

DIVISION OF ADULT INSTITUTIONS FACILITY PROCEDURE

Facility: Dodge Correctional Institution		
Original Effective Date: 10/1/93	Facility Procedure #: 900.422.01	Page 1 of 13
New Effective Date: 04/28/08	Supersedes Number: 406.4-B 415.04 421.6 421.8 421.20	Dated: 12/05/05 03/03/02 08/19/02 12/05/05 08/15/05
Chapter: 900 Security		
Subject: Visitation – Inmate		
Required Posting or Restricted:	<input checked="" type="checkbox"/> Inmate	<input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted
Warden's/Center Superintendent's Approval: Tim Lundquist 03/26/08		

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

[Administrative Directive 20.5](#) – Use of Metal Detectors – Official Visitors
[DAI Policy 309.55.02](#) – Lay-In and Sick Cell Status
[DCI Procedure 112.16](#) -- Money Handling – Receipts
[DCI Procedure 117.8](#) – Receipts for Cash, Checks, Cashier's Checks and Money Orders
[DOC Administrative Code 309](#) – Resources for Inmates
 DOC 306 SIMP 11 – Entrance Procedures
[DOC 309 IMP 11](#) – Inmate Visitor Identification and Dress Code
[DOC 309 IMP 39](#) – Visiting List

DEFINITIONS, ACRONYMS, AND FORMS

A&E – Assessment and Evaluation
DCI – Dodge Correctional Institution
DOC – Department of Corrections
GP – General Population
ID – Identification
SMU – Special Management Unit
TLU – Temporary Lockup

DCI Admission & Evaluation (A&E) and General Population (GP) Status Inmates
 General Information Sheet
 DCI Medical Verification Explanation Worksheet
 DCI Infirmary Visiting Rules (Includes Deathbed Visitation)
[DOC-98](#) – Incident Report
[DOC-162](#) – Offender Visitors List

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- [DOC-162B](#) – Offender Visitors Log
- [DOC-176A](#) – Request to Visit Offender
- [DOC-184](#) – Disbursement Request
- DOC-500 – Receipt Book
- [DOC-626](#) – Shift Report
- [DOC-761](#) – Interview/Information Request
- [DOC-846](#) – Visitor Register
- [DOC-1089](#) – Denied Visit Justification
- [DOC-1115](#) – Special/Extended Visit
- [DOC-1523](#) – Search of Offender Log

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.
4. All exit and entry of visitors from the institution will immediately cease when counts are in progress.

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 will be stopped 15 minutes prior to institution counts 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.
- g. The Lobby Officer will determine if the inmate is still in the institution and not scheduled for transfer.

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- h. The visitor shall sign DOC-846 and complete DOC-176A.
 - i. All visitors age 16 and over must present a current, approved picture ID upon arrival at the Lobby.
 - j. The Officer shall check the visitor ID to ensure it matches DOC-162 and log the visit on the electronic DOC-162B located in Offender Search/Documents/Visit Sheets. If the information is conflicting with the visiting list, 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.
 - k. A maximum of \$10 per visitor in change may be taken to the Visiting Center. A clear plastic bag may be brought by the visitor.
 - l. Personal possessions must be secured in lockers prior to the visitor being processed through the metal detector and having their right hand stamped.
 - m. The Lobby Officer shall give the visitor the completed DOC-176A and direct them to the metal detector area.
 - n. Visitors are to empty everything from their pockets and remove coats.
 - o. Unauthorized items will be secured in lockers or returned to visitor's vehicle.
 - p. Shoes and boots are to be checked for contraband if removed prior to passing through the metal detector.
 - q. 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.
 - r. 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 shall be documented on DOC-1089 and DOC-98.
3. Visitor Dress Code
- a. 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.

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- b. Visitors shall be dressed in appropriate attire complying with DOC 309 IMP #11 – Inmate Visitor Identification and Dress Code.
- 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, DOC-1089 is to be completed 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. Visitors may possess a blank personal check or money order to purchase hobby item/s from the Visiting Center.
 - e. 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.
 - f. The check or money order will be placed in a sealed envelope. The Lobby Officer will place contents and the inmate's name and DOC number on the outside of the envelope.
 - g. The Visiting Center Officer will contact the Lobby when a visitor carries out hobby item/s.
- 6. Disabled Visitors
 - a. Visitors who make use of a service animal will be allowed to enter the institution with the animal.
 - b. The hand scanner shall be utilized to scan both the visitor and the service animal instead of the walk-through scanner.
- 7. Wheelchair Visits
 - a. The hand scanner will be utilized when processing visitors who are confined to a wheelchair.
 - b. Visitors will be asked to sit in a plastic chair to aid in the use of the hand scanner.
 - c. Institution wheelchairs in the Lobby will be utilized by visitors who have the ability to transfer themselves from their personal wheelchair to the institution wheelchair.
 - d. Motorized wheelchairs will be allowed when medically necessary.

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8. Metal Detector Exemptions
 - a. Visitors arriving for a first-time visit who indicate they have a medical condition or implant will be hand scanned only if the visitor has a medical card or medical verification. This one-time exception will be noted on the visitor list.
 - b. Visitors who are unable to successfully pass through the metal detector due to a medical condition or appliance may request a Medical Verification Explanation Worksheet for the metal detector from the Lobby Officer.
 - c. Visitors must submit written medical documentation to the Security Director to process waiver requests.
9. Emergency Medications
 - a. Visitors requiring the use of Nitroglycerin may retain possession of this item on their person.
 - b. 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 brown paper bag and staple to seal the bag. The identity of the inmate shall be documented on the bag.
 - ii. Make notation of medication on DOC-176A.
 - 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. Upon receipt of a no-contact visiting notice imposed on an inmate, Support Services or A&E staff will update the inmate's visiting list.
 3. When no-contact visiting is imposed on an inmate, it applies to all visitors of the inmate for the duration of time imposed. When no-contact visiting is imposed on a visitor, it applies to all visits by the visitor.
 4. Staff will advise the visitor that the visit will be a no-contact visit and will be conducted via the telecommunications equipment.
 5. DOC-176A will be identified with No Contact Visit written across the front.

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6. The Lobby Officer shall notify the Visiting Center, Unit 18, or Unit 25 by telephone that a no-contact visit will be arriving.
 7. No-contact visits will be allowed three (3) visitors at one visit, adults and children combined. A maximum of three (3) no-contact visits can be conducted in the Visiting Center at any given time.
- D. Visitor Personal Property
- The following items will be allowed in the Visiting Center:
1. One comb (no handles).
 2. Approved medication.
 3. Change (up to \$10.00).
 4. Three (3) baby blankets, four (4) diapers, two (2) plastic baby bottles, one (1) change of clothes for babies and small children in training pants, a small amount of baby wipes, and one (1) car seat. All powdered formula being brought into the institution must be pre-mixed.
 5. Approved check/money order for Hobby purchases.
- E. 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 their 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 spouse (can be under 18). All visitors (3 maximum) will be escorted from the Lobby to Unit 18 and back to the Lobby after the visit is over.
- II. **Visitation Center**
- A. General Guidelines
1. Inmates entering the Visitor Center will be pat searched and inmates exiting the Visitation Center for any reason will be strip searched.
 2. Inmates using the restroom while in the Visitor 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.

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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.
8. Special/extended visits are only considered for a close family member as defined in DOC Administrative Code 309 to include inmate's:
 - a. Natural, adoptive, step and foster parents
 - b. Spouse
 - c. Children
 - d. Grandparents
 - e. Grandchildren
 - f. Siblings
 - g. A parent surrogate if the inmate substantiates that a claimed surrogate did in fact act as a parent to the inmate.

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 – 4:00 PM	3	3 Hrs Weekdays 2 Hrs Weekends/Holidays*
GP (Lay-In/Sick Cell)	3:00 PM – 8:30 PM	8:15 AM – 4:00 PM	3	1 Hr Weekdays 1 Hr Weekends/Holidays*
A&E Before 30 days	5:40 PM – 8:30 PM	8:15 AM – 4:00 PM	1	1 Hr Weekdays 1 Hr Weekends/Holidays*
A&E After 30 days	3:00 PM – 8:30 PM	8:15 AM – 4:00 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*

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Inmate Status	Visiting Hours Weekdays	Visiting Hours Weekends/Holidays*	Allowable Weekly Visits	Duration
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 housing 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. A&E and GP Status Inmate 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. Inmates may not go to the vending machines. Visitors may leave their seats to purchase food and drink items from the vending machines that are available in the Visiting Center. No vending machine items are to be taken from the Visiting Center to the housing units.
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.
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. Children 4 years of age and younger may be held by the inmate during visits if the inmate is the child's parent.
9. Inappropriate behavior by the inmate or a visitor will result in termination of a visit and/or disciplinary action.
10. 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.
11. 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

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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. No Contact Visiting

1. No contact visitors are to purchase all vending items prior to the visit.
2. While on a visit utilizing the telecommunications equipment, minor children must remain with the supervising adult at the designated telecommunications visiting station. Supervision of children is the responsibility of the visiting adult.

D. Special/Extended Visit Requests

1. Requests for a special/extended visit are to be submitted by the inmate to the Social Worker/Classification Specialist on DOC-761. The request shall include the following information:
 - a. The identity of the proposed visitor(s).
 - b. The relationship of the proposed visitors to the inmate.
 - c. The proposed date and time for the visit.
 - d. Reasons for requesting the 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.).
3. DOC-1115 is prepared by the Social Worker/Classification Specialist outlining the details of the visit. The Social Worker/Classification Specialist 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.

E. Family Visits

1. Any request from an inmate for combined visits with another inmate who is a close family member should be forwarded to the Social Worker/Classification Specialist.
2. The Social Worker/Classification Specialist shall verify the relationship between inmates and verify that the proposed visitors are on both inmates' visiting lists and forward to Social Services Director for approval.
3. If approved, the Social Services Director shall forward a memo to the Lobby and Visiting Center approving the family visit.

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F. Medical Services Requests by Visitors

1. If a visitor becomes ill, visitors 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.

G. Hobby Purchases

1. Hobby items may be purchased in the Visiting Center by check or money order.
2. The Lobby Officer will notify the Visiting Center by telephone whenever a visitor brings in a check or money order for the purpose of purchasing hobby items.
3. Immediately upon the visitor's entrance to the Visiting Center, the Officer will take possession of checks or money orders, arrange for and process the requested hobby purchase during the visit.
4. 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.
5. Staff will process and distribute receipts for hobby purchases on DOC-500 and according to DCI Procedure 117.8 – Receipts for Cash, Checks, Cashier's Checks and Money Orders.
6. Checks and receipts shall be stored in the Visiting Center lock-box until they can be transferred to the Business Office.

H. Photographs

1. Inmates on visits will be allowed to have photographs taken of themselves.
2. All photographs will be taken in the DCI 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.

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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 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. Neither Officers nor any other inmate or visitors(s) may be in the photograph(s). Only the inmate's approved visitors may be in the photograph.
 - 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.
- I. Visiting Center Equipment and Areas
 1. Baby Changing Station
 - a. The baby changing station is located in the restrooms and provided as a courtesy by DCI.
 - b. The intention is to allow a safe, proper, and private area in which visitors can change their infants or young children.
 2. Playpens/Toys
 - a. Playpens are provided to allow quality visiting time by providing an aid to control young children.
 - b. Playpen use will be at the discretion of the Visiting Center Officers.
 - c. Only the inmate may request a playpen.
 - d. The playpens will be available on a first come, first serve basis.
 - e. Playpens will be used by one visitor only. There will be no sharing by separate visitors.

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- f. The playpens will be set up in the carpeted seating area. At bench seating areas, tables will be moved to the side and remain on the carpet. Aisles must remain open and unobstructed.
 - g. Children in playpens will not be left unattended at anytime.
 - h. The inmate assumes full responsibility for playpen use.
 - i. The inmate's visitors will return all toys to the playroom. All card and board games and puzzles must be returned to the Visiting Center Officer.
 - j. Report any damage immediately.
 - k. The seating area will be arranged to its original condition.
 - l. Any misuse of playpens may result in suspension of this privilege.
3. TV/VCR
Only the Visiting Center Officer operates the TV/VCR. All movie requests and channel changes must be requested through the Visiting Center Officer.
4. Playroom
- a. Inmates are not allowed in the playroom.
 - b. Visitors may take their children to the playroom but are not allowed to remain there.
 - c. Children are not allowed to play on top of the furniture.

III. Visitation – Infirmary Inmates (Unit 25)**A. General Guidelines for Infirmary Visits on Unit**

- 1. A&E, General Population, 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 can 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.

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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.
- B. Infirmary 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 DOC Administrative Code 309 to include inmate's:
 - a. Natural, adoptive, step and foster parents.
 - b. Spouse.
 - c. Children.
 - d. Grandparents.
 - e. Grandchildren.
 - f. Siblings.
 - g. A parent surrogate if the inmate substantiates that a claimed surrogate did in fact act as a parent to the inmate.
 3. Visitors under the age of 18 may be allowed to visit with Warden/designee approval.
 4. The Infirmary 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 Infirmary 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.