



**DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS**

Program Statement

OPI: PROGRAMS
Number: 4080.1F
Date: January 14, 2010
Supersedes: 4080.1E (2/21/08)
Subject: Inmate Visiting
Regulations

1. **PURPOSE AND SCOPE.** To establish procedures for inmate social visits at the Central Detention Facility (CDF).
2. **POLICY.** It is the District of Columbia Department of Corrections (DOC) policy to encourage inmates to maintain family and community ties by allowing visits, subject to the established schedule, security requirements and the orderly operation of CDF.
3. **NOTICE OF NON-DISCRIMINATION**
 - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2.1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
 - b. DOC prohibits discrimination against inmates based on an inmate's race, religion, national origin, gender, sexual orientation, disability or any other type of prohibited discrimination when making administrative decisions and in providing access to programs.
4. **PROGRAM OBJECTIVES.** The expected results of this program are:
 - a. Inmates will receive visits from family, friends, and others subject to receiving proper approval and compliance with visiting regulations.
 - b. The secure and orderly operation of the CDF shall be maintained by preventing the introduction of contraband through the visiting program.
 - c. Conditions for termination, suspension or revocation of visiting privileges for specific rule violations are clearly stated.

5. **AUTHORITY.** DC Code §24-211.02, Powers; Promulgation of Rules.

6. **DIRECTIVES AFFECTED**

a. **Directives Rescinded**

DO 4080.1D Inmate Visiting Regulations (11/21/06)

b. **Directives Referenced**

- 1) PS 3350.1 Staff and Inmate Relationships
- 2) PS 5010.3 Contraband Control
- 3) PS 5020.1 Entrance and Exit Procedures
- 4) PS 5300.1 Inmate Disciplinary and Administrative Housing

7. **STANDARDS REFERENCED**

- a. American Correctional Association (ACA) 2nd Edition Standards for the Administration of Correctional Agencies: 2-CO-5D-01..
- b. American Correctional Association (ACA) 4th Edition Standards for Adult Local Detention Facilities: 4-ALDF-2A-27, 4-ALDF-2A-61, 4-ALDF-5B-01, 4-ALDF-5B-02, 4-ALDF-5B-03, 4-ALDF-5B-04 and 4-ALDF-6B-02.

8. **GENERAL REQUIREMENTS**

a. Inmates

- 1) Orientation. During orientation, each inmate shall be issued a copy of the inmate handbook that includes information regarding visiting and the Case Manager shall provide an informational overview at Intake Orientation.
- 2) Administrative Segregation Status Inmates. Inmates on Administrative Segregation status are afforded the same visiting privileges as inmates on general population status unless there are substantial and documented reasons for withholding this privilege. These inmates will visit in secure areas to ensure that they are separated from general population inmates during visiting.
- 3) Disciplinary Segregation Inmates. Inmates are not allowed visits when serving disciplinary time.

- 4) Refusal of Visit. Inmates may refuse to see a visitor. The refusal shall be documented in the housing unit and the appropriate visiting hall logbooks.
- b. Public Notice. Visiting days, required attire and this policy shall be posted on the public access domain of the DC Government website. Notice regarding attire, times and search requirements are prominently posted at the CDF Visitors Control entrance.
- c. Immediate family members. For the purpose of this directive immediate family members shall include parents, legal guardian or person who acted as the inmate's parent; spouse (or partner/significant other with whom the inmate was known to be in an established relationship prior to incarceration), grandparent, sibling or children.
- d. Staff. Employees shall be alert, courteous, and professional in their interactions with inmates, inmate visitors, and members of the public.

9. EX-OFFENDERS, PROBATIONERS AND PAROLEES

- a. Before an individual who is on probation or on parole can visit an immediate family member who is incarcerated at CDF, the visitor must obtain the written recommendation of his or her Probation or Parole Officer and final approval from the CDF Warden.
- b. An individual who was confined at the CDF or CCA/CTF within the past six (6) months must have prior written approval from the CDF Warden to visit.
- c. The Visitors Control Officer shall query the inmate database (JACCS) as deemed necessary.

10. VISITING INMATES AT A MEDICAL OUTPOST

- a. The Warden or his/her designee may approve visits from immediate family when an inmate is in critical condition, not expected to recover and confined to an outside medical facility (medical outpost).
- b. The attending physician may submit a recommendation for the visit to the Chaplain or directly to the Warden.
- c. The Case Manager shall verify the family relationship of each requested visitor and make a recommendation for approval or denial. The Case Manager shall consider and document any security or safety issues when making the recommendation (for example, whether the inmate is on Special Handling, presents special management issues, or is a juvenile).

- d. The Case Manager shall submit the request through the chain-of-command.
- e. The Warden or designee shall make the final decision, including but not limited to the length of the visit and any special arrangements or security precautions
- f. Visitors shall comply with this directive, the Medical Outpost Post Order and any restrictions or requirements imposed by the medical facility.

11. SPECIAL CONTACT VISITS

- a. Requesting Contact Visits
 - 1) Inmates. In cases of family crisis, the inmate may submit a request for a contact visit directly to the Chaplain or Case Manager; explaining the reason/extenuating circumstances.
 - 2) Family Member. A family member may request a contact visit via the Chaplain or Case Manager explaining the extenuating circumstances for consideration. Generally, criteria for the visit shall center around a family crises such as family notifying an inmate of the death or life threatening illness of an immediate family member.
 - 3) Staff. Upon knowledge of special circumstances, employees may recommend a special visit. The referral shall be made to the Case Manager or Chaplain.
 - 4) Social Services. Agencies may request contact visits between the inmate and their children or family members.
- b. Processing Requests for Contact Visits
 - 1) The Chaplain and the Case Manager shall work collaboratively to process the request for a contact visit.
 - 2) The Chaplain shall communicate with the family to verify the familial relationship and the extenuating circumstances and forward the information to the Case Manager.
 - 3) The Case Manager shall:
 - a) Review the inmate's institutional record to also verify the familial relationship and to identify any factors that would preclude a contact visit, and

- b) Prepare a memorandum through the chain-of-command to the Warden with a recommendation and justification for approval or disapproval of the contact visit
- 4) The Warden or designee shall approve or deny written requests for special contact visits.
- 5) The Warden or designee shall include a brief explanation when a decision is made to deny the visit.
- 6) If approved, the special visit shall be conducted in the Chaplain's office and shall be conducted under the direct supervision of the Chaplain or designee at all times.
- 7) The Case Manager or when appropriate the Chaplain shall notify the family and the inmate of the arrangements.

12. STAFF VISITING AN INMATE WHO IS AN IMMEDIATE FAMILY MEMBER

- a. Pursuant to PS 3350.1A "Staff and Inmate Relationships" DOC/CDF employees are required to notify their immediate supervisor when a family member becomes incarcerated at CDF or CCA/CTF.
- b. A DOC employee shall obtain advance written approval to visit with an *immediate family member* who is incarcerated.
 - 1) A DOC employee assigned to CDF shall obtain advance written approval from the Warden.
 - 2) DOC employees not assigned to CDF and all contract employees shall obtain advance written recommendation from their Office Chief and written approval from the CDF Warden.
 - 3) CCA employees shall obtain advance written approval from the CCA Warden and the CDF Warden to visit with inmate relatives who are at the CDF.
- c. Upon approval the employee must present a copy of the written approval at the time of registration for the visit. Visiting shall only take place in the non-contact visiting hall.
- d. The DOC or CCA employee shall not wear any DOC or CCA uniform or insignia during the visit.
- e. The DOC, volunteer or contract employee is prohibited from going into the housing unit where the incarcerated relative resides. The DOC employee shall not otherwise make contact with the inmate when the inmate is

working, being treated in the infirmary, is in school or at the law library or any other area of the facility.

13. VISITING SCHEDULE

- a. Notice. The Warden shall ensure that a sign is posted in a conspicuous location, with clearly visible lettering, to indicate the visiting days and hours.
- b. Visiting Days and Hours
 - 1) Visiting is conducted Monday through Friday between the hours of 12:00 p.m. (noon) to 8:00 p.m. The last registration for visitation shall be taken at 7:00 p.m.
 - 2) Extended and Non-Contact Out of Town Visits
 - a) The Shift Supervisor may approve extended visiting hours due to extenuating circumstances.
 - b) The Shift Supervisor may also approve non-contact visitors for out-of-town visits on a day other than an inmate's regularly scheduled visiting day.
 - c) The out-of-town visitor shall reside beyond a 50-mile radius of the District of Columbia.
 - d) The Shift Supervisor may extend the visit to one (1) hour.
 - e) The out of town visit shall count against the inmate's visiting allotment for the week.
- c. Emergency Modifications of Visiting Schedule. Only the Warden or designee may terminate, temporarily suspend or modify the visiting schedule.
- d. Visitors Arrival. Visitors should arrive one hour before visiting hours close in order to process in and visit for the allotted thirty (30) minute period.
- e. Length of Visits. Inmates are allowed two (2) thirty-minute visits per week.
- f. Number of Visitors Allowed. No more than two (2) adults and three (3) children shall be allowed to enter the facility to visit with an inmate per visit. This limitation is imposed to prevent overcrowding in the three visiting halls.

g. Supervision of Minors

- 1) An adult shall accompany persons under the age of eighteen (18) years old.
- 2) Youth may be required to show photo identification such as a school identification card where there is uncertainty of age.
- 3) Children shall remain under the constant control and supervision of the accompanying adult.

14. **VISITORS DRESS CODE.** Visitors shall dress in attire that is not provocative or offensive to others. The following dress code is prohibited:

- a. Halter, tank or tube tops or tops with spaghetti straps;
- b. Sleeveless tops or muscle shirts;
- c. Strapless and backless tops;
- d. Strapless and backless dresses;
- e. Off the shoulder sweaters, blouses, or tops.
- f. Skirts and dresses shall not be more than 3" above the knee when the wearer is standing;
- g. Females must wear a bra;
- h. See through or fish net woven type clothing;
- i. Bare midriff or otherwise revealing attire;
- j. Shorts (children under age 7 are allowed to wear short pants);
- k. Spandex/lycra, tight knit or excessively tight fitting clothing;
- l. Pants or skirts that expose the backside or hind part of the body while sitting and/or standing
- m. Clothing that displays offensive or obscene messages or pictures that may be offensive to others or contain signs or symbols of gang and groups who are a threat to security;

15. VISITOR ENTRY

- a. All persons requesting a social visit with an inmate shall fill out a visiting request form and submit it to the Visiting Control Officer.
- b. The Visiting Control Officer shall enter the information from the visiting request form into the Jail and Community Corrections System (JACCS).
- c. All visitors eighteen (18) years and older must present proper identification to be permitted to enter into the facility. The following documents are approved for use as identification:
 - 1) A valid DC or state issued driver's license;
 - 2) A valid DC or state issued non-drivers identification card with picture and address; or
 - 3) A picture identification card issued by the federal, state, or local government (to include but not be limited to passports, work ID).
 - 4) Visitors who possess a picture ID that does not include an address (such as a DHS recipient card) must show some other documentation of their address.
- d. A visitor who can be positively identified by their picture ID shall be allowed access to the facility regardless of the gender/sex indicated on the ID. A Shift Supervisor shall respond to the Visitor 's Control for assistance when a visitor can not be identified by their picture ID,
- e. Out of state visitors must present proper identification as outlined above indicating a residence beyond a 50-mile radius of the District of Columbia.
- f. Visitors shall surrender the photo identification card to the Visitors Control Officer and shall be issued a DOC Visitors pass.
- g. Upon conclusion of the visit, the visitor shall surrender the DOC pass and the Visitors Control Officer shall return the individual's photo ID card.

16. VISITOR SEARCHES

- a. Notice. The Warden or his/her designee shall ensure that a sign is posted in a conspicuous location, with clearly visible lettering, to indicate that all persons entering the CDF are subject to search.
- b. Refusal of Search. Visitors who refuse to be searched shall be denied entry. The Visitor's Entrance OIC shall report the incident in writing to the Shift Supervisor on duty who shall prepare a written report to the Warden.

c. Search Procedures

- 1) All visitors approved for visiting shall enter the facility through the walk-through metal detector and will be pat searched. Prior to the search all visitors shall remove all headwear, jackets, and all items from their pockets.
 - 2) Wheelchair bound visitors who can not pass through the walk-through metal detector shall be scanned with a wand-held metal detector.
 - 3) The Visiting Control Officer of the same gender as the visitor shall conduct the pat search. Female Correctional staff shall conduct the pat search when the visitor expresses gender identification other than designation presented on his or her identification card.
 - 4) *Correctional personnel are strictly prohibited from performing body cavity searches or "strip searches" on visitors.*
 - 5) Inconclusive Searches. When a pat or visual search does not eliminate staff suspicions that a visitor may be smuggling contraband, a Shift Supervisor shall be notified. The Shift Supervisor shall:
 - a) Determine whether to allow or deny the visit; and
 - b) Prepare a written report to the Warden if the visit was denied.
 - 6) All approved personal property that the visitor is taking with them to the visiting hall is subject to search.
 - 7) Visitors may be subject to surveillance by drug detection canines, ION, LIVESCAN and other measures to detect, interdict or otherwise prevent the introduction of contraband into the facility.
17. **PROHIBITED ITEMS.** Visitors can not bring any item that is not listed as a permitted item. Space is provided for the storage of personal items in the Visitors' Control area. The visitor may store belongings in lockers at his/her own expense and risk. Visitors who drive are encouraged to leave unauthorized items in their parked cars.
18. **PERMITTED ITEMS.** Visitors may enter the non-contact visiting area with:
- a. No more than \$20 in their possession,
 - b. A personal set of house/car keys,,
 - c. One disposable diaper and one bottle if bringing in an infant/small child, and

- d. Only life-sustaining or condition-stabilizing medication. The quantity is limited to a single dosage. All medication shall be in its original pharmacy container with the patient's name indicated on the container's label.

19. **CONTRABAND**

- a. Visitors who introduce alcohol and illegal substances into the institution are subject to:
 - 1) Suspension;
 - 2) Termination of visiting privileges; or
 - 3) Referral for possible arrest and criminal prosecution.
- b. Contraband found on a visitor or among a visitor's personal belongings shall be confiscated and handled in accordance with PS 5010.3 "Contraband Control".
- c. The Shift Supervisor shall be notified. The Shift Supervisor shall:
 - 1) Deny or terminate the visit;
 - 2) Prepare a written report to the Warden detailing the denial or termination of the visit; and
 - 3) Notify the Office of Internal Affairs and the appropriate law enforcement agency if applicable.

20. **INMATE PROCESSING FOR VISIT**

- a. Identity. The Housing Unit Officer shall verify each inmate's identity before the inmate exits the unit. The Visiting Hall Officer shall verify the inmate's identity before allowing the inmate to enter into the visiting area.
- b. Inmate Attire. Inmates shall only be dressed in the following manner:
 - 1) Facility issued uniforms that are buttoned or zipped;
 - 2) Jumpsuits shall not be worn tied around the waist; or
 - 3) Inmates may wear white T-shirts as an undergarment

- c. Searches
 - 1) An inmate who refuses to be searched, either before or after a visit, shall be subject to discipline. Staff may take appropriate action in accordance with PS 5010.3 Contraband Control if there is sound reason to believe the inmate is in possession of contraband.
 - 2) Inmates shall be pat searched prior to and at the conclusion of a non-contact visit.
 - 3) The inmate shall be taken to an appropriate area and strip searched upon completion of a contact visit.
- d. Contraband. If contraband is found on the inmate or in his personal belongings, the Shift Supervisor shall be notified. The Shift Supervisor shall take action in accordance with PS 5010.3B – “Contraband Control”.

21. CONDUCT

- a. All visits shall be conducted in a courteous, orderly, and socially acceptable manner.
- b. The Shift Supervisor may terminate any visit that does not comply with this requirement and shall provide the Warden with a written report detailing the misconduct.
- c. The inmate’s misbehavior may be further addressed in accordance with the Disciplinary Code of Offenses based on the severity of the misconduct.

22. DENIAL AND TERMINATION OF VISITS. A particular visit may be denied or terminated under the following circumstances:

- a. Visitors are under the influence of drugs or alcohol;
- b. Visitor refuses or fails to produce sufficient photo identification, the visitor can not be positively identified as the person in the photo (this shall not apply to gender identification changes) or the visitor has falsified identifying information;
- c. Reasonable suspicion exists that the visitor may endanger the security and order of the facility;
- d. The visitor or inmate becomes disruptive during the visit;
- e. Visitor refuses to submit to pat search or scanning search;
- f. Visitor otherwise violates facility visiting rules and regulations;

- g. Insufficient space;
- h. Emergencies;
- i. Possession of Contraband.

23. SUSPENSION AND REVOCATION OF VISITING PRIVILEGES

- a. Any visitor who violates this policy or who poses a threat to the safety, security and/or orderly operation of the facility shall be temporarily suspended pending final disposition.
- b. Only the Warden or designee may permanently suspend a visitor for a period of time. The Warden shall be guided by the Table of Penalties in rendering suspensions and revocation of visiting privileges.
- c. Prior to permanent suspension, written notice of the decision, including a statement of reasons shall be given to the inmate and mailed to the visitor. The statement of reasons may be deleted to the extent it would jeopardize security or an individual's safety.
- d. Visitor and/or inmate can submit a written statement (or when it is time sensitive, oral appeal) in opposition to the proposed suspension.
- e. In the case of indefinite suspension, the notice shall include a date when re-application for visiting may be made.

24. TABLE OF PENALTIES. The Warden, based upon a reasonable determination and other mitigating circumstances, shall impose visitor violation penalties in accordance with the below range of penalties.

CAUSE	RANGE OF PENALTIES
a. Introducing or attempting to introduce contraband into the facility	Minor contraband – 30 days to 1 year suspension
	Major Contraband – 1 year to permanent termination and criminal prosecution
b. Disorderly conduct during a visit	30 days to 1 year
c. Refusal to submit to search	30 days to 1 year
d. Any minor infraction of established visiting regulations or requirements	30 days to 1 year
e. Any major infraction of established visiting regulations or requirements, including	1 year to permanent termination

repeat violations of minor visiting regulations or requirements		
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25. APPEAL OF VISITING SUSPENSIONS AND TERMINATIONS

- a. Anyone who has been denied visiting privileges may submit an appeal that cites the reasons or an explanation to the Deputy Director.
- b. The Deputy Director shall respond to each appeal within 30 calendar days of receipt.
- c. If the person is not satisfied with the appeal response the Deputy Director provided, he/she may appeal the suspension or termination to the Director. The Director shall respond to appeals within 30 calendar days.
- d. The Director is the final authority for rendering agency decisions regarding the suspension or termination of visiting privileges.

26. REINSTATEMENT OF VISITING PRIVILEGES

- a. Upon completion of the suspension period the visitor shall request reinstatement of visiting to the Warden.
- b. If denied, the visitor may appeal the denial of reinstatement as described in Section 25.


Devon Brown
Director