC-98.
 3. Visitor dress code
 - a. Visitors shall be dressed in appropriate attire complying with DAI Policy 309.06.01.
 - b. Jewelry will be limited to one (1) pair of earrings, one (1) ring and one (1) single strand necklace. A Medic-Alert bracelet will be allowed.
 - c. Failure to meet dress code may be cause for denial of visit.
 4. Denied visits
 - a. If a visit is denied for any reason, the denial is entered into WICS. Hard copies of the denial are generated and distributed.
 - b. Denied visitors will not be allowed to remain in the Lobby area or on institution grounds.
 5. Money/Hobby purchases
 - a. No cash, checks, or money orders will be accepted for any inmates at DCI Lobby.
 - b. Persons wishing to place money into an inmate's account should mail a cashiers check or money order to DCI by U.S. mail.
 - c. Paper money is not to be taken to the Visiting Center.
 - d. A maximum of \$15.00 in change per visitor may be taken to the Visiting Center. A clear plastic bag may be brought by the visitor.
 - e. Visitors may possess a blank personal check or money order to purchase hobby item/s from the Visiting Center.
 - f. Anytime a visitor takes a check or a money order to the Visiting Center, the Lobby Officer shall inform the Visiting Center staff of the visitor's name.

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- g. The check or money order will be placed in a sealed envelope. The Lobby Officer will list the contents and the inmate's name and DOC number on the outside of the envelope.
 - h. Immediately upon the visitor's entrance to the Visiting Center, the Officer will take possession of checks or money orders and arrange for and process the requested hobby purchase during the visit.
 - i. At the conclusion of the visit, the Visiting Center Officer will contact the Lobby and advise them of the name of the visitor carrying out a hobby purchase.
 - j. Staff will process and distribute receipts for hobby purchases on DOC-500 and according to DCI Procedure 900.113.01.
 - k. Checks and receipts shall be stored in the Visiting Center lockbox until they can be transferred to the Business Office.
6. Emergency medications
- a. Visitors requiring use of inhalers and/or Epi-pen will be allowed to enter with these items but the items will be kept under control of Visiting Center staff. These medications will be permitted following the control guidelines below:
 - i. The Lobby Officer will place the medication in a clear plastic bag and staple to seal the bag. The identity of the inmate being visited shall be documented on the bag.
 - ii. The Lobby staff shall make a notation of the medication on DOC-176.
 - iii. Lobby staff shall notify the Visiting Center staff that the visitor will be carrying medication.
 - iv. The visitor will carry the medication to the Visiting Center where it will be controlled by the Officer unless emergency use is needed.
 - v. The Visiting Center Officer will assure the bag is sealed and will notify the Lobby Officer at the end of the visit.
- C. No-contact visiting
- 1. No-contact visits may be conducted in the Visiting Center, Unit 18 or Unit 25 depending on the status of the inmate utilizing tele-visiting.
 - 2. Security Support staff will enter a no-contact visiting notice imposed on an inmate in WICS.
 - 3. When no-contact visiting is imposed on an inmate, it applies to all visitors of the inmate for the duration of time imposed.
 - 4. When no-contact visiting is imposed on a visitor, it applies to all visits by the visitor.
 - 5. Staff will advise the visitor that the visit will be a no-contact visit and will be conducted via the tele-visiting equipment.
 - 6. DOC-176 will be identified with no-contact visit written across the front.
 - 7. The Lobby Officer shall notify the Visiting Center, Unit 18, or Unit 25 by telephone that a no-contact visit will be arriving.

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8. No-contact visits will be allowed three (3) visitors at one visit, adults and children combined. If the tele-visiting equipment is not available, the visit will be conducted on Unit 18 or Unit 25 and children will not be allowed to visit. A maximum of three (3) no-contact visits can be conducted in the Visiting Center at any given time.
 9. While on a visit utilizing the tele-visiting equipment, minor children must remain with the supervising adult at the designated tele-visiting station. Supervision of children is the responsibility of the visiting adult.
- D. Visits to inmates in Unit 18 segregation – special rules
1. Inmates in TLU, Observation, Voluntary Confinement, Disciplinary Separation, Adjustment Segregation and Program Segregation in Administrative Confinement may receive visits from adult visitors and the inmate's own children.
 2. Visits to inmates in segregation status may be limited if the Warden/designee determines that the visit poses an immediate threat to the inmate or another.
 3. If the inmate is in segregated status on Unit 18, the visit will be conducted via tele-visiting in the Visiting Center.
 4. If the tele-visiting equipment is not working, visits will need to be held on the Segregation Unit. All visitors must be 18 years of age or older with the exception of a spouse (may be under 18). All visitors (3 maximum) will be escorted from the Visiting Room to Unit 18 and back to the Visiting Room after the visit is over.

II. Visiting Center

A. General guidelines

1. Inmates entering the Visiting Center will be pat searched and inmates exiting the Visiting Center for any reason will be strip searched.
2. Inmates using the restroom while in the Visiting Center will be pat searched upon entering and exiting the restroom.
3. Visiting Center staff will assign visitor and inmate seating.
4. Inmates in Temporary Hold status will not be allowed visits while at DCI unless housed in Unit 25.
5. Inter-institutional visits are not permitted by the DOC.
6. Inmates may only have one visit per day.
7. Inmates in the Adjustment Center, SMU, or Infirmary will abide by the visiting regulations determined by their status and as specified in the Adjustment Center or SMU handbooks.

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B. Hours and regulations

Inmate Status	Visiting Hours Weekdays	Visiting Hours Weekends/Holidays*	Allowable Weekly Visits	Duration
GP	3:00 PM – 8:30 PM	8:15 AM – 3:45 PM	3	3 Hrs Weekdays 2 Hrs Weekends/Holidays*
GP (Lay-In/Sick Cell)	3:00 PM – 8:30 PM	8:15 AM – 3:45 PM	3	1 Hr Weekdays 1 Hr Weekends/Holidays*
A&E After 30 days	3:00 PM – 8:30 PM	8:15 AM – 3:45 PM	2	2 Hrs Weekdays 2 Hrs Weekends/Holidays*
TLU	Same as A&E or GP status	Same as A&E or GP status	Same as A&E or GP status	Same as A&E or GP status
Observation	Same as A&E or GP status	Same as A&E or GP status	Warden/ designee approval req.	Same as A&E or GP status
Adjustment Segregation	NA	NA	0	NA
Unit 18 – Program Segregation/ Disciplinary Separation	Same as A&E or GP status	Same as A&E or GP status	1	1 Hr Weekdays 1 Hr Weekends/Holidays*
Unit 20 – Program Segregation/ Disciplinary Separation	Same as A&E or GP status	Same as A&E or GP status	Same as A&E or GP status	Same as A&E or GP status
Controlled Segregation	Same as A&E or GP status	Same as A&E or GP status	Warden/ designee approval req.	1 Hr Weekdays 1 Hr Weekends/Holidays*
Administrative Confinement	Same as A&E or GP status	Same as A&E or GP status	1	1 Hr Weekdays 1 Hr Weekends/Holidays*
Protective Confinement	Same as A&E or GP status	Same as A&E or GP status	1	1 Hr Weekdays 1 Hr Weekends/Holidays*
Long Term Temp Holds	Same as A&E or GP status	Same as A&E or GP status	Same as GP status	Same as GP status No visit for Temp Holds on Unit 17

*Inmates are permitted a visit on only one day of a weekend.

Holidays: New Year's Day, Martin Luther King Jr. Birthday, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

1. It is the inmate's responsibility to advise visitors of the hours and restrictions that apply to visiting. Dodge Correctional Institution Visiting – General Information sheets are available on all units to send to visitors.
2. The supervision of children will be the responsibility of the inmate as well as the visitors.
3. Vending machines
 - a. Inmates may not go to the vending machines.
 - b. Visitors may leave their seats to purchase food and drink items from the vending machines that are available in the Visiting Center.
 - c. No vending machine items are to be taken from the Visiting Center to the housing units.
 - d. No-contact visitors are to purchase all vending items prior to the visit.
4. Any material to be sent out with a visitor must be sent to the Property Officer prior to the visit for proper inspection and handling.

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5. The only items inmates are allowed to bring to the Visiting Center are:
 - a. 1 wedding ring.
 - b. 1 room key.
 6. Inmates must wear a full set of greens with the shirts tucked in and buttoned one button from the top and State issued shoes completely tied.
 7. Kissing and embracing is limited to an appropriate greeting and farewell only. Inappropriate displays of affection may result in the termination of a visit and/or disciplinary action.
 8. Inappropriate behavior by the inmate or a visitor will result in termination of a visit and/or disciplinary action.
 9. If the Visiting Center is filled and visitors are waiting, the first visits for that visiting period may have their visit ended early to make room for additional visits.
 10. Inmates having a visit in progress during scheduled mealtime must choose between terminating the visit to attend the meal or continuing the visit and not eating the institution meal. The Visiting Center Officer will announce the time inmates must terminate their visit should they wish to attend the meal. Inmates requiring special dietary needs should assess their own needs when making the decision regarding whether to terminate their visits to attend the meal.
- C. Special/Extended visit requests
1. Requests for a special/extended visit are to be submitted by the inmate to the Social Worker/OCS on DOC-761. The request shall include the following information:
 - a. Visitor's name/sex.
 - b. Relationship to inmate.
 - c. Address.
 - d. Date of birth.
 - e. Phone number.
 - f. Reason for the request.
 - g. Date and time of anticipated visit.
 2. Criteria considered for these visits include, but are not limited to:
 - a. The physical distance the visitor is traveling (200 miles or greater).
 - b. The frequency of visits the inmate receives.
 - c. The relationship of the inmate to the visitor.
 - d. The special purpose or reason for this visit (family needs, emergency circumstances, etc.).
 - e. Up to three special/extended visit requests are permitted per year. Exceptions will be made by the Warden/designee.
 3. DOC-1115 is prepared by the Social Worker/OCS outlining the details of the visit. The Social Worker/OCS shall document criminal history checks and ensure a review of proposed visitors, consider issues of victimization, court orders, and the inmate's reintegration into the community. This form is then forwarded to the Social Services Director/designee for final approval.

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4. Social Service Director/designee will review request and approve/disapprove, return completed form to the Social Worker/OCS and distribute to appropriate institution staff.
 5. Support Services OOA will enter visitor in WICS and post DOC-1115 for Lobby authorization for entry.
- D. Family visits between inmates
1. Any request from an inmate for combined visits with another inmate who is a close family member should be submitted to the Social Worker/OCS.
 2. The Social Worker/OCS shall verify the relationship between inmates and verify that the proposed visitors are on both inmates' visiting lists and forward to Social Services Director/designee for approval. Social Services Director/designee will confer with Security Director/designee.
 3. If approved, the Social Services Director/designee shall forward a memo to the Lobby and Visiting Center approving the family visit.
- E. Medical services requests by visitors
1. If a visitor becomes ill, visitor may request that an ambulance is called, but the visitor will be responsible for the cost of the ambulance service.
 2. DCI will only provide health care for a visitor in a case of extreme emergency.
- F. Photographs
1. Inmates on visits will be allowed to have photographs taken of themselves and their visitors.
 2. All photographs will be taken in the Visiting Center under supervision of the Visiting Center Officer.
 3. Pictures will be taken during the inmate's visiting period.
 4. GP inmates are also allowed to request a photo to be taken in the Visiting Center separate from a visit. These photos are taken on Tuesdays at the discretion of the Visiting Center staff.
 5. While in A&E status, inmates are only allowed to have photos taken during visits.
 6. DOC-184 must be submitted by the inmate to the Visiting Center Officer at the beginning of the visit. The request must include the number of photos being requested (maximum of five photos).
 7. Visiting Center Officer will check the appropriate computer system to verify that the inmate has sufficient funds in their account, and DOC-184 will be approved or denied based on the proper funds being available in the inmate's account.
 8. Photo guidelines
 - a. One inmate is permitted per photo.
 - b. Inmates must wear green state-issued clothing (no personal and/or colored T-shirts or bare chests). Inmates are not permitted to be photographed with any additional personal or state-issued property.
 - c. Pictures are to be taken in the designated area in the Visiting Center.
 - d. Persons in the photo must stand straight, facing the camera with hands at their sides or clasped in front or behind. No hand gestures are permitted. Feet should be parallel, directed toward the camera. Inmate

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and visitors in the Visiting Center may have their arms only around the shoulder of another for pictures. Inmate and visitors are permitted to hold children appropriately in photos.

- e. Only the inmate's approved visitors may be in the photograph. Neither Officers nor any other inmate or visitor(s) may be in the photograph(s).
- f. Photos that are believed to depict gang-related or other inappropriate postures on behalf of the inmate or visitor will be confiscated and inmates or their visitors are required to pay for these photos. Photos will be referred to Security for review. If necessary, a conduct report will be issued. Photos will be returned to the inmate only if the charges are not substantiated at the Disciplinary Hearing.
- g. All photographs will be inspected and approved by Security staff before given to inmates or their visitors.
- h. All photographs that are unacceptable due to damage, over exposure, or under exposure may be retaken at the discretion of the Visiting Center staff.

G. Visiting Center equipment and areas

1. The baby changing station is located in the visitor restrooms and provided as a courtesy by DCI. The intention is to allow a safe, proper, and private area in which visitors can change their infants or young children.
2. All card and board games, puzzles and books must be returned to the Visiting Center Officer.

III. Visitation – Infirmary Inmates (Unit 25)

A. General guidelines for Infirmary visits on unit

1. A&E, GP and Temporary Hold status inmates that have a medical need to visit in the Infirmary will have the same allowable weekly visits, duration, and visiting hours as Visiting Center rules for their status.
2. Infirmary visit location will be determined by the Infirmary staff.
3. For all Infirmary visits, the maximum number of visitors allowed to visit at one time is three (3) unless approved by Warden/designee.
4. All visitors must be age 18 or older.
5. Visitors must stay with the Escort Officer during movement to, from and during the entire visit.
6. There are no vending machines or break rooms available to visitors when visiting in the Infirmary. No change is allowed. An inmate/visitor restroom is available on the Infirmary unit.
7. Unrestrained or inappropriate displays of affection may result in the termination of a visit and/or disciplinary action.
8. Quiet visiting is expected in respect for all inmates residing on the Infirmary unit.
9. Visitors will be asked to exit the cell when nursing staff need to provide personal care to the patient.
10. All other institutional visitor rules apply.
11. Special visits may be requested through the Infirmary Social Worker and must be approved by the Warden/designee.

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- B. Infirmery inmate visits in the Visiting Center will be conducted in accordance with Visiting Center procedures.
- C. Deathbed visitation
 1. Visiting hours are from 6:30 AM through 8:45 PM daily. Visitors may leave the institution for meals and return upon notification to the Escort Officer.
 2. Visitors will be limited to those on the inmate's visiting list. Consideration for persons not on the visiting list will be given to close family members as defined in DAI Policy 309.06.01.
 3. Visitors under the age of 18 may be allowed to visit with Warden/designee approval.
 4. The Infirmery Social Worker/designee will discuss deathbed rules with the emergency contact/potential visitor when the physician determines death is imminent. Lobby staff will give DCI Infirmery Visiting Rules/Deathbed Visitation to visitors and to escort staff at the beginning of each visit.
 5. At the time of death, the family may be allowed up to 20 minutes to say goodbye before the Escort Officer asks all persons to exit the cell.

IV. Visiting Lists

- A. General guidelines
 1. Multiple visiting forms may be placed in one envelope, although the inmate will be responsible for excess postage.
 2. Staff may request and use information from other sources in determining a proposed visitor's suitability for visiting. This includes special/extended visits.
 3. Approved visitors shall be added to the visiting list in the order DOC-21AA questionnaires are received, until the limit is reached.
 4. Visitors requesting special accommodations on DOC-21AA will be sent a DOC-2424.
 5. Processing staff will update WICS to reflect changes in visitor names, addresses and/or phone numbers, as necessary.
 6. Processing staff will review WICS person considerations to ensure that proposed visitor has not previously been suspended or terminated.
 7. Processing staff will complete DOC-161 and DOC-2427 for all removals and/or denials.
- B. GP visiting lists
 1. Once the 12 adult visitor limit is reached, changes will be made as required by facility staff or at the request of the inmate.
 2. If additional questionnaires are received beyond the 12 adult visitor limit, DOC-2411 will be processed.
 3. An inmate may resubmit DOC-21AA to have a proposed visitor placed on their list six months after the date of denial or appeal decision, unless otherwise specified.
 4. OOA completes background check and provides all relevant visitor information and DOC-21AA to Social Worker for review for approval or denial for all visitors.
 5. Social Worker shall:

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- a. Review DOC-21AA and background check for approval/denial of visitation.
 - b. Evaluate the appropriateness of visits by a proposed visitor that is on supervision after submitting DOC-2429 and consulting with agent.
 - c. Review legal file for any restraining orders or court orders regarding contact with certain people.
 - d. Approve/disapprove the visitor as appropriate and forward to Support Services OOA for processing and distribution.
 - e. Review emergency contact name, address, and phone number with inmate at each PRC recall interview to ensure accurate and up-to-date information in WICS.
- C. A&E visiting lists
1. Once the limit of four approved adult visitors is reached, no changes will be made unless directed by facility staff.
 2. Inmates in A&E status longer than 120 days may request one (1) additional related or non-related adult be added to their visiting list. This will only be permitted if the inmate is in a non-segregated status.
 3. A spouse applying for visitation who does not have the same last name as their inmate spouse must provide a copy of their marriage certificate with the returned DOC-21AA.
 4. Any DOC-21AA returned to A&E after transfer of an inmate will not be forwarded. The inmate may resubmit the request at their new institution.
 5. The inmate shall ensure any changes regarding visitor information are made known to the A&E Unit.
 6. If necessary to verify decision, processing staff will request agent input on DOC-2429 to confirm information provided on completed DOC-21AA and to evaluate the appropriateness of approving the individual as a visitor.
 7. Processing staff will update or create Relative/Associate in WICS and approve/deny or place in pending/not processed status for WICS Visiting List.
- D. Appeals on denial of visitation
1. Denied visitor may appeal the decision in writing to the Warden.
 2. The Warden/designee will review information used in the denial decision and will respond to the visitor in writing as to whether the denial is upheld or reversed.
 3. If decision is reversed, Warden's Office will contact A&E or Support Services OOA to update WICS for visitor approval.