Chillicothe prison visitation form

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VISITOR INFORMATION come

PEDERAL BUREAU OF PRISONS



## **UTAH DEPARTMENT OF CORRECTIONS**

Attn; Visiting P.O. BOX 250 DRAPER, UTAH 84020

Inmate Visitor Renewal / Information Change Form

As per FDr04/04:11: Procedure: Update of Visiting Application; The visiting application shall remain valid for a period of one year unless the visitor has a change of address. All inmates shall update their visiting application annually. An inmate may be denied visiting privileges until his visiting application has been updated. Visitors or immates shall notify the visiting staff in writing of any change of address or approved visitors within ten days of new address. Failure to provide this information within the ten-day time limit shall result in suspension of visiting privileges.

| INMATE SECTION  | INMATE NAME (  | Last, First, Middle Ir<br>Yes O<br>ANNUAL | 0.000     | OFFENDER NUMBER  Yes O No O CHANGE OF VISITOR INFORMATION? |  |  |  |  |
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| VISITOR SECTION | VISITOR NAME   | (Last, First, Middle I                    | nitial)   | SSN# DOB   |  |  |  |  |
|                 | ALL PREVIOUS USED NAMES (Alias or Maiden Names)  ADDRESS:  CITY: STATE: ZIP:  PHONE:  DRIVERS LICENSE ID # / STATE:  MARITAL STATUS: |   |           |  |  |  |  |  |
|                 |  | RELATIONSHIP TO INMATE:  BACKGROUND CHECK |           |  |  |  |  |  |
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| STAFF SECTION   | WARRANTS:  | NO RECORD                                 | RECORD    |  |  |  |  |  |
|                 | FBI NUMBER(S):  SID NUMBER(S):  COMMENTS:  OFFICER'S SIGNATION DATE RECEIVED STAMP:  | URE:                                      |           |  |  |  |  |  |



What to wear to visitation prison. How long is visitation in federal prison

ODRC - Rules by Type A. General Visiting Guidelines 1. The DRC General Visiting Instructions (DRC254) and Declaration of Understanding (DRC2554) shall be made available to all staff, offenders, and visitors. Each institution has different physical facilities and programs; therefore, the Managing Officer at each institution shall have discretion in

determining the number of visitors allowed to visit an offender at any one time, the frequency, duration and priority of visits, and the visiting hours shall be made available for the visitor and offenders to review thirty (30) days prior to the change effective date. These changes shall be displayed in the front entrance of the units. However, no institution, in the visiting areas of the units. However, no institution, in the visiting areas of the units. shall have facilities fully accessible to disabled visitors, including restrooms and entrance ramps to the visitation area. Offender visiting facilities shall permit opportunities for formal/informal communication. Devices that preclude physical contact shall not be used except in instances of substantiated security risk, e.g. special management housing. 3. Staff facilitated institution programs that include family contact activities shall not count towards the number of visits an offender is permitted to receive. Contacts of this type are categorized as formalized activities in programs facilitated by staff and are established in addition to normal visiting. 4. Each designated visiting department shall have an area designated as a Reading Room in accordance with Department policy 76-VIS-04, Reading Room Programs. Reading Room Programs. Reading Room Programs and availability of the Reading Room to parents and children. In addition to scheduled readings, special activities may be planned to enrich the public shall be provided with additional training by their institution. Each employee shall be required to participate in and complete an initial four (4) hour Front-Entry/Visitor's Training Course provides each employee with a holistic view of balancing good security and public relations and once completed shall be documented in the employee's training file. In addition to the above training, it may be necessary to provide staff in these areas with additional training in the Department's Offender Tracking Systems (DOTS portal) and screens related to visitation. 6. Each institution shall make available to visitors information about local means of public transportation to the institution shall make available to visitation. and shall provide a means for visitors to contact public transportation agencies for needed services. B. Reception Center Visitation 1. Immediate family members shall be permitted to visit an offender housed at a reception center. The offender shall also be permitted to visit an offender housed at a reception center. during the reception process. 2. Those individuals requesting to visit an offender during reception shall sign the Declaration of Understanding (DRC2554) and the General Visiting Instructions (DRC2274). 3. While at reception (or a parent institution) offenders may request the mother/father of children be added to the visiting list. They are required to follow the same application process as any other visitor and count towards the fifteen (15) person visiting list limitation. The mother/father of children provision is made to facilitate family ties between the offender parent and his/her children. The visitor is permitted to visit without the child or children. a. In some cases, an incarcerated parent may not be listed on the child's birth certificate. It is the offender and/or custodial parent's responsibility to provide a receipt of the "acknowledgement of paternity" form through Vital Statistics or a child support enforcement collection order may serve as verification of relationship. 4. Questionable applications may be forwarded to the Managing Officer's designee may authorize a courtesy visit for those individuals. Such courtesy visits shall be clearly marked in the visitation notes in DOTS Portal. 5. Visitors must present a copy of their bona fide identification with their application. After verification with their application center staff shall enter all required information into the DOTS Portal VISTI Screen (Visitor Details) and list the visitor as an approved (A) visitor. 6. Offenders returning to DRC within two (2) years of release from incarceration shall have their prior visiting list reviewed and updated at reception by classification of victims and co-defendant visiting status must be determined on a case-by-case basis. The individuals on the visiting list in a re-approved status shall not have to repeat the application process. The reception center staff shall enter or copy and paste the old visiting list to the inmate's new visiting list in DOTS Portal. 7. Offender visitors at reception centers shall comply with all parts of this policy with the exception that visitor applications shall be completed at the time of their first visit. Visitors may not visit an offender at a parent institution until after receipt of a visitor application or unless already listed as an approved visitor by a reception facility. 8. Short term offenders serving ninety (90) days or less at CRC, LORCI and ORW shall be permitted visiting privileges based on their reception visiting list throughout the duration of their incarceration. C. Visitor Application and Processing Procedures 1. With the exception of attorneys and official visitors, each potential visitor must complete a Visiting Application (DRC2096). This application may be sent through the U.S. Mail, emailed, faxed or dropped off in person, however, visitation shall not be granted until the application has been processed and the visitors, regardless of the relationship, excluding any listed attorney of record, clergy of record, clergy of record, clergy of record or children under the age of eighteen (15) visitors (this total includes tentatively and approved visitors) on their visitors (15) visitors (this total includes tentatively and approved visitors) on their visitors (15) visitors (16) visitors (16) visitors (17) visitors (17) visitors (17) visitors (17) visitors (18) visitors (1 visitation until the visitor application is received and verification of identity has been established. Visitors may be placed on more than one offender during a scheduled visit if all involved are immediate family members and/or approved visitors. This does not include clergy-of-record. 3. Unit staff or another designee shall conduct an electronic search VNAMS and VADDS to determine past and current restrictions and visitation histories involving other inmates. In addition, the visitor's name should be searched through the inmate's PSI for co-defendant and/or victim status. Information and notes. Additionally, if warranted, they shall be recorded in Visitation Notes or the RAP6 screen in DOTS Portal. 4. Each visitor, with the exception of attorneys, must sign a copy of the Declaration of Understanding (DRC2554) and the General Visiting an offender for the first time. Case managers shall note receipt of the appropriate forms in DOTS Portal in the Visitation Notes screen. Visitor applications and supporting documents shall be electronically scanned into OnBase by designated staff. All visitors must register upon each visit and show bona fide identification. Visitors must register upon each visit and show bona fide identification with the case manager. 5. Amish Visitors: Those individuals identifying themselves as Amish may visit one time only after which they are to be informed they must obtain one of the following items and present it when they arrive for their next visit: a. State identification without a picture; or b. A letter from the local county sheriff, prosecutor, judge, or health department, indicating the individual is who they say they are, with the signature of the visitor notarized; or c. A letter from an elected state official (e.g. congressman, representative, senator, etc.) indicating the individual is who they say they are, with the signature of the visitor notarized; or c. A letter from an elected state official (e.g. congressman, representative, senator, etc.) indicating the individual is who they say they are, with the signature of the visitor notarized; or c. A letter from an elected state official (e.g. congressman, representative, senator, etc.) indicating the individual is who they say they are, with the signature of the visitor notarized. to the signature provided that day. If there is any question as to the similarity in the signatures, a supervisor must make the determination regarding the individual being able to visit. 6. Visitors shall not enter any areas of the institution except for approved visitation areas, as determined by the Managing Officer/designee, and approved routes to and from those areas. 7. Visitors are not permitted to deliver packages, correspondence, money, or printed materials directly to offenders shall be processed through the mail. In addition, offenders shall not be permitted to convey any property to a visitor without the written consent of the Managing Officer/designee. 8. Only approved or tentatively approved visitors may deposit funds to an inmate's account by utilizing the JPay system, kiosks, online or via the telephone. 9. Visitation applications may be denied for the institution's security, or disrupt the orderly operations of the institution; or b. The visitor has a past record of disruptive conduct; or c. The visitor is directly related to the offender's attitude, behavior, overall adjustment, or reentry efforts; or e. The visitor is under supervision and does not have the written permission of both the Managing Officer and the parolee's parole officer and approval from the Managing Officer in order to visit; f. The visitor is a current or past Department of Rehabilitation and Correction employee, volunteer, or independent contractor, and has not received written authorization from the Managing Officer; or g. The visitor was a victim of personal injury or harm of the offender's crime, either under the current incarceration (s), unless the Managing Officer, designee may contact the Office of Victim Services for consultation, in which case the Office of Victim Services will provide a written opinion. The Managing Officer/designee grants final approval. Unit staff are responsible for ensuring these steps are taken prior to any victim being allowed to enter the institution for a visit; or h. Required documentation has either been falsified and/or incomplete forms were returned for processing. 10. All visitors under eighteen (18) years of age must be related to the offender being visited or accompanied by an approved visitor who is the child's parent, legal guardian or guardian must be presented in the form of a birth certificate or custodial court order at the first visit. Once the minor child's verification is completed he/she shall be listed as approved. This verification was made and who made the verification. The verification of the child's birth certificate may be requested by the institution as the child's physical appearance changes. This documentation shall be maintained on file by the institution for future references. The name, date of birth and address of the verified minor children shall be entered into DOTS Portal VISTI screens. The minor children shall not count towards the fifteen (15) visitors on an offender's visiting list. a. In cases where an offender's child visits and a custodial parent or legal guardian does not accompany the child, a notarized Authorization for Minor Child Visitation Form (DRC4371) must be provided, specifying the name(s) of the guardian(s) listed on the approved visiting list who may bring the child to visit and permission for the child to be photographed and searched. b. This notarized Authorization for Minor Child Visitation Form (DRC4371) may be mailed in or delivered at the time of the first visit, with the letter being electronically scanned into OnBase by assigned staff and documented in DOTS Portal. If the letter is not notarized, the child is not to enter the institution. This form expires and must be re-submitted after one (1) year. Case managers or visiting staff shall note the appropriate form in the VNOTS section of DOTS Portal. c. An incarcerated parent cannot serve as the authorizing signature on the Authorization for Minor Child Visitation Form (DRC4371). d. The Authorization for Minor Child Visitation Form (DRC4371) may be revoked at any time by the custodial parent or legal guardian. 11. Offenders may add or remove visitors. D. Professional, Official, and Special Visitors 1. Each offender may have one attorney of record unless additional attorneys are required for ongoing litigation. Except when authorized in writing by the Managing Officer/designee, attorneys shall not be allowed to deliver packages, correspondence, money or printed materials to any offender. The Managing Officer/designee may authorize the attorney to bring in recording devices, stenographs, etc. 2. Offenders may have one person on their visiting list as their clergy of record except in the event the clergy of record except in the event the clergy of record is not available, associate or staff pastors. In the event the clergy of record is not available, associate or staff pastors. In the event the clergy of record is not available, associate or staff pastors. responsible for verifying all professional certifications prior to the pastor being listed on the offender's visiting list. b. Except when authorization is in writing by the Managing Officer/designee, clergy shall not be allowed to deliver packages, correspondence, money, or printed materials to any offender. 3. A community organization volunteer that has partnered with the department to assist the offender in transitioning into the community may be added to an inmate's approved visitor list as a reentry mentor and will count towards their fifteen (15) person visiting list. They are required to follow the same application process as any other visitor and count towards the fifteen (15) person visiting list limitation. The mother/father of children provision is made to facilitate family ties between the offender parent and his/her children provision is made to facilitate family ties between the offender parent and his/her children. listed on the child's birth certificate. It is the offender and/or custodial parent's responsibility to provide a receipt of the "acknowledgement of paternity" form through Vital Statistics or a child support enforcement collection order may serve as verification of relationship. E. Special Visits 1. The Managing Officer/designee may grant special visits or professional contact visits may be approved for hours other than those regularly scheduled for visitation as scheduling and space permits. Special visits may be approved for hours other than once per inmate every three-month period. However, out-of-state special visitors may be permitted to visit for three (3) consecutive days with the approval of the Managing Officer/designee. 2. Circumstances that may warrant a special visit include the following: a. Visitors who do not visit on a regular basis (at the Managing Officer's discretion); b. Clergy; or c. Persons significant to the following: a. Parole or probation advisors and those acting on behalf of a court of law; b. Psychiatrists or other mental health professionals; c. Law enforcement, judges, and other official visitors granted at the discretion of the Managing Officer; or d. Social services professionals. F. Denial and Suspension of Visitation 1. Visitors may be excluded when there is reason to believe their presence would be disruptive to the institution or to the offender's adjustment. Suspensions shall be progressive in nature in accordance with the DRC Guidelines for Mail and Visiting for that day, suspension of visiting for that day is suppressed for the visiting for visiting for visiting for visi violation that poses a significant risk to security or injury to another person can result in an immediate and permanent removal of the Managing Officer. Delegation of permanent removal may only be assigned to the staff person acting in the Managing Officer's official capacity during their absence. 2. An approved visitor may be denied access to visit for reasons including, but not limited to: a. A visitor refuses to show appropriate and bona fide identification; b. A visitor refuses to show appropriate and bona fide identification; b. A visitor refuses to show appropriate and bona fide identification; b. 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Inappropriate dress, as defined by the Managing Officer/designee. Refer to the General Visiting Instructions (DRC2274); g. Any circumstance that presents a threat to the security of the institution, staff, visitor and/or offenders. 3. Only the Managing Officer/designee, upon the recommendation of the supervisor in charge of the visiting area, may terminate visits. Reasons for termination of a visit shall include, but not be limited to, inappropriate conduct or a violation of visiting rules. 4. Whenever a visit is denied or terminated, an Incident Report (DRC1000) shall be prepared by the report shall provide details of the visitor(s) and/or offender's inappropriate actions and be documented in DOTS Portal visitation notes. 5. If contraband is found in the possession of a visitor the confiscated and the visitor refuses to be detained until the arrival of law enforcement officials, force shall not be used but vital information, such as the visitor's name, address, telephone number, automobile make and model, description, license plate number and state where issued shall be documented and forwarded immediately to the shift supervisor who in turn shall notify the appropriate local authorities. 6. Only the Managing Officer/designee may suspend visitation privileges. Only the Managing Officer may, at his/her discretion, suspend all of the offender's approved visitors, except attorneys and clergy of record unless they are personally involved, for any misconduct involving the offender and/or visitor. Upon determining that visitation shall be suspended, the Managing Officer may, at his/her discretion, suspend all of the offender and/or visitors. notice of the time period of suspension to the offender, all suspension from an institution serves as a suspension from all facilities. The statement of reasons may be limited to the extent it would jeopardize the security of the institution or the safety of any individual. All suspension noted into the DOTS Portal Screen (VSNOT) within twenty-four (24) hours of the decision to suspend. Institution staff documenting the visiting suspension shall notify all other institutions where the visitor on an inmate's visiting list. This notification shall be in writing and directed to the Managing Officer shall be responsible for processing all visiting suspensions that are the result of any disposition imposed by the Rules Infraction Board and shall enter the suspension into the appropriate DOTS Portal screen (VRIB). Restrictions entered at a reception center must be thoroughly reviewed upon receipt at the parent institution. 8. Visiting privileges may be suspended for reasons including, but not limited to: a. Upon reviewing a denial or termination report, the Managing Officer/designee determines that suspension is warranted; b. The visitor refused to submit to a search, in which case he/she may be restricted from visiting at any DRC institution; f. Falsifying information on the visitation application; of the institution application; of the institution application; of the correctional facility, his/her visitation privileges shall be suspended until disposition of the case. The suspension may continue for the duration of any court sentence, including terms of probation, incarceration and post release supervision, up to permanent suspension as determined by the Managing Officer. 10. In all instances where offenders test positive for or are in possession of illegal drugs or refuses to comply with a request for a drug screen, in addition to appropriate Rules Infraction Board disciplinary actions, the Managing Officer/designee may modify the offender's visits according to the following: a. First Offense - All visits may be suspended for up to three (3) months. b. Second and Subsequent Offenses - All visits may be suspended for up to six (6) months. Progressive disciplinary action will apply for subsequent offenses. This section does not affect attorney and clergy visits unless that person is involved in the drug violation. G. Video Visitation using the JPay kiosks installed in housing units throughout the DRC is designed to increase visiting opportunities and reduce burdens on family and friends. Therefore, assisting in facilitating these visits is an important role at all Level 1, 2 and 3 prisons seven days a week. Video visits may be restricted in limited privilege housing units, but not in 3B units. Level 4 and 5 prisons have the flexibility to set the hours to meet specific operational needs but should make every effort to make video visiting available in the morning, afternoon and evening at all Level 1, 2 and 3 prisons. Each facility shall set a minimum of three (3) hours in the morning, three (3) hours in the afternoon and three (3) hours in the evening where video visits; however, they shall be required to have the video visits monitored in a control center (or other area of their choice which is staffed during video visiting hours) where the staff member can periodically look at the screen and terminate a visit if they see something inappropriate or if they receive notification from another party there is a problem. 5. Any live monitoring of video visits shall be without sound unless approved by a supervisor. Any time live visits are listened to, it shall be in a manner where members of the general public, or parties not associated with the monitoring, cannot hear. 6. The review of a recorded visits, at the discretion of the Managing Officer. 7. Housing unit officers shall be advised of the video visiting process and all of the rules associated. All post orders in housing units shall be updated to include information on whom to contact in the facility when the housing unit officer determines a video visit is causing disruption in the unit or becomes aware of a rule violation. 8. All kiosk locations shall have a sign containing the following information posted next to the kiosk: "All electronic communications are subject to monitoring and recording". 9. If a housing area has more than one kiosk, only one shall be designated for video visitation. Any kiosk designated for video visitation shall be designated for video visitation. required to make video visit reservations twenty-four (24) hours in advance. All institutions shall designated person/post shall also provide the post responsible for monitoring/terminating video visits with a schedule of video visits for the day. 11. The maximum number of video visits per site at a single time shall be four. 12. The requirements of video visits per site at a single time shall be four. 12. The requirements of video visits per site at a single time shall be four. 12. The requirements of video visits per site at a single time shall be four. 12. The requirements of video visits per site at a single time shall be four. 13. The maximum number of video visits per site at a single time shall be four. 14. The maximum number of video visits per site at a single time shall be four. 15. The requirements of video visits per site at a single time shall be four. 15. 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Video Visit/ Videograms rules include restrictions on inappropriate clothing, form-fitting clothing clothi signs, weapons, general gang activity (including clothing) or any other illegal activity during a video visits/ videograms are monitored and recorded. Visits may be terminated for any violation of the rules listed herein. In addition, restrictions/suspensions may be issued which affect not only video visits/ videograms but visiting in person (including the ability to send money). 6. Recording of the video visitation or videogram session by the visitor is strictly prohibited and may lead to loss of video visitation privileges. 7. Even if a visit is not terminated during the actual visit, a review of a recorded visit which reveals violations of prison rules may result in suspension or termination of visiting privileges after the fact. There is no statute of limitations as to how far back a review of a previous visit on to suspend/terminate current visiting privileges. 8. Video visits do not count against the number of regularly allowed in-person visits. 9. Attorneys and clergy may video visit if they are on the approved visiting list. Audio recording cannot be disabled. Therefore, when private communication is required in-person visiting is recommended because all video visits do not count against the number of kiosk sessions allowed per day. I. Variations from Policy Based upon the circumstances of a requested visit, an exception to this policy may be made by the Managing Officer, In such cases, written documentation signed by the Managing Officer/designee must scanned to OnBase indicating the reasons for the exception and must have the Managing Officer, In such cases, written documentation signed by the Managing Officer. Coming to Visit 1. All attire worn upon entry into the facility must be worn throughout the duration of the visit, with the exception of appropriate outerwear such as a coat and gloves. 2. Appropriate undergarments must be worn (i.e., bra, slip, and underwear). 3. No additional clothing is permitted to be carried into the facility. 4. No smartwatches or fitness monitors (such as fitbits). 5. Inappropriate attire includes, but is not limited to: • See-through clothing of any kind. • Tops or dresses that expose the midriff or have open backs or open sides (such as any sleeveless clothing such as halter tops, tube tops, tropped tops, tank tops, and muscle shirts). • Low-cut clothing cut in a manner that exposes the chest. • Any clothing that inappropriately exposes undergarments. • Skirts, dresses, shorts, or culottes with the hem or slit above the mid-knee. • Wrap-around skirts/dresses or break-away type pants. • Clothing with obscene and/or offensive pictures, slogans, language and/or gestures. • Form-fitted clothing made from Spandex or Lycra or other similar knit material such as leotards, unitards, bicycle shorts, tight jeans, or tight pants. • Clothing with inappropriate holes/rips, including shoulder cut-outs. 6. Purses, handbags, backpacks, or similar items are not permitted. Diaper bags and infant carriers, are permitted, but are subject to regular search procedures Clear plastic bags are preferred in place of diaper bags. Diaper bags may include: • A reasonable number of diapers and baby wipes • Three plastic baby bottles • Three plastic containers of baby food • One pacifier 7. All visitors are subject to clear the metal detector. The following items may prevent clearance of the metal detector: • Hairpins • Bras with metal underwires • Certain boots and shoes • Clothing with multiple zippers • Excessive jewelry General Visitation Guidelines 1. The DRC General Visitation Guidelines 1 facilities and programs; therefore, the Warden at each institution will have discretion in determining the number of visits, and the visiting hours. Any significant changes made by the institution in the number of visitors allowed to visit an offender at any one time, the frequency, duration and priority of visits, and the visiting areas, and in the living areas of the units. However, no institutional specific policies will supersede the General Visiting Instructions. 2. Visitation areas have facilities fully accessible to disabled visitors, including restrooms and entrance ramps to the visitation area. Offender visiting facilities will permit opportunities for formal/informal communication. 3. Staff facilitated institution programs that include family contact activities will not count towards the number of visits an offender is permitted to receive. Contacts of this type are categorized as formalized activities in programs facilitated by staff and are established in addition to normal visiting. 4. Each designated visiting department has an area designated as a Reading Room. Reading Rooms are "child-friendly" and contain a diverse supply of age appropriate books, learning aids, and toys that appeal to the interest of children. In addition to scheduled readings, special activities have been planned to enrich the child's visiting experience and foster family ties. 5. DRC employees assigned to an area in which they have significant interaction with the public are provided with additional training by their institution. Each employee will be required to participate in and complete an initial four (4) hour Front-Entry/Visitor's Training Course. The lesson plan is maintained through the Corrections Training Academy. This training course provides each employee with a holistic view of balancing good security and public relations and once completed should be documented in the employee's training file. Each institution makes available to visitors information about local means of public transportation to the institution and will provide a means for visitors to contact public transportation agencies for needed services.

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