



**DEPARTMENT OF CORRECTIONS
TREASURE STATE CORRECTIONAL TRAINING CENTER
OPERATIONAL PROCEDURE**

Procedure No.: CTC 3.3.8	Subject: OFFENDER VISITING
Reference: DOC Policy No. 3.3.8	Page 1 of 7 and 1 Attachment
Effective Date Sept. 15, 1997	Revision Date(s) July 14, 2010 July 11, 2005 Sept. 17, 2002
Signature / Title: /s/ Greg Budd / Superintendent	

THIS WAS FORMERLY NUMBERED DOC/CTC 5.4.4

I. PURPOSE

Treasure State Correctional Training Center permits offenders to have visits with immediate family on the offender's graduation day, and attorneys and allows for other visits consistent with the security of the facility.

II. DEFINITIONS

Immediate Family: Is considered to be mother, father, sister, brother, wife, and children. A guardian or grandparent who has had a significant involvement in the upbringing of the offender may be considered immediate family.

III. PROCEDURES

The drill sergeant will be responsible for the operation of the visiting program. Visiting is a privilege, not a right, and must be earned by the offender. Only offenders who successfully complete the program and graduate are allowed a visit.

1. The only authorized visit for offenders will be held on graduation day once the offender has completed all program requirements (see Part G below).
2. Only those approved to visit are allowed on the premises.
3. A maximum of four (4) visitors (includes children) will be permitted to visit each offender.

Information regarding the visiting regulations, mail process, graduations, programs, and facility will be provided to those so indicated by the offender via the *Family / Significant Other Information* form (attachment) which will be completed during orientation.

Tobacco Products are not allowed on facility grounds.

A. Approval

Pre-approval will be required for attorneys of record, immediate family members, and graduation visitors.

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Graduation visits must be approved the Thursday prior to the scheduled graduation visit. The prospective visitor is to contact the administration office no later than 5:00 p.m. Friday prior to the day of the visit to coordinate approval. Visits from attorneys and clergy must be approved in accordance with this operational procedure and CTC visiting procedure. No special visits are allowed unless authorized by the superintendent or designee.

Only immediate family members or others who can demonstrate that they have had a significant part in the upbringing of the offender will be permitted to visit. The offender is responsible for providing staff with a list of immediate family members.

Persons on active probation or parole or other forms of conditional release (including but not limited to furlough or work release) ordinarily will not be approved; in compelling cases such as immediate family members, the individual involved must obtain the permission of both the agency supervising such conditional release and the superintendent prior to being allowed to visit.

Persons with criminal records will not be automatically excluded from visiting but must be approved by the superintendent personally; the nature and extent of an individual's criminal record, supervision status, and history of recent criminal activity, will be weighed against the benefits of visitation in determining eligibility.

Persons believed to have a potentially detrimental effect on the offender or to constitute a threat to the security of the facility will be excluded from visiting.

When an individual is not approved, written notice of and reasons for the exclusion will be given to the offender who submitted the individual's name.

Booters and ex-offenders requesting to visit must have permission from the superintendent, one week prior to the expected visit. The booter/offender must fax or mail to CTC verification and travel permit at least two days before the visit and be prepared to show the documents upon request when arriving at the facility.

B. Searches of Visitors

A sign will be prominently posted at the main entrance and visiting area entrance stating, "All visitors will be subject to search prior to being allowed to visit any offender".

Searches of incoming visitors may include pat searches, the use of metal detection equipment, and inspection of allowable items.

Strip searches of visitors will not be conducted.

Body cavity searches of visitors will not be conducted.

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If the search procedures established above are not adequate to assure that no contraband is being brought into the facility, or the visitor refuses to submit to a search, the individual will be denied access to the facility.

If contraband is found on the visitor, a report will be submitted, the contraband confiscated, and depending on the nature of the contraband, local law enforcement officials may be immediately contacted. (The provision of *CTC Operational Procedure 3.1.18 on Searching and Detaining Non-Offenders* will be carefully observed.)

C. Searches of Offenders

All offenders will receive a pat-down search before and a strip search after all visits.

D. Visiting conditions

Graduation visits are conducted on specified Wednesdays (or Tuesdays during the week in which Aftercare Visits are scheduled) at 10:00 a.m., and will be held in the MPR.

Visitors are instructed to arrive at checkpoint on the day of graduation no later than 8:45 a.m.; they will be escorted by staff in a CTC vehicle to the facility, and allowed a 45-minute visit with the graduating offender prior to the graduation ceremony.

Visitors are permitted to bring cameras to take photographs or to videotape the ceremony.

Visitors are not to be given information regarding any subsequent transportation plans for the graduate.

Staff will supervise visiting at all times.

Visitors are to report to Ranch I parking lot, at the assigned time and are to lock their vehicles when unoccupied. Visitors are to be searched using the metal detector at checkpoint prior to be transported to the facility.

Visitors, after being properly identified, will be placed in a TSCTC vehicle for transport to the facility. If more visitors are scheduled than we can transport in our vehicles two staff members in separate TSCTC vehicles will proceed to check point. Staff will then verify the identity and status of the visitors and escort them to the facility in their privately-owned vehicles. This will be done by having one TSCTC vehicle in the front and one in the rear of the visitors' vehicles. The same procedure will be used when the visits conclude to return the visitors to the MSP checkpoint.

If visitors are late, the visit may not be allowed. The senior drill instructor or designee will make the decision whether to allow the visit.

ONLY those who have been authorized by prior arrangement through the administration office will be allowed to visit.

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ONLY the following items are allowed into visiting areas:

Adults

1. personal medication
2. (inhaler, heart pills)
3. Camera
4. Video camera

Note: Picture IDs and vehicle keys will be surrendered in the main lobby upon arrival.

Infants

1. two (2) diapers and wipes
2. baby blanket
3. one baby bottle
4. one jar of baby food and a plastic spoon

Visitors will be required to leave purses and other packages locked in their vehicles, as such, items are not permitted in the facility.

All adult visitors must produce an official picture ID, e.g., driver's license, state issued ID, or passport. Other ID may be accepted, but must be an official picture ID. If the visitor cannot produce an official picture ID, the visit will not be allowed. Staff should check the visitor's IDs prior to transport to the facility.

Parents or guardian of children five years and under AND weighing less than 60 pounds must provide a legal car seat to transport the child in the CTC escort vehicle.

Upon arrival at the facility, the visitors will be escorted to the administrative lobby where:

1. Staff will exchange the visitor's personal ID for a CTC VISITOR badge. The personal ID will be placed in the visitors log and ID badge cabinet. .
2. The visitor's name and time of arrival will be entered into the visitor logbook.
3. The visitor's vehicle keys will be secured on a hook in the visitors log and ID badge cabinet.

Upon completion of this process, staff will escort the visitor to the Multi-Purpose Room (MPR).

Offenders and visitors are permitted a brief embrace and kiss at the beginning and end of the visit. ALL other forms of physical contact are prohibited and will be cause for termination of visiting. The offender will be allowed to hold small children.

Offenders will sit across the table from their visitors.

Visitors are not to give anything to the offender. No money, checks, or money orders will be left at the facility. Offenders are not allowed to give anything to the visitors, unless approved by the drill sergeant or above. Visitors are asked to bring one change of

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clothing for the graduating offender who will be leaving the facility later that day. The clothing will be given to staff to search prior to giving them to the offender.

All visitors must comply with the TSCTC visiting operational procedure and procedures or their visiting privileges will be suspended.

The staff supervising the visit may terminate the visit with just cause and will submit a written report prior to the end of shift to the drill sergeant.

Offenders will use the restroom facilities in the barracks prior to visits; restroom use by the offenders; will not be authorized during the visit. The offenders will not be allowed to use the restrooms in the multi-purpose room.

Visitors will be allowed to use the restroom facilities at the administration area prior to being escorted to the multi-purpose room, and will also be allowed to use the restroom facilities in the multi-purpose room if needed.

The MPR will be thoroughly searched by staff after visits.

At the conclusion of the visit, staff will escort the visitors to the administrative lobby where the CTC VISITOR badges will be exchanged for the visitor's personal ID cards and vehicle keys. The staff member will place the CTC VISITOR badge in the locked cabinet.

At the end of their visit, visitors will be transported back to check point by TSCTC staff. Trainees will be taken directly to the supply room. Once there, they will be strip searched and issued new uniforms. The uniforms they were wearing will be laundered.

E. Conditions of Legal Visits

Attorney visits will be scheduled in advance with the correctional manager. An offender must agree to a legal visit and may decline to see an attorney requesting a visit.

A confidential visiting area will be provided where an offender may discuss legal matters privately with an attorney or authorized paralegal. The attorney visiting area will be under the general supervision of staff. The supervising officer will be able to observe the conduct of the visit without monitoring or recording the discussions.

Limitations on attorney visits will be imposed only in rare cases after a complete factual examination clearly indicates that such a visit presents a threat to the security of the facility and after consultation with Department legal counsel.

The following actions should be taken when a legal visit is authorized:

1. If approved for a visit, the attorney may travel to the CTC facility in their personal vehicle in lieu of escort.

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2. The attorney/legal representative will be treated the same as any other visitor and will be required to follow the same visiting procedures.
3. Supervisory staff will have the attorney open brief cases, etc. and perform a visual inspection only; do not physically touch the material. Attorneys are only allowed to bring in things that pertain to the relevant offender's legal visit.
4. Supervisory staff should ascertain from the attorney if there are legal documents that the offender must sign. By State operational procedure, the offender needs to be allowed time to complete any legal work.

A table in the MPR will be designated as the legal table.

Once the legal visit is completed, the attorney should be escorted to the vehicle, if staffing permits. The offender should be returned to the barracks. Once the procedure outlined in the last paragraph of Part D above has been followed.

The attorneys are not to be granted a tour of the facility without authorization by the SDI or above.

F. Records and Approval

A visitor logbook will be located in the administrative lobby in which the staff will record all approved visitors and document all visits as to date and time, visitor badge. All visitors over age 15 will be issued a CTC VISITOR badge. Children under age 15 will be recorded in the log under the accompanying adult visitor's number. While it is expected that doing so will be rare, special visits of otherwise unapproved visitors, extended visits, or visits on non-visiting days may be approved by the superintendent or designee. Special visits may include, but are not limited to, prospective employers, release sponsors, or parole advisors.

G. Special Housing Cases

Offenders in the locked cells or on medical restrictions will not be allowed visits.

Limitations on Visits

Visiting is a privilege and the facility may impose restrictions as deemed necessary by the administration. Visiting privileges may be curtailed for offenders who have disciplinary operational procedure sanctions. Visits by attorneys will be scheduled according to the needs of the facility.

Denial or Termination of a Visit

A visit may be denied or terminated and visiting privileges suspended under the following circumstances.

1. A visitor is under the influence of mood altering chemicals.
2. A visitor refuses to submit to search procedures.
3. A visitor refuses or fails to produce sufficient picture identification, or falsifies identifying information.
4. There is a violation of facility/program rules by a visitor or offender.
5. A visitor/offender fails to prevent children from disturbing others in the visiting area.
6. There are inappropriate displays of affection, sexually inappropriate behavior, or ~~in~~ inappropriate dress.
7. There is other conduct or conditions deemed by the visit supervisor or designee to be disruptive to visiting operations or to the secure and orderly operation of the facility.
8. The prospective visitor or other person is found to be conveying contraband, is disruptive during the process, or may potentially be disruptive if admitted.

The visiting supervisor or designee will submit a full report of any incident to the drill sergeant; a disciplinary report, if appropriate will be filed against the offender involved.

V. CLOSING:

Questions concerning this procedure should be directed to the drill sergeant.

VI. ATTACHMENT:

[Family Information Form](#)
