

USACF-E Standing Operating Procedure Annex J (Visitation) to Chapter 3 (Correctional Supervision Branch)

1. **PURPOSE:** To establish policy and procedures for conducting visits to confined inmates and detainees.

2. **GENERAL:**

a. Visitation hours are weekends and U.S. legal holidays from 1300-1600 hours. In special cases, the NCOIC of Corrective Counseling or the Chief of CSB may authorize extended visits between inmates and their families.

b. The Visitation Supervisor is a correctional specialist assigned to the correctional shift. His place of duty is in the visitation room. He is responsible for the supervision, accountability and segregation of inmates and visitors during visitation call.

c. All visitors are required to read and sign the rules of visitation prior to entering the facility [IAW Chapter 4, Annex D \(Front Gate\)](#). These rules can be found in [Appendix 1](#).

d. Latrines: The female visitors latrine is located in the visitors' room. The male visitor latrine located adjacent to the front office. All inmates/detainees will return to their assigned bay to utilize the latrine.

3. **PROCEDURES:**

a. Normal Visitation Procedures:

(1) The visitation supervisor is responsible for ensuring the visitation room is cleared for contraband before and after visitation call (shakedown of visitation room). He or she will ensure that block guards have frisk-searched inmates/detainees prior to visitation.

(2) The visitation supervisor will ensure that all inmates/detainees are strip searched upon completion of visitation. Available cadre will complete strip searches before inmates/detainees enter their domicile, for visitation that is completed before 1600 hours.

(3) Visitors will not be physically searched unless authorized by the Facility Commander, but will be scanned by the hand held and/or walk through metal detectors. All visitors will check any bags/purses at the front gate or leave them secured in their vehicles.

(4) Visitors will only speak with the inmate that they are authorized and not with other inmates. The supervisor will ensure there is not exchange of any objects without approval of the Guard Commander.

(5) The visitation supervisor will maintain an accurate log of which inmates and visitors sat at each seat and annotate the times. The log will also reflect any movement by the inmates and visitors (i.e. to the latrine, vehicle, etc.).

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(6) Holding hands is the only authorized physical contact between inmates and visitors. Upon initial greeting and departing, a brief embrace is authorized, however, unreasonable outbursts of affection/emotion are prohibited.

(7) Enforce all visitation rules IAW Appendix 1 of this annex.

b. Special Visitation (Close Confinement/Max Custody):

(1) Visitation for inmates in close confinement is governed by normal visitation procedures with the following exceptions.

(2) A maximum of two visitors are allowed, to include children.

(3) Visitation will be conducted in the CCP interview room.

(4) The Chief of CSB must approve visitation on a DD form 510.

c. Visits to hospitalized inmates:

(1) Visits to hospitalized inmates are governed by normal facility visitor's policy.

(2) Visitors must contact the Corrective Counseling Section for assistance in arranging for a visit.

(3) The hospital inmate supervisor ensures visitors are on the inmate's authorized visitor's list prior to any visit.

(4) Visitors to hospitalized inmates are indicated in the hospital inmate supervisor's journal.

(5) Visits are conducted only in designated visiting areas and are supervised by the hospital inmate supervisor. Inmates confined to their beds receive visitors only after coordination with both a medical officer and the facility Commander.

(6) The visitation area and the inmate are searched for unauthorized articles before and after each visit. Visitors will not be searched.

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Appendix 1 (Visitation Rules)

Visitation hours are 1300-1600 on Saturday, Sunday and U.S. federal holidays.

You become an authorized visitor only after the approval of a detainee/inmate's request to have you add to his/her approved visitor list. If you are not an approved visitor, you will be denied visitation until an approval is granted. Ensure that you are on the detainee/inmate's approved visitor list, before your intended visit.

Visitors will not be physically searched unless approved by Facility Commander. Security personnel may check visitors with metal detector. Anyone refusing a search or suspected of carrying unauthorized items may be denied entry. Handbags, overcoats and valuables must be placed in the lockers provided at the front gate before visitation begins. Adult female visitors may bring a wallet/coin purse into the visitation area, provided it is no larger than a man's wallet. Bags and backpacks, other than those for infant care, are not permitted.

Individuals who are improperly clothed or whose personal appearance would otherwise detract from the atmosphere in visitation will not be permitted to visit. Hats may not be worn inside the confinement facility at any time. Outer garments will not be worn during visitation unless specifically authorized.

Visitation maximum capacity is 10 inmates and 20 visitors. Inmates are allowed a maximum of three (3) visitors at a time. Visitor number will reduce to two (2) when max capacity of 20 is reached. Rotation of visitors will be one and a half hour time limit based on a first come first out during max capacity.

Detainees/Inmates in Maximum Custody, Administrative Segregation, Disciplinary Segregation, Intractable Status, or Suicide Risk may receive visitation privileges on a case-by-case basis, and only with the approval of the CSB. Visitors will be immediate family only (spouse, children, siblings, parents). No more than two (2) visitors may visit a detainee/inmate in one of the above-mentioned statuses at one time. Unscheduled visits will not be authorized.

Visitors who are 18 years of age and older must present two (2) forms of identification, both containing the visitor's name and one containing a picture of the visitor. Visitors under age 18 years must present one (1) form of identification containing their name, and a parent, legal guardian, or sponsor must accompany them.

Physical contact between visitors and detainees/inmates of the opposite sex is limited to a brief hug, with hands dropping no lower than the lower back, and a brief kiss on the cheek or lips at the beginning and termination of the visit. Children under the age of 5 years, may be held on the detainee/inmate's lap or in his/her arms, but will not be elevated above the head or suspended by the arms. Children 5-17 years of age may not sit on a detainee/inmate's lap, however they may engage in a brief hug and kiss at the beginning and termination of the visit. Same sex visitors are not permitted a brief embrace unless the visitor is an immediate family member (mother/sister/daughter; father/brother/son). Holding hands during the visit is permitted only

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when the visitor is an immediate family member or a member of the opposite sex. Horseplay, roughhousing or actions that prompt such activities are prohibited. Any other touching during visitation may be grounds for termination of the visit. Parents, guardians and adult sponsors are responsible for the conduct of the children in their charge.

Detainees/Inmates are prohibited from accepting articles or containers of any kind, without prior authorization. Cadre will not accept items for delivery to detainees/inmates.

Smoking in the visitation area is prohibited. Smoking articles will not be introduced into the visitation area.

Chairs may be rearranged only with the permission of the visitation guard. The chairs will not be placed in such a manner as to block camera observation or emergency exits.

Detainees/inmates or visitors from one group may not interact with other visitors or inmates/detainees. As an exception, small children from different groups may play together quietly, but they may not play with or visit other detainees/inmates.

Children 8 years of age or younger may bring two toys and two books. Hand-held electronic games (sound is turned off) of such a size that will fit into a shoebox are authorized so long as they are marked for identification.

Children 17 years old or younger may bring in two (2) books. They may be novels, school texts, workbooks or storybooks. Pens and pencils for working on homework are permitted. Periodicals, newspapers, paints and crayons are not permitted.

Small metal spoons, for feeding infants are permitted. Diaper bags for childcare items are permitted. No more than three jars of baby food per infant are permitted.

Breast-feeding in the visitation area is not permitted. Mothers may leave the room to perform this task and return upon completion.

Adult visitors are allowed to bring one religious scriptures/teaching book (Bible, Koran, etc.) into visitation. The books may not be given to the inmate.

Christmas, birthday, anniversary and greeting cards are not permitted. Photographs are permitted except for polarized "one step" style photographs. Photo albums are not permitted.

News, media, and religious visits re governed by separate rules. Such visits are not permitted unless approved in advance by the Facility Commander. Intentional violation of visitation rules may result in termination of visitation.

The Chief of CSB must approve any exception to these rules prior to the visit. The visitation guard may not authorize any exceptions during a visit.