



DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

Program Statement

OPI:	OPA
Number:	1310.5C
Date:	March 19, 2012
Supersedes:	1310.5B (7/20/10)
Subject:	Facility Tours

1. **PURPOSE AND SCOPE.** To establish guidelines for conducting tours at the DC Department of Corrections (DOC) Central Detention Facility (CDF).
2. **POLICY.** It is DOC policy to allow select individuals and groups to tour the CDF consistent with preserving inmate and staff's rights and maintaining order, safety and security.
3. **APPLICABILITY.** This directive applies to DOC employees, inmates, ex-offenders and all individuals who tour the CDF, including, but not limited to, authorized government and legal representatives, special interest and community groups and high school and college students involved in social science or criminal justice programs.
4. **PROGRAM OBJECTIVES.** The expected results of this program are:
 - a. DOC, as a viable and responsible member of the community, encourages communication concerning the agency's purpose and mission.
 - b. Tours will be conducted in a safe and professional manner.
 - c. DOC shall identify areas that are accessible to tour participants.
5. **DIRECTIVES AFFECTED**
 - a. **Directives Rescinded**
 - 1) PS 1310.5B Facility Tours (7/20/10)
 - b. **Directives Referenced**
 - 1) PS 1340.2 Media Public Relations
 - 2) PS 5020.1 Entrance and Exit Procedures
 - 3) PS 5010.3 Contraband Control

6. **STANDARDS REFERENCED**

- a. American Correctional Association (ACA), 4th Edition, Performance-Based Standards for Adult Local Detention Facilities: 4-ALDF-7B-05 and 4-ALDF-7F-01.

7. **AUTHORITY.** D.C. Code § 24-211.02, Powers; Promulgation of Rules.

8. **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, status as a victim of an infrafamily offense, 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.

9. **DEFINITIONS.** For the purpose of this program statement, the following definitions shall apply:

- a. **Pat Search** – Passing the hands over the body of a clothed individual and their personal belongings. Pat searches shall be conducted in the most reasonable and least intrusive manner possible, using the hands and eyes to determine if contraband is concealed.
- b. **Dignitary/Elected Official** – A person who holds a high rank or office (i.e., Mayor, Deputy Mayor, MPD Chief of Police).
- c. **Contraband** - Any item possessed by an inmate, visitor, staff, volunteer or other individual who enters a DOC facility or found within the facility that is illegal by law, that is not issued by the institution, that is not purchased from canteen or not specifically authorized by those legally charged with the administration and operation of the Department of Corrections.
- d. **Ion Scanner**- A mechanical device used to detect trace amounts of illegal substances on a person.

10. **ENTRY PROCEDURES**

a. **Senior Executive Staff**

- 1) Senior Executive Staff (Director, Deputy Director, and Warden) shall not be subject to routine search procedures upon entry to the facility.

b. **District of Columbia Dignitary/Elected Officials Entry**

- 1) District of Columbia Dignitaries/Elected Officials on official business or tours shall not be subject to routine search procedures upon entry to the facility. This **shall include** the Mayor, Deputy Mayor, MPD Chief of Police, DC Fire Chief, City Administrator, D.C. Council Members; Judges of Superior and District Court, and the Attorney General.

11. TOUR APPROVAL/DISAPPROVAL

- a. The Chief, Office of Public Affairs (OPA) shall coordinate the DOC tour program.
- b. The Director or designee shall be the approving authority for facility tours.
- c. Upon approval of a tour request, the Chief of the OPA or designee shall provide written confirmation to the group leader via the Facility Tour Approval Letter (Attachment A).
- d. The Chief of the OPA or designee shall ensure copies of the Facility Tour Approval Letter and the request are forwarded to the Warden.
- e. The Warden or designee shall ensure that a copy of the approved tour and list of the approved equipment, if applicable, is forwarded to Staff Entrance.
- f. If the tour is denied, the Chief of the OPA or designee shall notify the requestor via the Facility Tour Denial Form (Attachment B).
- g. Emergency Tour Cancellation. DOC shall notify the group leader at least 24 hours in advance of the scheduled tour date if the tour must be cancelled. In case of an emergency, notification shall be made as soon as practicable.

12. GENERAL TOUR REQUIREMENTS

- a. Tour Schedules
 - 1) Tours shall be scheduled in a manner to avoid disruption of the normal operation of the facility.
 - 2) Tours shall be conducted between 9:00am and 11:00am and 1:00 pm and 3:00 pm on days designated by the Director, Warden or their designees.
 - 3) Tours should be no larger than a group of ten (10) participants.

b. Tour Route

- 1) The Warden or designee, in conjunction with the Chief of the OPA, shall develop a standard facility tour of the areas of the CDF that are accessible for basic tour groups.
- 2) Tour routes may be customized based upon security/operational issues or the special interests of the group.

c. Student Tours

- 1) Tours may be conducted for high school and college students enrolled in social science or criminal justice programs.
- 2) The purpose of the tour must be to enhance the student's education program.
- 3) An authorized school official shall submit a written request to the Chief of the OPA to tour the CDF.
- 4) Tours shall not be conducted for the purpose of behavior modification or deterrence.
- 5) An authorized school official shall accompany the students at all times while touring the facility.
- 6) High School Students (Additional Criteria)
 - a) Tours are limited to high school students who are in the 10th through 12th grades.
 - b) DOC strictly requires a signed parental consent form prior to allowing a high school student to tour the facility.
 - c) The authorized school official shall submit a copy of signed parental consent forms to the Chief of the OPA prior to the tour date; the Chief of OPA shall provide copies to the Warden.

d. Ex-Offenders and Inmate Relatives. Ex-offenders and relatives or close friends of inmates housed at CDF may not tour the facility without the Director's prior written approval.

e. Security

- 1) DOC Notice of Search (Attachment A). As part of the tour application package the OPA shall provide the requester with a list of general tour rules to include, but not be limited to notice of basic facility security precautions; notice that all entrants shall be pat searched and screened with a metal detector, notice that drug screening via specially trained canines and/or ion scanning devices is conducted the list of personal

items that participants can bring into the facility and the availability of lockers or other arranged storage for other belongings.

- 2) **NCIC Clearance.** The Chief of the OPA and/or the Warden may request the Office of Internal Affairs (OIA) to obtain a National Crime Information Center (NCIC) clearance for a potential tour participant when it is based upon sound security and penological reason(s).

13. **REQUESTS FOR TOURS.** All requests for tours of the CDF shall be submitted in writing to the Chief of the OPA. The requests shall include the following information:

- a. A brief description or overview of the group's program;
- b. Purpose or objectives of the tour;
- c. A general description of group participants (i.e., government officials, high school students, college students);
- d. A contact person and telephone number(s) for finalizing arrangements;
- e. A preferred date and time as well as an alternate date and time in case the preferred date and/or time cannot be honored;
- f. Whether an interview, presentation or specific topics are requested;
- g. Areas that the group is requesting to visit (i.e., general tour, a special place within the facility such as the educational or medical unit, or an inmate program); and
- h. Identification of all touring members including names, dates of birth and social security numbers. If approval is granted copies of driver's licenses or other forms of identification must be submitted by the touring members to the Warden or designee.

14. **SPECIAL INTEREST GROUPS.** The Chief of the OPA shall, when appropriate, request input or participation from the following DOC managers when tours are requested by the listed special interest groups. The Chief of the OPA shall consult with other senior/executive level managers to address tour issues for other groups as is appropriate.

- a. **Director's Office.** The Director's Office or designee, in conjunction with the Chief of the OPA and the Warden, shall coordinate tours for elected and appointed local and federal government and court officials, dignitaries and diplomats. The Director's Office shall also be consulted when it is believed the tour may generate media or other public interest.
- b. **Legal Representatives.** Tours for legal representatives shall be coordinated through the General Counsel, the Chief of the OPA and the CDF Warden.

- c. Volunteers. The Chaplain, in conjunction with the Chief of the OPA, shall coordinate tours for volunteers.
- d. New Employees. The Training Administrator, in conjunction with the Warden, shall coordinate tours for new employees.
- e. Media. The Chief of the OPA shall conduct tours with the Warden or designee in accordance with PS 1340.2 *Media Public Relations*.

15. FACILITY ENTRANCE REQUIREMENTS

- a. Dignitaries/Elected Officials shall not be subject to routine official search procedures when touring or conducting official meetings at the CDF in accordance with *PS 5020.1, Entrance and Exit Procedures*.
- b. Tour group participants shall be subject to the same entrance procedures as all visitors, including but not limited to, search of person and property, signing in and out, presenting photo identification and subject to a restricted list of personal belongings that may be brought into the facility.
- c. The Staff Entrance Officer shall ensure that there is an approved tour letter prior to admittance of the tour members.
- d. If authorization has not been received, tour members may be processed in as outlined in PS 5020.1 but shall not be allowed entrance beyond Staff Entrance until authorization is received from the Warden.

16. CONDUCTING TOURS

- a. Staff Tour Guides
 - 1) The Chief of the OPA or designee, in conjunction with the Warden or designee, shall designate an individual(s) or positions within the facility authorized to speak to a tour group on behalf of the DOC.
 - 2) Tour Guides shall be trained, senior or supervisory correctional officers.
 - 3) When appropriate, senior executive staff may accompany the correctional officer and serve as the tour narrator.
- b. Tour Orientation
 - 1) Tours shall generally be preceded by a general briefing that is appropriately geared to the needs of group participants and shall conclude with a question and answer period.
 - 2) The Warden or designee shall ensure that relevant departmental information is compiled for distribution to tour participants.

- 3) Prior to the start of the tour, the designated staff conducting the tour shall inform the group of emergency procedures.
- c. Conduct During Tours
- 1) Participants' Conduct. Participants shall remain with the tour group and the staff member conducting the tour at all times. All participants shall abide by DOC rules and tour instructions.
 - 2) The staff member shall avoid being unduly distracted from maintaining security by minimizing tour group questions except at specific times during the tour.
 - 3) During a tour of the CDF, staff shall not engage in any activity that includes graphic language and deterrence practices.
 - 4) Occasional conversation with inmates shall be limited to issues of a general nature consistent with the individual's right to privacy and the safety, order and security needs of the institution.
- d. Operational Demonstrations. If the staff demonstrates use of force and/or security equipment, they shall only do so using another staff member. The use of chemical agents shall never be demonstrated during tours.
- e. Log Books. The Officer-in-Charge (OIC) at each area visited shall record the following information in their respective log book:
- 1) The name of the staff member(s) conducting the tour in their area,
 - 2) The number of participants in the group, and
 - 3) Any activity conducted, i.e., an oral presentation, demonstration of equipment, issuance of handouts, etc.
- f. Tour Records. The Warden shall ensure that the employee designated to conduct the tour documents the following information and submits it to the Deputy Warden for Programs and the Chief of the OPA:
- 1) Name of the employee tour guide;
 - 2) Name of tour group and sponsor/authorized official;
 - 3) Number of persons on the tour;
 - 4) Time and date of tour;
 - 5) Purpose of the tour; and
 - 6) Areas of facility toured.

A handwritten signature in black ink, appearing to read "Thomas Faust". The signature is written in a cursive style with a prominent horizontal line across the top.

Thomas Faust
Director

Attachments

- Attachment A Facility Tour Approval Letter
- Attachment B Facility Tour Denial Letter