

Or State of Utah - Department of Corrections



Department Manual

<i>FD04 - Visiting</i>		<i>POLICY &amp; PROCEDURE</i>	
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**01.00 GENERAL PROVISIONS**

**01.01 Purpose & Scope**

Inmate visits are crucial for helping incarcerated individuals maintain family and community ties and prepare for re-entry into society. Given that only authorized persons may access secure correctional facilities, stringent regulations are required to ensure the safety, security, management, and control of inmates, staff, and visitors, aligning these procedures with the legitimate penological interests of each prison facility while still offering an opportunity for visitation.

**01.02 General Requirements**

- A. Visitation within Utah Department of Corrections facilities is a privilege, not a right, afforded to inmates and visitors.
- B. The UDC may adjust visiting protocol and procedures or altogether cancel visiting when needed based on the legitimate penological interest of the institution. These legitimate interests include, but are not limited to:
  - 1. public or inmate health concerns;
  - 2. public or inmate safety and security concerns;
  - 3. inmate conduct or other behavior not in line with institutional rules;
  - 4. department staffing resources; and
  - 5. response to an incident in the community or within the institution.

- C. When visits are permitted, they may be conducted electronically, through a barrier, or without a barrier. The facility design, structure, inmate classification privilege levels, and overall safety and security interests all play an important role in determining what type of visit is allowed.
- D. Visitors and inmates shall comply with all visiting rules, policies, and procedures. Visitors shall read and acknowledge the Visitor Rules and Regulations. Any violation of rules, policies, or procedures by inmates or visitors may result in a visit being immediately terminated and a suspension, termination, or revocation of visiting privileges for both the inmate and visitor.

## 02.00 VISITING REGULATIONS

### 02.01 General Visitor Rules

#### A. Visitor's Consent Form

- 1. Visitors shall be required to complete the Visitor Consent Form prior to the initial visit.
- 2. The visiting officer shall ensure that a signed Visitor Consent Form is on file.
- 3. When questions three or four on the Application for Visitation Form are answered with a "yes," the application shall be denied until reviewed by the deputy warden/designee.

#### B. General Rules

- 1. Visitors shall comply with all Utah Department of Corrections (UDC) rules, policies, and procedures.
- 2. Visitors shall read the Visitor Rules and Regulations during the online application process. Any violation may result in a suspension, termination, or revocation of visiting privileges.
- 3. Visitors who have questions regarding rules, regulations, and/or procedures are responsible for asking visiting staff questions in order to thoroughly understand them.
- 4. If visiting staff members are unable to answer the visitor's question, the staff will contact the visiting captain or lieutenant. Every attempt should be made to get the answer on the same day. If the answer is not obtained the same day, a visiting staff member shall follow up with the visitor as soon as the answer is obtained.
- 5. Prior to the initial visit, the approved visitor shall sign the Application for Visitation Form, which states that they have read, understand, and shall comply with the visiting rules and regulations.
- 6. Falsification of any visiting forms may result in a visiting suspension.
- 7. Visitors not in compliance with visiting rules may have their visit terminated.
- 8. Visiting rules apply without exception to all DPO facilities.
- 9. Inmate visiting privileges are determined by the Privilege Level Matrix (PLM).
- 10. Visitors shall comply with the visitor dress standard as described in this policy.
- 11. Visitors shall access only those areas specifically designated as visiting areas.
- 12. Visitors and inmates should remain seated during their visit, and they should remain three feet or more from any wall or door in the visiting area.
- 13. Visitors shall not be permitted to leave and re-enter the facility during a visit.
- 14. Visitors' restroom facilities shall be off-limits to inmates. Visitors are not permitted access to inmate restroom facilities. Children shall not be allowed to use restrooms without supervision by the visiting parent or other approved adult.
- 15. Any visitor found in possession of contraband:
  - a. may be detained, and the matter referred to Investigations, for criminal prosecution; and
  - b. the visitor shall have visiting privileges suspended, restricted, or revoked, and their name removed from the inmate's visiting list pending a review by the security deputy warden/designee.

16. Visitors with babies shall bring no more than one transparent baby bottle, a small package of baby wipes in a clear bag, and no more than two diapers into the visiting area. These items are subject to search and shall be left in the designated visiting staff area until needed.
  17. Sanitation problems caused by children shall be taken care of immediately by the visitor.
  18. Tobacco products, matches, and lighters are prohibited in the visiting areas.
  19. All food items (gum, candy, etc.) from outside the prison shall not be allowed.
  20. Any person with a physical or mental impairment that substantially limits one or more major life activities or a young or aging person who requests or is offered transportation to a secondary visiting area (Antelope, Dell, etc.) will be accommodated and authorized by the assigned visiting sergeant or shift commander.
  21. Visitors shall not be permitted to bring electronic devices into the visiting area (e.g., cell phones, multipurpose watches, etc.).
  22. Visitors shall only visit with the inmate they are approved to visit. Inmates and visitors shall not visit with other visitors or inmates during their visit.
  23. Visitors who are approved to be on more than one inmate's visiting list shall only visit with one inmate per visiting session. The warden/designee may make exceptions. Exceptions shall be in writing and approved on a case-by-case basis.
- C. Visitor Conduct
1. Sexual conduct, such as petting, fondling, prolonged kissing, or body contact, between inmates and visitors is prohibited.
  2. Any visitor/inmate who displays inappropriate behavior or refuses to comply with facility rules, policies, and procedures shall have their visit terminated.
  3. Inmates and the escorting adult visitors are responsible for the behavior of visiting children.
    - a. Children are required to be seated on the visitor side of the table.
  4. Any visitor who exhibits characteristics that would indicate they may be under the influence of drugs or intoxicants shall be detained and the matter referred to the shift commander.
- D. Visitor Dress Standard
1. The following standards apply to all adults and children:
    - a. all clothing must follow the guidelines listed without a cardigan, jacket, or extra layers. Extra layers are subject to approval and must be removed if requested;
    - b. all visitors must successfully pass the body scanner and any other security screening protocol; and
    - c. visitors must remove belts and shoes prior to being scanned.
  2. Allowed clothing:
    - a. clothing should be modest and loose-fitting;
    - b. clothing worn on the top half of the body must have sleeves that cover the full shoulder and cover any level of the cleavage line, back, midriff, or underarm at any time while standing, sitting, or bending down;
    - c. dresses, skirts, and shorts must be long enough to touch the knee cap when standing while remaining at the waist, including slits;
    - d. undergarments must be worn at all times;
    - e. closed toe shoes are the only shoes permitted and must be worn at all times;
    - f. religious attire (e.g., scarves, head wraps, etc.) may be worn but is subject to removal so it can be searched;
    - g. jewelry worn should not be excessive, and shall be removed and stored when requested; and

- h. Hats or caps must be hung up prior to being seated in the visiting room at USCF only. Hats or caps are not permitted at CUCF.
- 3. Prohibited clothing:
  - a. no skin-tight clothing, figure-hugging clothing, or clothing designed to intentionally accent the body, including but not limited to:
    - i. form-fitted shirts, sleeveless shirts, tube tops, tank tops, halter tops, low-cut shirts, or off-the-shoulder tops; and
    - ii. leggings, jeggings, spandex shorts/pants, or yoga pants.
  - b. no underwire bras or undergarments;
  - c. no transparent or sheer clothing, including “burn-out” fabrics, open-weave sweaters or blouses (i.e., lace), clothing fads that expose excessive amounts of skin (e.g., grunge, ripped, distressed, fatigued, destroyed, etc.) or that expose the skin or undergarments through the clothing;
  - d. no clothing resembling security uniforms (i.e., grey pants and black shirt), medical scrubs, or inmate uniforms (i.e., plain white, plain orange, or plain maroon/burgundy) are not allowed;
  - e. no camouflage-patterned clothing (i.e., military-type clothing or military fatigues);
  - f. no hooded clothing;
  - g. no attire displaying obscene/offensive, derogatory language or drawings, or attire displaying gang association/ gang-related depiction;
  - h. no attire displaying law enforcement insignia or other police/corrections style markings or language.
  - i. any items that may not pass the body scanner or screening process, such as excessive metal, zippers, buttons, embellishments, or wired bras;
  - j. no open-toe shoes are allowed (i.e., flip-flops, sandals, and Crocs);
  - k. no items that connect to the internet; and
  - l. no watches, pendants, medicine bags, and excessive/wide bracelets.
- 4. Visitors not complying with the dress standard may be denied their visit by staff. Any denials shall be reviewed by the on-duty lieutenant/shift commander before the visitor is notified.
- 5. All visitors must clear the screening process.
  - a. Visitors with physical restrictions that make it difficult to clear the scanning procedures (e.g., confined to a wheelchair, utilization of a walker, cane, or implanted devices) shall provide documentation of the restrictions during the application process so it can be verified before the first visit.
  - b. Visitors not able to clear the body scanner or other screening protocol may be denied access.
- 6. Personal property such as purses, wallets, keys, paper money, coats, writing paper, writing instruments, pictures, letters, etc., is not permitted in the visiting area. Lockers are available for visitor use.
- 7. Coins for use in authorized vending machines should be contained in a clear plastic coin purse or clear zip-lock bag (loose change only, no coin rolls). Only one debit or credit card may be allowed.
- 8. The department is not responsible for the loss of personal items.
  - a. Visitors must report any lost items to security personnel. Any failure to report lost items may result in a suspension of visiting privileges.

## 02.02 General Inmate Rules and Regulations

### A. General

1. Inmates shall:
  - a. be notified by facility housing staff of a pending visit;
  - b. show approved Prison identification to the visiting officer before being allowed into the visiting room; and
  - c. submit to at least a body scan or a pat search before the visit. A strip search of an inmate may take place prior to a visit if an officer deems it necessary.
- B. Searches
  1. Inmates shall be strip-searched after all contact visits.
- C. Inmate Appearance and Dress
  1. Inmates:
    - a. shall be required to wear an unaltered inmate uniform, in accordance with the inmate dress standards (FD22), throughout the visit;
    - b. shall be required to leave their shirt tucked into their uniform pants at all times;
    - c. shall not be allowed to wear thermals, hats, or coats in the visiting area; and
    - d. may be permitted to take into the visiting room only one religious medallion and only one wedding band. Visiting staff must be made aware of these items prior to entry into the visit.
- D. Inmate Conduct
  1. Inmates shall:
    - a. not be allowed to leave and re-enter the visiting area during a visit; and
    - b. observe all facility rules and regulations during a visit, including, but not limited to:
      - i. not acting inappropriately or sexually;
      - ii. not using foul or abusive language or conduct; and
      - iii. complying with the nothing in, nothing out rule.

#### 02.03 Processing Visitors Entering the Visiting Area

- A. Visitor access shall be 15 minutes prior to the scheduled time of the visit, up to 15 minutes after the scheduled time of the visit. If visitors arrive late, the shift commander may turn them away and cancel the visit.
- B. Upon entering the prison, the Screening staff member shall:
  1. direct the visitor through the scan and search process;
  2. retain the visitor identification in trade for a Department-authorized visitation card;
  3. verify the visitor possesses the correct identification; and
  4. provide a secondary, equally effective identification procedure(s) to augment picture identification confirmation prior to exit from the facility, such as:
    - a. biometrics; and
    - b. handstamp/black light.
- C. All visitors will be escorted to the visiting room at the same time.
- D. Visitors 16 years of age and older shall present positive photographic identification (e.g., State ID card, driver's license, or picture school ID) prior to being permitted to visit.
- E. Visiting staff/designee shall verify that a visitor is on an inmate's approved visiting list and that a signed Visitor Consent Form is on file prior to visiting.
- F. If a Visitor Consent Form is not on file, the visitor shall be required to complete the form prior to visiting.
- G. Visitors may be given a pass that indicates the total number of adults and children who will be visiting at that time.
  1. The visitor shall give the pass to the visiting officer prior to entering the visiting room.

- H. Generally, a maximum of three visitors, including minors, will be allowed to visit an inmate per visiting session. This number may be reduced at times at the discretion of the DPO Director based on the needs of the institution, visiting space available, and related health, safety, and security concerns.
- I. Visitors shall be screened by a body scanner and must clear the body scanner prior to entering the visiting area.
- J. Visitors may be subject to a search (e.g., property and/or vehicle search) prior to entering the visiting area.
  - 1. Visitation shall be denied for failure to submit to such a search request.
  - 2. Visitors may refuse or stop a search at any time. If this occurs, the visitor shall be asked to immediately leave the prison property and shall not be allowed to visit.
    - a. If illegal items are found during a search, the visitor shall be detained, and LEB shall be contacted.
  - 3. Strip searches shall only be conducted in strict compliance with the FF24 Search policy.
- K. Visitors shall not share food or drinks with inmates.

#### 02.04 Processing Visitors Exiting the Visiting Area

Upon exiting, the Screening staff member shall:

- A. retain the Department-authorized visitation card in exchange for visitor identification;
- B. verify the visitor is, in fact, the person on the identification card. (Positive identification is required prior to allowing the visitor to exit.);
- C. confirm picture identification with the provided secondary identification procedure(s) prior to exit from the facility; and
- D. if the visitor misplaces or loses the visitor identification card while inside the prison, not be allowed to leave until the visitor ID card is either found and the visitor is positively identified, or the visitor shall remain in the screening area until an inmate count is completed and their identity is verified.

#### 02.05 General Visiting Times and Duration

- A. Visiting times shall be scheduled and posted in advance.
- B. The inmate's Privilege Level Matrix shall determine the duration of the visit. This includes the time it takes to process the visitors/inmates in and out of the visit.

#### 02.06 Visitors with Service Dogs

A visitor with a disability, who is otherwise allowed to visit, and who is using a service dog to perform work or tasks related to the visitor's disability, shall be allowed to bring the service dog into the visiting room while on the visit, provided the performance of the work or tasks might be needed traveling to or from the visit or during the visit, subject to the following:

- A. no service animals other than a dog are allowed;
- B. a service dog is a dog that is individually trained to do work or perform tasks for a person with a disability. The work or tasks performed by a service dog must be directly related to the person's disability. Examples of such work or tasks include, but are not limited to:
  - 1. assisting a person who is totally or partially blind with navigation;
  - 2. alerting a person who is deaf or hard of hearing to the presence of people or sounds;
  - 3. pulling a wheelchair;
  - 4. assisting a person during a seizure; and
  - 5. providing physical support and assistance with balance and stability to a person with a mobility disability.

- C. a dog whose primary purpose is to deter crime or to provide emotional support, comfort, well-being, or companionship does not qualify as a service dog for purposes of this policy and shall not be allowed in the prison;
- D. in determining whether a dog is a service dog, facility staff may ask the visitor if the dog is required for the visitor's disability and what work or task the dog is trained to perform unless this information is readily apparent (e.g., a guide dog leading a person whose sight is impaired). Staff may not demand proof or documentation of the visitor's disability or certification that the service dog is trained, although the visitor may provide these voluntarily;
- E. on the first occasion when a visitor brings a service dog to a visit, prior to allowing the service dog to be admitted to the visit, the lobby officer shall require the visitor to sign the Acknowledgement for Visitors with Service Dogs form, acknowledging that the visitor is liable for all injuries or property damage caused by the service dog while on facility property. The signed form shall be maintained in the visiting office (or other designated areas), and an entry shall be made in O-Track noting that the visitor is allowed to bring a service dog to the visit;
- F. if the visitor refuses to sign the form (unless there is another reason to not allow the visit), the visitor shall be given the opportunity to visit without the dog, provided the dog is removed from the facility property;
- G. a service dog may be excluded from entering, or removed from, the facility:
  - 1. if it is out of control and the visitor does not take effective action to control it;
  - 2. if it is aggressive toward or interferes with staff, other visitors, prisoners, other persons, or other dogs;
  - 3. if it is not housebroken; or
  - 4. if its behavior otherwise presents a risk of injury or property damage.
- H. a service dog may also be excluded from entering the facility based on a past incident of behavior at the facility or another facility that presented a risk of injury or property damage;
- I. a determination to exclude or remove a service dog shall be made on an individualized basis and not on assumptions about the animal's behavior or propensities based on its breed or size;
- J. if a dog is excluded before a visit begins, either because it is not a service dog or because of its behavior unless there is another reason to not allow the visit, the visitor shall be given the opportunity to visit without the dog, provided the dog is removed from facility property;
- K. if a service dog is removed during a visit, the visitor shall be required to leave with the service dog and shall not be allowed to return to complete that visit;
- L. neither a service dog nor any dog claimed to be a service dog shall be permitted to be left in a vehicle on facility property under any circumstances;
- M. if a dog is excluded or removed from a facility, it shall not be allowed in the facility again unless the visitor submits a written request to the warden/designee for the dog to be allowed. An entry shall be made in o-track, noting that the dog is not allowed unless the warden/designee grants the visit;
- N. if the visitor claims that it was wrongly determined that a dog is not a service dog, the warden/designee shall consult with the Department's legal representative in the attorney general's office prior to making a decision on the request;
- O. if the visitor claims a service dog was wrongly excluded or removed based on the dog's behavior or for some other reason, the warden/designee, at their complete discretion, shall decide whether the service dog will be allowed in the facility in the future;
- P. a service dog allowed to be brought into the facility during a visit shall be on a leash, harness, or tether at all times while on facility property unless this would interfere with the tasks it performs, in which case it shall be under voice control of the visitor;

- Q. no service dog shall be allowed to wander unattended around the visiting room or other parts of the facility;
- R. facility staff shall not provide care for a visitor's service dog. The visitor may not bring in food, water, or medication for the service dog. The service dog may not transport carrying bags or other containers or other property unless necessary for the work or task it performs for the visitor; and
- S. a service dog and its leash, harness, tether, vest, or other items shall be required to pass all security searches applicable to visitors. A visitor with a service dog may be separated briefly from the service dog to allow for a search by a facility's canine unit. If the visitor chooses not to be separated from the service dog for the canine unit to operate, the visitor will be asked to leave, and the visit will be terminated.

### 03.00 LEVEL I AND LEVEL II VISITING

Inmates must maintain at least an "Ab" lockdown/privilege level in order to receive visiting privileges.

#### 03.01 Visitor Entry to USCF Antelope and Emerald Facilities

- A. Visitors shall present themselves to the Vehicle Direction Station Officer (VDS) and Screening Building for clearance to the Antelope and Emerald Facilities.
- B. The Screening Building Officer shall notify the Antelope Administration Control Officer or the Emerald Administration Control Officer to obtain clearance for the visitor to proceed to the Antelope or Emerald gate entrances, on the authorization of the movement rover.
- C. All visiting persons entering the Antelope or Emerald facilities shall provide the assigned visiting credentials before access to Antelope or Emerald is allowed.
- D. All persons entering the Antelope or Emerald Buildings shall be previously searched at the Screening Building via a metal detector/body scanner and may have items in their possession inspected to ensure the safety, security, management, or control of the facility.
- E. Purses, money, food, cigarettes, lighters, matches, electronic devices, or contraband shall not be allowed within the secure perimeter.
- F. The Antelope and Emerald Administration Control Room Officers shall log all visitors entering and exiting the Antelope and Emerald Facilities.
- G. Visitors shall have access to only those areas specifically designated as visiting areas.

#### 03.02 Visitor Entry at CUCF

Visitors shall follow the standard process for all persons entering the Central Utah Correctional Facility, which includes entering through VDS and then entering the facility through the front door on the south side of the main building.

#### 03.03 Inmate Processing

- A. Inmates entering the visiting area shall be searched.
- B. Inmates may have in their possession one religious medallion and only one wedding band and shall wear the approved Level I and Level II inmate uniform.

#### 03.04 Visiting Conduct

- A. General visiting regulations apply to Level I and Level II inmates. Additional regulations in this section are required.
- B. Inmates shall remain seated on the chair/bench provided during visits.
- C. The inmates shall conduct themselves in a quiet, responsible manner.
- D. Visits for Level I and II inmates are barrier visits. No physical contact is permitted.

03.05 Completion of Visiting Period

- A. Visitors shall leave promptly when the visit is over.
- B. Visitors, at the completion of visits, shall be watched by a visiting officer as they leave the visiting room.
- C. Visitors shall proceed to the Antelope Control Point for identity verification of the visiting card before giving the authorization to exit.
- D. The Screening Building and/or the movement rover shall be notified to authorize a return movement of visitors.
- E. The inmate shall be strip-searched upon leaving the visiting area.

04.00 PROCESSING VISITING APPLICATION04.01 Inmate Visiting List

- A. Employees or volunteers with the Department of Corrections shall not be allowed on an inmate's visiting list without written authorization from the DPO director. If the employee or volunteer who is requesting to visit works in a division outside of DPO, both the DPO director and the director from the other division shall approve and sign off on the visit.
- B. If inmates parole to the community or to a CCC and later return to prison, the inmates' visitors shall be required to resubmit visiting applications prior to being allowed to visit.
- C. Therapists treating inmates in department facilities may recommend that certain inmates should not be allowed to visit with particular individuals based upon the therapist's clinical judgment, Court Order, or Board of Pardons and Parole stipulations. Therapists do not have the authority to approve/cancel inmate visitation with an inmate's family members, but shall provide recommendations when asked or when they deem appropriate based on their expertise and experience with the inmate and their progress in treatment.
- D. Visitors may be approved to be on multiple inmate visiting lists for family on a case-by-case basis as long as it does not pose a threat to the safety and security of the institution.
- E. Visitors approved to visit an inmate at one facility (USCF or CUCF) are also approved at the other UDC facility (USCF or CUCF). The visitor does not need to submit a new application if the inmate is moved from one facility to another.

04.02 Inmate Visiting Request Form

Visiting Request Forms shall include the following:

- A. inmate's full name, offender number, and date of request;
- B. visitor's first, middle, last name, maiden name (if applicable), marital status, social security number, address, driver's license number, the state it was issued by, and date of birth;
- C. visitor's relationship with the inmate;
- D. identification of all ADA accommodation needs/requests; and
- E. valid country/military/state ID/passport/foreign passport for all applicants over age 16.

04.03 Visitor Application Process

- A. The inmate or visitor may submit a completed visiting application to the USCF Screening Building or the CUCF visiting staff only when the online application process is unavailable.
  - 1. After completion of the inmate portion of the visiting application, the visitor may submit visiting applications for themselves and minors.
  - 2. If the visitor wishes to be notified of any additional information needed or of the visiting screening results, the visitor shall provide an email address. If an email address is not provided, notification will be sent to the inmate only.

- B. Applications can be printed and then submitted by email. The web address for accessing applications is <https://corrections.utah.gov>. The email addresses are [uspvisiting@utah.gov](mailto:uspvisiting@utah.gov) and [cucfvisiting@utah.gov](mailto:cucfvisiting@utah.gov).
- C. The visiting officer receiving the application shall review the application to ensure it is filled out completely.
  - 1. The visitor shall attach the appropriate personal documentation, as described at the back of the application form, or as specified by the visiting staff.
  - 2. All documentation should have the inmate's name and number printed clearly on it.
  - 3. The visitor shall email the application, all documentation, the signed Consent Form, and any other supplemental information to the [uspvisiting@utah.gov](mailto:uspvisiting@utah.gov) email or [cucfvisiting@utah.gov](mailto:cucfvisiting@utah.gov) email address.
    - a. Visitors wishing to be notified of the approval or denial shall provide an email address on their visiting application.
    - b. If an email address is not provided, notification will be made to the inmate only.
    - c. The visitor shall read the Visiting Rules and Regulations and sign the Visitor's Consent Form.
- D. Upon receiving the completed visiting forms, the staff member shall ensure:
  - 1. a background check is completed on the applicant;
  - 2. all necessary documentation has been provided, including a signed Consent Form; and
  - 3. the application is approved or denied.
- E. The visiting staff shall ensure that notification to the inmate is processed in a timely manner. If denied, the visiting staff shall indicate the reason for denial.
- F. Approved visitors are required to schedule their visits online at [corrections.utah.gov](https://corrections.utah.gov). The offender's housing assignment will be necessary for scheduling. The offender's housing assignment can be obtained online, by contacting visiting services at [uspscheduleavisit@utah.gov](mailto:uspscheduleavisit@utah.gov) or [cucfvisiting@utah.gov](mailto:cucfvisiting@utah.gov).

#### 04.04 Background Checks

- A. Visitor applications and renewal forms shall be checked through BCI, NLETS, the Driver's License Division, and local Wants and Warrants prior to being considered for visitation.
- B. Final disposition of any charges may be required prior to visiting approval.

#### 04.05 Denial of Application

- A. Visiting applications shall be denied by the visiting captain/designee if there is reason to believe that visits would jeopardize the safety, security, management, or control of the institution.
- B. Applications may be denied when an extensive and/or recent history of criminal activity exists, and/or the visitor:
  - 1. has transported contraband into or out of a correctional facility;
  - 2. has aided or attempted to aid in an escape from a correctional facility;
  - 3. has been convicted of harboring a fugitive;
  - 4. has been a crime partner of the inmate they wish to visit;
  - 5. has been on parole or probation for a felony or misdemeanor offense (currently or in the past year);
  - 6. is currently or in the past year has been under the supervision of UDC for a felony offense, including being incarcerated within a UDC facility, and has served their sentence;
  - 7. has been convicted of a felony offense in the past 7 years if the offense was sexual, violent, aggravated, drug trafficking, an introduction of contraband, or otherwise classified as a "person," "death," or "sex offense" crime as identified by the Utah Sentencing Commission;

8. has been convicted of a felony offense in the past 5 years that is not sexual, violent, aggravated, an introduction of contraband, or is an offense otherwise classified as “other” or “possession” crime by the Utah Sentencing Commission;
  9. has been convicted of a Class A misdemeanor or its equivalent in the past 5 years that is sexual, violent, aggravated, an introduction of contraband, or otherwise classified as a “person,” or “sex offense” crime as identified by the Utah Sentencing Commission;
  10. has been convicted of a Class A misdemeanor or its equivalent in the past 3 years if the offense was not violent, aggravated, drug trafficking, an introduction of contraband, or is an offense otherwise classified as “other” or “possession” crime by the Utah Sentencing Commission;
  11. has been convicted of a Class B misdemeanor or its equivalent in the past 2 years if the offense was violent, aggravated, or the introduction of contraband;
  12. has been convicted of any other Class B misdemeanor not outlined in #11 above in the past 1 year;
  13. has been convicted of a Class C misdemeanor or its equivalent in the past 1 year may be denied on a case-by-case basis if the offense was violent, aggravated, drug-related, or the introduction of contraband; or
  14. has been an employee, volunteer, or contract employee of the UDC and/or other local or state correctional facilities, within the past year, unless approved by the facility warden/designee.
- C. Denials may be appealed by the visitor/applicant through the captain/designee.
- D. The captain/designee should review and respond to the challenge within fifteen working days of receipt.
- E. A copy of the challenge response shall be forwarded to the facility visiting staff for reference.

#### 04.06 Minors

- A. All minor visitors, except spouses, shall be accompanied by their parent or legal guardian.
- B. Pre-approval by providing the appropriate legal documentation is required prior to visiting.
- C. Newborn infants are allowed to visit without the above-listed documentation for up to ninety days after birth with hospital documentation (e.g., hospital foot band). Documentation shall be required ninety days after their birth.
  1. If the minor’s parent or legal guardian is unable to escort the minor to visit, the individual shall:
    - a. be the minor’s grandparent or adult sibling; and
    - b. provide a notarized letter from the parent or legal guardian, giving the individual permission to escort the minor.
  2. Exceptions may be given by the warden/designee on a case-by-case basis and documented in writing.
- D. The minor and the approved adult shall remain together for the duration of the visit.
- E. Minors 16 years of age and older shall present picture identification (e.g., State ID, driver’s license, school ID, passport) prior to being permitted to visit.
- F. Minors will be automatically removed from the inmate’s visiting list, without notification, on their 18th birthday. It is the visitor’s responsibility to apply for regular visitation prior to the minor’s 18th birthday.

#### 04.07 Update of Visiting Application

- A. The visiting application shall remain valid for one year.
- B. All visitors shall update their visiting applications annually.

1. It is the responsibility of the visitor to submit a Visitor Renewal Form to visiting staff.
  2. Minor visitors do not need to be updated annually.
  3. Each visitor may receive a thirty-day grace period preceding the expiration date.
- C. Visitors shall notify the visiting staff in writing of any change of address of approved visitors within ten days of the new address. Failure to provide this information within the ten-day time limit may result in the suspension of visiting privileges.
- D. If a staff member discovers non-compliance with the update process, the inmate's visitor may be denied until their information is updated correctly.

#### 04.08 Removal from Visiting List

- A. An inmate may remove a visitor from their visiting list by completing a Removal Request Form to the visiting staff.
- B. It shall be the responsibility of the inmate to notify the visitor that they have been removed from the visiting list.
- C. Visitors removed from a visiting list shall not be reinstated for a 90-day period without prior approval of the warden/designee.
- D. Visitors may have their names removed from any visiting list by sending a written request to the visiting staff.
- E. The security deputy warden/designee may remove visitors from an inmate's visiting list to maintain the safety, security, or management of the DPO.

#### 04.09 Victim Review Process

- A. Visitors who have been victims of the inmate they wish to visit shall so indicate on the Visitor Consent Form.
- B. Victims must submit documentation requesting visiting access with an explanation as to why visits should be considered.
- C. All documentation should be sent to the visiting captain/designee for review.
- D. All documentation shall then be sent to the victim services coordinator for review.
- E. In cases where the offender is a convicted sex offender, the victim services coordinator shall discuss the request/appeal with the director or designee of the Sex Offender Treatment Program before a decision is made.
- F. The victim's therapist/treatment provider may also be requested to provide recommendations.
- G. If a no-contact or protective order is in place as ordered by the court or Board of Pardons and Parole, the visit shall remain denied.
- H. The victim services coordinator may reach out to the victim for clarification regarding the appeal.
- I. The victim coordinator shall communicate the final decision to the visiting office within 15 working days of receipt of the request/appeal.

### 05.00 VISITOR SUSPENSIONS

#### 05.01 Visitors Suspended, Restricted, or Revoked

- A. An inmate's visiting privilege may be suspended if that privilege jeopardizes the safety and security or management of the facility.
- B. The visiting captain/designee may suspend, restrict, or revoke visits if the behavior of the visitor or inmate jeopardizes the safety, security, management, or control of the facility or its staff or inmates.

- C. A visit may be suspended, restricted, or revoked for a dress code violation, foul and abusive language/conduct, or refusal to comply with all rules, policies, or procedures, or when necessary to meet the safety, security, management, or control requirements of the facility.
  - 1. If a visitor is denied due to a dress code violation, the officer considering the denial shall contact their supervisor to review the violation and approve the denial prior to informing the visitor they are denied entrance. If the officer's supervisor or someone in their chain of command is not available, the shift commander or other appropriate supervisor shall be contacted to review the situation.
  - 2. If the visitor is denied due to dress code violations, and alternate clothing is available and an option exists for the visitor to change their clothing in an appropriate location, such as a bathroom, the supervisor who approved the denial may allow the visitor to change into approved clothing and still complete their scheduled visit. In making this decision, the supervisor will consider the amount of time it will take in relation to the time of the scheduled visit, the nature of the clothing or other violation, the overall conduct and behavior of the visitor, and any other pertinent facts in the given situation.
- D. The on-duty visiting officer may suspend, restrict, or revoke visits, pending an administrative review by the visiting captain, if the behavior of the visitor/inmate jeopardizes the safety, security, management, or control of the facility.
- E. Visiting privileges may be permanently revoked or altered as follows:
  - 1. visitors who bring illegal controlled substances, firearms or other weapons, explosives, or other illegal items onto prison property shall be banned from visiting;
  - 2. visitors who attempt to smuggle contraband into the facility;
  - 3. visitors and inmates who have inappropriate sexual contact with an inmate during their visit;
  - 4. inmates guilty of attempting to introduce contraband into the institution through the visiting process shall have their visiting privileges suspended pending an administrative review by the security deputy warden/designee; and
  - 5. inmates found guilty of a B1M/A13 disciplinary charge shall be placed on barrier and/or tablet visits consistent with AG61 Unauthorized Substance Testing. The following guidelines will be used:
    - a. first disciplinary conviction shall result in non-contact visiting for a period of four months;
    - b. second disciplinary conviction shall result in non-contact visiting for a period of one year; and
    - c. third or subsequent disciplinary convictions shall be reviewed by the inmate's OMR team, along with the visiting captain/designee, to determine an appropriate amount of time for the inmate to remain on barrier visits.
- F. All visitors and inmates shall be given the opportunity to appeal a suspension, restriction, or revocation to the captain/designee.
- G. If a visit is suspended, restricted, or revoked:
  - 1. the reason shall be documented by the visiting officer taking the action; an IR1 incident report shall be written;
  - 2. the visiting officer taking action should notify the visitor and/or inmate of any infractions.
  - 3. written notification shall be sent to the visiting captain/designee;
  - 4. the visiting captain/designee shall review the documentation submitted by the visiting officer;
  - 5. the visitor and/or inmate may send a written explanation of the incident in question to the visiting captain/designee to present their perspective of the incident; and

6. following the review of all information pertaining to the incident, the visiting captain/designee shall submit a recommendation to the security deputy warden/designee for determination.
- H. The decision of the security deputy warden/designee may be challenged by the warden/designee.
- I. The warden/designee shall review and respond to the challenge within fifteen working days of receipt. The warden's decision shall be final.

## 06.00 SPECIAL VISITS

### 06.01 Criteria

- A. Special visits may be approved for those who travel over 250 miles and when staff members are available to accommodate the visit.
- B. Emergency visits may be approved after the nature of the circumstances surrounding the request has been verified and determined to be a legitimate emergency that warrants a special visit (e.g., death in the family, etc.).

### 06.02 Special Visit Requests

- A. An inmate requesting a special visit shall complete and submit a Special Visit Request and Authorization Form to the Visiting Lieutenant at least seven days prior to the date of the proposed visit.
- B. The visiting captain/designee shall have a background check completed on all applicants. All standard visiting protocol requirements remain the same.
- C. If the security and staffing needs of the facility can be met, final approval of the visit shall be made by the security deputy warden/designee.
- D. If an inmate does not have sufficient notification of an emergency situation, the emergency shall be verified, and the shift commander may approve a special visit. All standard visiting protocols remain in place.
- E. A special visit shall not be approved if it is an attempt to circumvent the inmate's regular visiting list.
- F. Visitors currently on an inmate's visiting list should not be approved for special visits. Exceptions shall be made on a case-by-case basis.
- G. If a visitor is expected to visit more than twice during a one-year period, the inmate should apply for that person to be added to their regular visiting list. Exceptions shall be made on a case-by-case basis.
- H. If an exigent circumstance exists, and the warden/designee approves an urgent special visit without a criminal history check, the visit shall be a barrier visit only and shall be accommodated on a one-time, emergent basis only.

### 06.03 Denial of Special Visits

- A. A special visit may be denied if a staff member believes the visit would jeopardize the safety, security, management, or control of the facility, or for other specified reasons.
- B. A special visit may be denied if staff are not available to accommodate the visit.
- C. A special visit may be denied if the potential visitor fails a background check.
- D. A special visit may be denied if it's determined that the visit is not a legitimate emergency that warrants a special visit.
- E. The inmate should be notified of the denial and the reason for the denial.
- F. The staff member who denies the special visit shall document the reason for the denial.

07.00 Barrier/Tablet Visitation07.01 Criteria

- A. Barrier/tablet visits may be ordered by the security deputy warden/designee for, but not limited to, the following reasons:
  - 1. passing or reasonable suspicion of passing contraband by an inmate, visitor, or other security concern;
  - 2. abusive behavior (i.e., violent, disruptive, argumentative, etc.) by inmate or visitor;
  - 3. failure to comply with visiting rules; or
  - 4. positive urinalysis or refusal to submit to a urinalysis.
- B. Visits may be suspended for a specific period of time, like a disciplinary sanction or privilege level change.
- C. Contact visits may be indefinitely suspended as a result of a management decision based on the inmate's potential jeopardy to security, safety, management, or control of the facility.
- D. An inmate's privilege level may restrict the inmate to a non-contact visit.

08.00 INTRA-PRISON INMATE VISITING08.01 General Regulations

- A. Visitation between inmates presents a potential risk to safety, security, management, or control at the institution. It also presents logistical challenges that may not be practical to overcome.
- B. Inmates under the supervision of Adult Probation and Parole shall not be allowed to visit inmates confined to prison. Any exceptions shall be evaluated by the warden/designee on a case-by-case basis. The supervising AP&P agent shall provide a recommendation to the warden/designee.
  - 1. If visits are approved, they shall be barrier visits only.
  - 2. The visiting duration shall be no more than one visit monthly for a maximum of two hours.

08.02 Intra-Prison Visiting Requests

- A. The department shall not provide a formalized, structured process for inmate-to-inmate visits.
- B. Intra-prison visits shall be forbidden except in exigent circumstances with the concurrence of the warden and the director of prison operations.
- C. The justification for an inmate-to-inmate visit, if authorized, shall be forwarded to the Executive Director's Office for review and final approval.

09.00 OFF-PROPERTY MEDICAL FACILITY VISITATION09.01 Medical Facility Visitation

- A. Inmates shall not be allowed visiting privileges while at the medical facility except:
  - 1. when the attending physician or medical personnel from the hospital determine the inmate's death is imminent.
- B. When hospitalization exceeds seven consecutive days, the inmate's family shall be notified of the hospitalization by telephone. The UDC Victim Services Coordinator and the CHS medical staff coordinate this notification.
- C. All other Division of Prison Operations visiting policies shall apply to medical facility visits.
- D. The Victim Services Coordinator/designee shall act as the liaison between medical personnel and inmate families.

- E. If a visit is approved, the UDC Victim Services Coordinator/designee shall coordinate and supervise the visit.
- F. Visits will usually be limited to a thirty-minute period unless prior arrangements have been made with the warden/designee and (if at the University of Utah Hospital) the Hospital Director of Visiting.
- G. Only a single visit will be allowed.
- H. The maximum number of visitors is four.
- I. No less than two officers shall be present during the visitation period.
- J. Only one inmate at the off-property Medical Facility location shall be authorized to visit at a time.
- K. Because of the unique security problems presented by off-site visits, there shall be no assumption or expectation of privileged communication or a private visit with an inmate at an off-property Medical Facility.
- L. Privileged communication between an attorney and an inmate at an off-property Medical Facility shall be pre-arranged with the warden/designee.
- M. Any emergent exceptions or requests to this standard shall be screened through the facility warden where the inmate was housed and will follow the Special Visit procedure outlined in this policy. If the inmate's death is not imminent, when possible and appropriate, phone calls should be approved in lieu of in-person special visits while inmates are at the hospital.

#### 09.02 Medical Facility Visitation Request Process

- A. Attorneys desiring to receive a visit at the medical facility shall contact the inmate's case manager.
  - 1. The inmate's case manager shall determine the exigency of the visit. If the visit can be postponed until the inmate is released from the hospital and returned to prison, it shall be postponed.
  - 2. If there is an urgent need for the attorney's visit, the case manager shall contact the prison infirmary to determine if the inmate's medical condition may warrant a visit from the attorney.
  - 3. If the case manager determines an attorney's visit is necessary and appropriate, the case manager shall contact the security deputy warden for approval and to make arrangements for the visit.
- B. When the attending physician or medical personnel from the hospital determine the inmate's death is imminent, the Victim Services Coordinator/designee shall be notified.
- C. The Victim Services Coordinator/designee shall coordinate the sharing of information with the inmate's family and loved ones. Where appropriate, the Victim Services Coordinator/designee may arrange a visit. In doing so, the Victim Services Coordinator shall verify that the visitors are on the inmate's approved visiting list.
- D. The Victim Services Coordinator/designee shall coordinate with the security deputy warden and the hospital visiting director to obtain approval and a date and time for the visit to be conducted.
- E. Final approval of the visit request shall be made by the USCF site security deputy warden/designee on a case-by-case basis.
- F. Visiting requests shall be restricted to the inmate's immediate family as listed on the approved visiting card and the inmate's designated attorney of record.
  - 1. Because of the unique security problems presented by off-site visits, there shall ordinarily be no assumption of, nor expectation of privileged communication between the attorney and inmate at the medical facility.

2. If an attorney demands a private visit to the medical facility, approval shall be requested from the Director of Prison Operations/designee.
- G. Religious visits to inmates at medical facilities shall be approved by the USCF warden/designee.
  1. Inmates shall make the request for religious visits through the UDC medical facility officer.
- H. When the visit request has been approved, the approved UDC person coordinating the visit shall notify the visitor of the approved date, time, and the medical facility's visiting rules.
- I. The UDC medical facility officer may terminate a visit:
  1. for any violation of the visiting rules or procedures;
  2. when the inmate or visitor prevents the officer from performing their duties; or
  3. if the safety, security, management, or control of the public, medical facility staff, officer, or inmate may be jeopardized.

#### 09.03 Visitor Processing

- A. The Victim Services Coordinator/designee shall arrange to meet the visitor(s) in the hospital.
- B. The visitor shall provide proper, valid identification to the Victim Services Coordinator/designee prior to visiting.
- C. The Victim Services Coordinator/designee shall contact the UDC Security Officer prior to proceeding to the hospital room.
- D. Visitors may be searched using a metal detector and may have items in their possession inspected to ensure the safety, security, management, and control of the inmate.
- E. Coats, purses, money, food, cigarettes, etc., shall not be allowed in the inmate's room.
- F. The Victim Services Coordinator/designee shall escort the visitors to the inmate's room and remain for the duration of the visit.
- G. The Victim Services Coordinator/designee shall leave with the visitors.

#### 09.04 Inmate Processing

- A. Visiting shall take place in the inmate's room, and restraints shall not be removed or altered.
- B. The UDC medical facility officer(s) shall remain in the room during the visit, and the curtains shall not be drawn to obstruct the officer's view.
- C. Inmates shall not be allowed to give or receive anything from any visitor or medical facility staff member.

#### 09.05 Completion of Visiting Period

- A. Each visitor shall leave the visiting area promptly at the termination of the visit.
- B. If a visitor refuses to leave at the request of the UDC Officer, the UDC Officer shall immediately notify the Medical Facility Security Officer for assistance.
- C. The inmate and the immediate area of the visit shall be searched by the UDC Officer immediately following the visit.
- D. If security concerns exist after the visitors leave, the officer may request that the inmate be moved to a different hospital room.

### 10.00 SEX OFFENDER AND/OR CHILD ABUSE OFFENDER VISITING

#### 10.01 Visiting Application Process

- A. Inmates who are classified as child sex offenders/child abusers may apply to receive non-contact barrier visits or video visits with minor children who are members of their immediate family and are not victims of their crime.

- B. The inmate must get approval through the SOTP designee and their OMR committee prior to applying for the visit. The facility where the inmate is housed must have barrier booths or video visiting available. If they are not available, no visits with minor children shall be allowed. The minor child must be from the inmate's immediate family, which includes the inmate's biological, adopted, or stepchildren only.
  - 1. Once SOTP and OMR approval is given, the inmate shall make a written request to the visiting staff for consideration of visiting privileges with non-victim immediate family minors.
  - 2. The facility Captain/designee over visiting shall provide recommendations and forward them to the security deputy warden/designee for final approval.
  - 3. If approved, the offender will receive one barrier or video visit per month for 6 months. After the 6-month period, another review will take place, and the inmate may be allowed to continue to receive barrier or video visits per the PLM.
  - 4. Inmates housed in contracted county jails shall follow contractual requirements and are only allowed visits in accordance with the facility policy and procedures in addition to the guidelines set forth within SOTP. County jail staff shall contact IPP staff with questions.

#### 10.02 Criteria for Visitation with Immediate Family

- A. Sex offenders not classified as child sex offenders may receive visitation privileges with minor children of their immediate family. Immediate family includes the inmates' biological, adopted, or stepchildren only.
- B. Inmates housed in contracted county jails shall follow contractual requirements and, in accordance with the facility policy and procedures, where they are housed, in addition to the guidelines set forth within SOTP.
- C. Victims are not allowed to visit at any time, regardless of the age of the victim at the time of the offense. Visitation of this nature requires an extensive reunification process outside the scope of the institution's primary function.
- D. If reunification is a goal of the family members, this should be sought upon release under the guidelines of AP&P and with clinical intervention to prevent further traumatization.

#### 10.03 Court-Ordered Visiting for Child Sex Offenders/Child Abusers

- A. Court-ordered visiting for child sex offenders and all other Court Orders allowing victim visitation with minors should be barrier visits or video visits and should be monitored to prohibit further victimization.
  - 1. Court Orders must be specific to prison visiting policy and procedure, with the type of visit and length of visit specified in the order.
  - 2. The inmates' case manager should verify the Court Order for specific conditions.
- B. Notification should be made to the shift commander, who will refer the Court Order through the chain of command.
- C. If the court has ordered contact visits and the DPO Administration has safety/security concerns that justify a modification of the Court Order, the matter shall be referred to the AG's Office as soon as possible with a recommendation that the AG's Office petition the Court for a modification of the Court Order.

#### 10.04 Inmate Sex Offender/Physical Abuse Visiting File

- A. The DPO sex/physical abuse offender visiting files at all facilities should be standardized.
- B. The visiting computer file shall be flagged to indicate the status of the inmate.
- C. The inmate visiting file (hard copy) and card (if used) may be flagged to indicate the status of the inmate.

#### 10.05 Inmate Sex Offender Contact Visitation

- A. Contact visitation for offenders convicted of a sexual offense against a minor (regardless of relation) shall not be permitted with the following:
  - 1. Minor-aged victims (regardless of relation) to inmates, as the reunification process will be considered post-incarceration while under parole supervision to prevent further possible traumatization of the victim.
- B. Contact visitation for inmates convicted of a sexual offense against a minor (regardless of relation) may be permitted with the following:
  - 1. minor-aged children (an immediate family which includes the inmates' biological, adopted, or stepchildren only) to inmates:
    - a. when the inmate is in a UDC-approved Sex Offense Treatment Program;
    - b. the visit is approved in writing by the minor's current parent or guardian; and
    - c. the visit is approved by the current SOTP provider, where consideration for approval is based on treatment needs, the readiness of the inmate to participate in a visit with a minor, criminal history, and victim characteristics. This includes minors who are in the care of DCFS. Consideration will also be given to the potential impact upon the minor and the parent/guardian, as well as the overall therapeutic value of the visit; and
- C. Offenders with adult sex offense-specific victims would adhere to the general UDC visitation policy when visiting with minors and should be limited to their immediate family members as outlined in sections 9.01 and 9.02.
- D. Upon approval of inmate visitation with a non-victim minor (an immediate family that includes the inmates' biological, adopted, or stepchildren only), the following shall be required:
  - 1. the visits shall be in the presence of the parent/guardian;
  - 2. all visits must be held in a private room for monitoring, if available;
  - 3. physical contact is permitted between the inmate and the minor only when the minor is in the custody of DCFS and only for the purpose of nursing.
  - 4. contact visits shall be no more than two hours, but can be limited at the discretion of visiting staff; and
  - 5. the provider shall process the contact visit with the inmate prior to the next scheduled contact visit, if necessary.

#### 11.00 Video Visiting

The Department offers video visits as an option for inmates and their families and friends to utilize. Depending on internet and bandwidth capabilities, video tablet availability, and other factors that may limit or enhance the use of video visits, the number of visits offered and allowed may vary.

##### 11.01 Video Visiting General

- A. To apply for video visitation, the applicant must add their email address to the visiting application. Once approved, the applicant receives an email with instructions to set up their account.
- B. Visitors who are co-defendants, victims, or have an active warrant shall not be approved for video visits.
- C. Visitors on parole, probation, in a CCC, or incarcerated shall not be approved for video visits.
- D. Visitors who have been denied an in-person visit due to a failed background check may be approved for a video visit as long as it does not pose a security risk to the facility and is not disqualified under other guidelines within this section. Each applicant shall be evaluated on a case-by-case basis.
- E. If the visitor's application is denied, they may appeal to the visiting deputy warden/designee.

- F. No tablet visit shall exceed 30 minutes per day. This includes the time it takes to log in and start the visit.
- G. All rules and regulations of in-person visitation apply to video visitation.
- H. In addition to standard visiting rules, the following are additional rules for video visitation:
  - 1. laws regarding video/electronic device usage while driving must be obeyed;
  - 2. no photographs/video of the inmate may be taken during the visit;
  - 3. no one other than those approved to visit may join the visit;
  - 4. allowing others to use your login information is prohibited;
  - 5. no sexually inappropriate conduct is allowed;
  - 6. all approved minor children shall be accompanied by the parent or legal guardian while on a video visit;
  - 7. no live streaming or other forms of recording or streaming are permitted; and
  - 8. any conduct the visiting staff deems inappropriate may result in a termination/suspension of visiting.
- I. Violation of the rules may result in the visit being immediately terminated.
- J. Visitors found not in compliance with visiting rules may have their visiting privileges terminated, suspended, or revoked.

#### 11.02 General Inmate Rules and Regulations for Video Visits

- A. Inmates shall:
  - 1. be notified by housing staff of a pending visit; and
  - 2. show approved Prison identification to the visiting officer before being allowed into the visiting room.
- B. Inmate Appearance and Dress
  - 1. Inmates shall:
    - a. be required to wear an unaltered inmate uniform, in accordance with the inmate dress standards, throughout the visit;
    - b. be required to leave their shirt tucked into their uniform pants at all times;
    - c. not be allowed to wear thermals, hats, or coats in the visiting area; and
    - d. be permitted to take into the visiting room only one religious medallion and only one wedding band.
- C. General Visitor Rules
  - 1. Visitor's Consent Form
    - a. Visitors shall be required to complete the Visitor Consent Form prior to the initial visit.
    - b. The visiting officer shall ensure that a signed Visitor Consent Form is on file.
    - c. When questions three or four on the Application for Visitation Form Visitor Consent Form are answered with a "yes", the application visit shall be denied and/or suspended until reviewed by the deputy warden/designee.
  - 2. General Rules
    - a. Visitors shall comply with all DPO rules, policies, and procedures.
    - b. Visitors shall be given a copy of the Visitor Rules and Regulations during the online application process.
    - c. Prior to the initial visit, the approved visitor shall sign the Application for Visitation Form and the Visitor Consent Form.
    - d. Visitors not in compliance with visiting rules may have their visit terminated.
    - e. Visitors shall not break any laws while on a video visit.
    - f. Visitors shall only visit with the inmate they are approved to visit. Inmates and visitors shall not visit with other visitors or inmates during their visiting time.

- g. Visitors who have the approval to be on more than one inmate's visiting list shall only visit with one inmate per visiting session. The captain/designee may make exceptions. Exceptions shall be in writing.

#### 11.03 Visitor Conduct for Video Visits

- A. No sexually explicit behavior is permitted while on a video visit.
- B. Visitor Dress Standard - all visitors shall adhere to the following visitor dress standards:
  - 1. visitors must be fully clothed;
  - 2. all clothing shall be knee-length when standing, including slits in garments;
  - 3. undergarments must be worn at all times and cannot be exposed;
  - 4. religious attire may be worn; and
  - 5. the following types of clothing shall not be allowed:
    - a. no skin-tight clothing, figure-hugging clothing, or clothing designed to intentionally accent the body, including but not limited to:
      - i. form-fitted shirts, sleeveless shirts, tube tops, tank tops, halter tops, low-cut shirts, or off-the-shoulder tops; and
      - ii. leggings, jeggings, spandex shorts/pants, or yoga pants.
    - b. no transparent or sheer clothing, including "burn-out" fabrics, open-weave sweaters or blouses (i.e., lace), clothing fads that expose excessive amounts of skin (e.g., grunge, ripped, distressed, fatigued, destroyed, etc.), or that expose the skin or undergarments through the clothing;
    - c. no hooded clothing;
      - i. hats, hoods, caps, hooded tops, and/or jackets with hoods that may obscure the face, preventing positive identification of the approved visitor.
    - d. no attire displaying obscene/offensive, derogatory language or drawings, or attire displaying gang association/gang-related depiction; and
    - e. visits may be immediately terminated if the standards are not met or if violations are observed during the visit.