



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure:	MSP 3.3.8 INMATE VISITING
Effective Date:	December 7, 1999 Page 1 of 13 and 7 Attachments
Revision Date(s):	May 1, 2008, June 6, 2012, April 15, 2015, January 20, 2017, October 15, 2019, November 10, 2020, June 4, 2021, October 5, 2021, December 15, 2021
Reference(s):	DOC Policy 3.3.8
Signature:	/s/ Jim Salmonsens / Warden

I. PURPOSE

Montana State Prison (MSP) provides visiting privileges for inmates consistent with MSP security requirements and encourages family ties and supportive relationships important to the stability of inmates while incarcerated and upon release.

II. DEFINITIONS

Body Scan – A whole-body security screening device which utilizes low dose x-ray scanning in order to detect contraband, weapons, and similar items, hidden on and inside a person’s body.

Canine Handler – A security staff member who works in collaboration with a specially trained canine.

Canine – A specially trained and certified canine used by the facility which is the property of Montana State Prison.

Canine Team – One handler with an assigned canine. Both handler and canine have been certified.

Contact Visit – A visit in which the offender and visitor are permitted limited physical contact.

Contraband – Any item possessed by an offender or found within the facility that is illegal by law, prohibited by policy or procedure, or unauthorized by those legally charged with the administration and operation of the facility.

Clothed Body Search – The manual body search of an individual that requires the removal of outer clothing, e.g., coats, hats, gloves; emptying of pockets; and inspection of papers, bags, books, or other carried items (also referred to as a pat search).

Disability – A physical or mental impairment that substantially limits one or more of a person’s major life activities, a person has a history of such an impairment or a person who is regarded as having such an impairment. See Americans with Disabilities Act of 1990 42 USC 12010 as amended.

Immediate family member – An offender’s legal spouse, natural or adoptive parents and children, siblings, grandchildren, grandparents, corresponding in-law, person verified as being primarily responsible for raising the offender in the absence of a parent and any other member of the offender’s household.

Official Visitors – Visitors to a facility acting in an official capacity, e.g., law enforcement, correctional personnel, judges, licensed attorneys, legislators, and others on official business.

Pat Search – The manual body search of an individual that requires the removal of outer clothing, e.g., coats, hats, gloves; emptying of pockets; and inspection of papers, bags, books, or other carried items (also referred to as clothed body search).

Reasonable Suspicion – A conclusion drawn from specific, objective facts which would permit a reasonable and experienced correctional staff person to suspect that an individual or set of circumstances poses a threat to facility security or to the health, safety, and security of offenders, staff, visitors, contractors, or community members, including, but not limited to, committing, or conspiring or attempting to commit a crime or rule violation.

Unclothed Body Search – A visual inspection of an individual's unclothed body and thorough search of the unworn clothing to detect concealed contraband (also referred to as a strip search).

Visiting Supervisor – The second shift Lieutenant assigned by the second shift Captain to oversee the MSP visiting program.

III. PROCEDURES

A. General Requirements

1. Visiting is a privilege and not a right for both inmates and members of the general public. Visitors may be denied entrance or visits may be terminated early for violation of any of the conditions outlined in *MSP Visitor Dress Code & Visiting Rules and Regulations* (attachment D).
2. The Associate Warden of Security or designee is responsible for the operation of the visiting program and is responsible for publishing and updating the visiting rules/regulations to clarify, define, and implement this operational procedure.
3. Copies of *The MSP Visitor Dress Code & Visiting Rules and Regulations* will be displayed in the lobby of the Wallace Building and visiting rooms. *The MSP Visitor Dress Code & Visiting Rules and Regulations* will be provided to inmates and visitors to inform them regarding the visiting process.
4. *The MSP Visitor Dress Code & Visiting Rules and Regulations* will include regular scheduling of visits at times that will provide approved visitors reasonable visits with inmates.
5. Based on the operation necessity of MSP, all visitation schedules, days, and hours are subject to change, up to and including cancellation, as deemed a situational determination by the Warden or designee.

B. Approval of Visitors

1. Upon admission to MSP, each inmate will be provided with visitor questionnaires and rules that they can mail to prospective visitors. These questionnaires are also available in all inmate housing units and on the Department website.
2. Prospective visitors must completely and accurately fill out the questionnaire (incomplete questionnaires will not be processed) and either mail it to MSP, in care of the Visiting Department; email the questionnaire to: CorMSPVisitApp@mt.gov; or fax to 406-415-6622. All visitors are subject to criminal background checks.
3. Applicants over 18 years old must submit separate questionnaires.

Subject: INMATE VISITING

4. Children under 18 years of age must be included on the same questionnaire as their parent's applicant or court appointed legal guardian. Proof of guardianship must be provided for minor children., The applicant must answer all questions for each person on the questionnaire.
5. For children under the age of 18, a parent or court appointed legal guardian must complete the *Proof of Guardianship for Visitation form* (attachment E) and attach a copy of the child's birth certificate if the parent or court appointed legal guardian is allowing another immediate family member to accompany the child to visiting without their presence.
6. Designated staff will process the questionnaire, approve, or disapprove each applicant (based on the guidelines outlined below), and send notification to the inmate on who has been approved or disapproved. It is the inmate's responsibility to notify the applicant of the outcome. They will contact the AW of Security if they have any concerns or questions.
7. Reasons for disapproval of an applicant include, but are not limited to the following:
 - a. Incomplete, inaccurate, or non-completion of the questionnaire.
 - b. The applicant is on another inmate's visiting list. An exception may be granted if both inmates are members of the same immediate family.
 - c. If a visitor applies to be on an inmate's visitation list, but is denied due to being on a different inmate's visitation list, the following will be reviewed:
 - 1) If one of the inmates have left secured care the inmate who is currently in secure care will take precedence. As such the visitor will be removed from the previous list and added to the new list after 90 days
 - 2) If the previous inmate returns to secure care it is the responsibility of the visitor to notify the facility if they would like to be added to the previous inmate's visitation list; and
 - 3) If they request to be re-added inmate's list then the waiting period outlined in section III.B.6.g will apply, except in the case of immediate family.
 - d. There will only be 25 people on the inmate's approved visiting list. The inmate must request a removal of someone on their visiting list before someone is added on their list, if it would exceed the number of 25.
 - e. The applicant is under the age of 18.
 - f. The applicant is on active probation or parole, conditional release, or has recently discharged a prison or jail sentence. If approved, the person must obtain written permission from their supervising probation and/or parole officer and must also meet the criteria outlined below in in g.
 - g. Applicants that have a criminal background check report that includes felonies or misdemeanors outlined in 1) and 2) below will not be approved for visitation with the exception of immediate family members after review by the AW of Security.
 - 1) the applicant should have no **Felony** convictions in the past 5 years.
 - 2) the applicant should have no **Misdemeanor** convictions for violent disorderly, domestic, or drug related charges in the past 3 years.
 - h. It has not been over 90 days since the applicant was removed from another inmate's visiting list.
 - i. It has been over a year since the inmate has been at the facility.
 - j. Reasonable suspicion exists to show that the applicant may have a harmful effect on the inmate or poses a threat to the safety and security of the facility, other visitors, staff, or other inmates.
 - k. The applicant has pending felony charges; and
 - l. Current and former employees. The following will apply:

Subject: INMATE VISITING

- 1) Current and former employees who left employment in good standing, with immediate family ties to an inmate prior to incarceration or community supervision, may have visiting privileges subject to the same procedures for all other visitors.
 - 2) Current employees without immediate family ties to an inmate prior to incarceration or community supervision will not have visiting privileges.
 - 3) Employees who discontinue employment with the Department, or any department-contracted facility or program, may not visit inmates confined in any prison facility who are not immediate family members of the inmate prior to incarceration or community supervision for a minimum of four years.
 - 4) Any employee terminated from employment for cause, or who resigned in lieu of termination due to inappropriate activities with an inmate, will have a permanent restriction on visiting inmates. This prohibition extends to inappropriate activities discovered after the employee's separation from service; and
 - 5) Any volunteer who has been removed from the approved volunteer list for cause, or who removed themselves in lieu of being removed due to inappropriate activities with inmates, is subject to the same permanent visiting restriction.
8. Within 90 days of receipt of the questionnaire, the designated staff will contact the inmate in writing as to whether a visitor has been approved or disapproved. Inmates are responsible for notification to the applicant of approval/disapproval status. Inmates with disapproved visitors may proceed as follows:
- a. The inmate may then contact the disapproved applicant who may appeal their disapproval by filling out the appeal section on the disapproval form they receive from the inmate, and mailing it to the Second Shift Captain within 14 days of the postmark on the notice; and
 - b. The Second Shift Captain or designee will respond to the appeal within 30 days of receipt of the appeal. This response is final and exhausts the applicant's administrative remedies.
9. Once a visitor has been approved, MSP must be notified of any changes to their name and/or address. This notification must be made at the first visit following the change.

C. Special Visits

1. Special visits may be approved by the Visiting Lieutenant or higher authority and must be limited to unusual circumstances. Once approved the Visiting Lieutenant or designee will make the appropriate arrangements.
2. Immediate family members traveling from other states who visit infrequently may be granted a special visit. These arrangements are made with the Visiting Lieutenant or designee.
3. Attorney visits are as follows:
 - a. Attorneys should normally visit during the 8 a.m. to 5 p.m. business day.
 - b. An attorney wishing to visit an inmate client must call the Wardens Administrative Assistant 24 hours in advance to make arrangements for a visit. This is to minimize delays/problems in processing the visit request.
 - c. Attorneys are subject to search procedures and must present proper credentials and identification to the entrance post staff.
 - d. All other institutional rules and regulations apply.
 - e. Every effort will be made to have attorneys and their client visit in a room/area that allows privacy. All reasonable precautions will be taken to preserve the confidentiality of the attorney/client relationship.

Subject: INMATE VISITING

- f. Officers will visually observe attorney visits, but attorney/client conversations will not be recorded in any manner and attorney/client privilege will be respected.
 - g. Attorneys and inmates may exchange written material without it being read; and
 - h. An attorney that is on an inmate's approved visiting list will not be allowed attorney visits with that inmate. This includes:
 - 1) If an attorney who is on an inmate's visiting list wants special attorney visits with an inmate in accordance with this section, the inmate and/or attorney must first contact the Visiting Administrative Assistant and have the attorney's name removed from the inmate's visiting list; and
 - 2) A person who changes their status from a regular visitor to the inmate's attorney, and subsequently wants to be returned to the inmate's visiting list, must re-apply to be a regular visitor.
4. Infirmary and hospital patients' visits will include, but are not limited to:
- a. Inmates being housed at the Infirmary or a hospital will not be allowed visits unless they are considered by a physician or mid-level provider to be in the late stages of the dying process.
 - b. Special case-by-case arrangements may be made for patients in the late stages of the dying process to visit with immediate family members or their attorneys at the visiting rooms, the Infirmary, or the hospital where the inmate is staying.
 - c. Patient visits at the visiting rooms will be in accordance with all other sections of this operational procedure; and
 - d. Arrangements for Infirmary and hospital visits must be in writing from the Shift Commander and will include:
 - 1) The names of approved visitor(s).
 - 2) The day(s) and time frames visits are allowed.
 - 3) How many visitors are allowed at one time.
 - 4) Staffing needs.
 - 5) Special security precautions (restraints, searches, ID checks, etc.).
 - 6) Personal contact allowed (embraces, kisses, handholding, etc.).
 - 7) Items the visitors may bring into the visit.
 - 8) Medical staff authority; and
 - 9) Restroom use.
5. MDIU/Intake Unit inmates are only allowed visits with their attorneys and law enforcement officials. Visits with attorneys will be conducted as outlined in section III. C. 3. above.
6. Inmates in restrictive/restricted housing status will be allowed visits (section III. F. 2. h. below); however, those in detention and pre-hearing confinement will not be allowed visits.
7. Special Interest Groups or State Agencies who have official business or are rendering services to an inmate must apply for visitation authorization utilizing *MSP Procedure 3.1.5, Entrance Procedures & Detainment of Non-Offenders*.
8. Applicants (i.e., volunteers) who are on the visiting list of an offender and are under the supervision of the Department or MSP are eligible to visit with the offender with prior written consent from the Warden or designee.

D. Visitor Searches

1. In accordance with Montana Code Annotated (MCA), weapons, alcohol, and/or narcotics are prohibited on MSP property. Violators are subject to criminal charges.

2. All visitors and visitor property on prison premises are subject to search at any time. If a visitor refuses to submit to a required or reasonable suspicion search, staff will deny the visit and submit a detailed incident report to the visiting supervisor.
3. MSP utilizes a full body scanner. The body scanner will be used in accordance with *MSP 3.1.17c Body Scanners*.
4. MSP utilizes a trained and certified canine, and canine handler for drug detection in accordance with *RD MSP 3.1.36 Canine Team Operations*.
5. When a walk-through metal detector or handheld metal detector, or clothed body search is used, visiting officers will ensure all visitors “pass” except as noted below. If contraband is found on a visitor, staff will confiscate the contraband, terminate the visit, and submit a detailed incident report to the visiting supervisor. Depending on the nature of the contraband, staff may immediately contact the Powell County Sheriff’s office.
6. Visitors with a medical condition, medical device, or disability medical device on the interior or exterior of their body should check with their physician prior to arriving at MSP to determine if it is safe to be searched with a handheld or walk-through metal detector. Those with proper documentation from their physician will be subject only to a clothed body search. This includes, but is not limited to:
 - a. Visitors that have been advised by their physician to avoid these metal detectors must provide visiting staff with documentation of the same.
 - b. Documentation should be provided prior to the date of visitation or at the time of the initial visiting application so that the information can be entered onto the visitor’s database.
 - c. Reasonable accommodations for visitors with disabilities shall be made pursuant to DOC Policy 1.3.15 Americans with Disabilities Act (ADA)
 - d. If a visitor has an implanted medical device that the visitor would like to remain private and confidential, the visitor should ask staff to please be discreet when assisting him or her through the security screening process; and
 - e. Visitors with a pacemaker should carry a pacemaker identification card when at MSP to visit. Visitors showing staff a valid pacemaker identification card will be subject only to a clothed body search and staff will not require them to being exposed to a metal detection device.

E. Inmate Dress and Searches

1. Inmates must wear clean, proper fitting, and presentable clothing to visits, including state issue shirt and trousers (no holes in any of the pockets), socks, shoes, and underwear (briefs, and/or thermal underwear). T-shirts and/or thermal tops, if worn must be kept tucked in at all times.
2. Visiting Room Officers must pat, or strip search each inmate just prior to him entering a Visiting Room and must strip search him just before he leaves to return to his housing unit.
3. Inmates will only be allowed to take the following items to the visiting room. These items include:
 - a. ID card (this will be kept by visiting staff until the inmate returns to his unit).
 - b. One pair of eyeglasses.
 - c. Wedding ring.

F. Conditions of Visiting

Subject: INMATE VISITING

1. Visitors are required to arrange for their transport on and off prison property. Motorized vehicles are the only authorized means of transport. Visitors arriving by any other means will be turned away at Checkpoint.
2. The hours of visitation are as follows:
 - a. Visiting is typically allowed Thursday through Sunday. Visitors arriving on any other day will be turned away.
 - b. Pre-Registration and scheduling a visit for any MSP inmate requires the visitor utilize the online process unless special circumstances can be validated by a shift commander or designee.
 - c. Each visitor is allowed to register for a visitation 1 time per week. Once registration has closed additional slots will not be available.
 - d. Visitors may arrive up to 30 minutes prior to their scheduled visitation time, earlier arrivals will be turned away, late arrivals may result in termination of the scheduled visit.
 - e. All visiting may be cancelled or terminated at any time due to security concerns or operational necessity.
 - f. General population inmates housed in units A, B, C, D, F, HSU-I, HSU-II, and the Work and Re-entry Center are allowed 1 block of visiting per week, Thursday through Sunday. Visitation days rotate every six weeks. Rotation will be placed on the inmate tv and a new schedule delivered to each unit in advance.
 - 1) Visiting hours are from 9:00am to 11:00am & 2:00pm to 4:00pm depending on scheduled slot.
 - g. On a case-by-case basis, restrictions may be imposed on the inmate, if it is in the interest of visitor safety, the security of the institution, or the inmate's rehabilitation. This includes, but is not limited to:
 - 1) Inmates with visiting restrictions will receive written notice of the restriction and will be scheduled for special visits as necessary.
 - 2) If an inmate is identified as meeting the requirements for the restriction, the inmate may appeal it by submitting an appeal to the Associate Warden of Security; and
 - 3) Visiting restrictions could result from disciplinary actions, specific court orders dealing with incarceration, or behavior displayed while in visiting.
 - h. Restricted Housing visitation hours of operation and rules are as follows:
 - 1) Inmates in disciplinary detention and pre-hearing confinement are not allowed visits.
 - 2) To arrange/schedule a visit with all other inmates being housed in restrictive housing pre-registration online is required.
 - 3) All visits will be in RHU.
 - 4) No more than two inmate visits will be conducted at one time, and no more than five visitors may visit an inmate at any one time.
 - 5) Death sentenced inmates, Special Management inmates, and Administrative Segregation inmates must not be mixed together in the inmate visiting room. Security Threat Group (gang) affiliation will be taken into consideration when scheduling visits in an attempt to avoid possible conflict between visitors; and
 - 6) Visitation hours and days are as follows:
 - a) Visits for restricted housing inmates will be on Saturday between 2:00pm and 4:00pm.
 - b) Visits for Secure Adjustment Unit (SAU) housing inmates will be on Sunday between 2:00pm and 4:00pm; and

Subject: INMATE VISITING

- c) Due to the number of inmates in restricted housing and the limited options available for visiting, restrictions may be placed on the frequency of visits in order to allow everyone an opportunity to visit.
3. Visitor numbers and visiting rooms capacities are as follows:
 - a. No more than five people (including children over the age of 2) may visit an inmate at one time. Children under the age of 2 will not count towards the total visitor count. A visitor may have no more than one inmate visit at a time unless approved by the Second Shift Captain or higher authority.
 - b. Visiting on-line registration will only allow scheduling for the capacity of the visitation room being utilized and number of inmates scheduled as of the time of registration. MSP will update the available time-slots with the vendor utilized for scheduling based on facility constraints.
4. Processing visitors into the facility is as follows:
 - a. Only visitors on the pre-approved schedule will be allowed to proceed past Checkpoint, all others will be turned away.
 - b. Visitors will be processed through the Checkpoint post at the appropriate time and will proceed to the Wallace Building Visitor parking lot.
 - c. If a visitor is escorted by a person(s) that isn't visiting, the person(s) must leave the prison grounds after dropping off the visitor. They will not be allowed to wait for visitors in the Lobby, parking lot, or on prison grounds.
 - d. The use of tobacco products are not authorized on Montana State Prison property.
 - e. Visitors will keep all tobacco products in their vehicle at all times.
 - f. Pets or livestock are not allowed on prison grounds. This does not pertain to animals certified to assist visitors with disabilities.
 - g. Certified service animals must be stated in advance at registration of the visit or by calling the Visitation Lieutenant immediately after registration for the visit. This ensures the facility has appropriate accommodations for the visitors needs prior to arrival to avert any delay or reduction in visitation time. Any questions regarding the clearance of service animals will be referred to the Shift Commander.
 - h. Special accommodations should be reported in advance of visitation. MSP wants to ensure any or all accommodations are in place upon a visitor's arrival to avert any delay or reduction in visitation time after the visitor's arrival.
 - i. No tractor trailers or trailers will be allowed to park in the prison parking lot. Semi-trucks are allowed but must be parked at the rear of the parking lot. No U-Haul trailers, stock trailers, ATV trailers, campers, or any other type of trailer commonly pulled behind passenger vehicles will be allowed on the premises. Motorhomes are allowed and will be parked at the rear of the parking lot. If the visitor is towing a passenger vehicle behind their motorhome, they must leave the motorhome elsewhere and drive the passenger vehicle to the prison.
 - j. Visiting staff will issue each visitor a "Visitor ID Badge" when the visitor is being processed at the visitor processing desk. The visitor must wear their issued badge as instructed at all times.
 - k. Visitors will only be allowed to visit with the following items. These items include:
 - 1) One clear 'Ziploc' type sandwich bag.
 - 2) Vehicle keys (2 only) and a key fob on a bare ring (nothing else on the ring).
 - 3) State or federal issued identification card with the physical description of the holder and a photograph of their face (current mailing address);

Subject: INMATE VISITING

- 4) No more than \$20.00 in pocket change or cash, with no bills larger than a one-dollar bill. Pocket change must be loose, no coins in rolls.
- 5) Medical item(s) will be admitted on a case-by-case basis. Prescription medication (inhalers and nitroglycerin) in the original container are allowed in a limited amount during the visitation period. These medications will be kept in a visitor locker and will be retrieved by visiting staff if the visitor needs them during the visit.
- 6) Visitors who arrive with walkers, canes, crutches, etc. will not be permitted to bring them to the visiting rooms. Visiting staff will store the item(s) in the visiting office after providing the individual with a wheelchair. Visitors who arrive with wheelchairs and who are able without difficulty or risk to wheel to and transfer into a visitor's chair or a chair provided by MSP will be permitted to do so, at which point visiting staff will store the visitor's wheelchair in the visiting office. Visitors who arrive with wheelchairs who are not physically able to transfer into a visitor's chair or a chair provided by MSP may be required to provide documentation from a licensed medical professional indicating such. Upon providing such documentation (or upon staff determination that such documentation is unnecessary), these visitors will be permitted to remain in their wheelchair but will be required to submit to a reasonable search to ensure compliance with the remainder of this procedure; and
- 7) Once the visitor has been cleared for entrance they must wear any jewelry items and may not remove them until they depart the facility. These items are as follows:
 - a) One ring (wedding sets count as one ring).
 - b) One bracelet.
 - c) One necklace; and
 - d) Jewelry items in body piercings are allowed as long as the items are visible to visiting officers, however visitors are cautioned to refrain from wearing these items underneath their clothing, as they may not clear the metal detection devices, and will necessitate an intrusive clothed body search to verify the source of the item causing the alert.
- 8) All other personal property items (including chewing gum, cough, drops, etc.) are to be left in the visitor's vehicle. Montana State Prison is not responsible for lost or stolen items.
1. Visitors with small babies may also have the following items:
 - 1) One clear empty plastic bottle or "sippy" cup per baby.
 - 2) One factory sealed container of baby food (spoons are provided in the visiting room);
 - 3) Baby formula in one clear 'Ziploc' type sandwich bag containing only the amount needed for the visit. Breast feeding is allowed however:
 - a) It must be done discreetly. The breast must be kept covered at all times with an approved blanket.
 - b) In the High Security Visiting Room, one of the rooms formerly used for non-contact visits may be used; and
 - c) In the Low Security, Unit F and WRC Visiting Rooms, the mother may be asked to sit in a more secluded part of the room in order to avoid drawing unnecessary attention.
 - 4) One factory sealed package of baby wipes.
 - 5) Four diapers.
 - 6) Clear bag.
 - 7) One pacifier.

Subject: INMATE VISITING

- 8) One teething ring/toy. Must be one-piece, hard plastic type (no teething devices that are part of a stuffed animal, etc.); and
 - 9) Two blankets, not quilted, and no larger than 3' x 3'.
 - m. With prior approval, visitors may bring in a limited number of checks (for endorsement by the inmate) or legal papers (to be reviewed and/or signed by the inmate). Visitors must take these documents with them when they leave the visiting room. They are not allowed to leave the documents with the inmate.
 - n. Visitors waiting to visit may not leave the lobby or visiting entrance until told to do so, and those on the same pass must remain together.
 - o. Visitors wishing to leave a visiting room may not leave until a departure is announced by visiting officers. The officer will usually announce the departure 15 minutes prior to the scheduled departure time to allow the visitors to prepare to go. Those visiting on the same pass must leave together; and
 - p. Departing visitors will not be permitted to loiter or wait an extended period for a ride, they should make prior transportation arrangements in the event that their visit ends early, or they are terminated from visiting. Visitors may be permitted to use the phone at the visiting entrance to call and make arrangements with the local law enforcement for a ride.
5. Visitor Dress Code & Visiting Room Rules (attachment D) are as follows:
 - a. The Visitor Dress Code & Visiting Room Rules are established, maintained, and distributed by the Warden or designee. The visitor will acknowledge acceptance of the dress code and rules on the visitor application.
 - b. Staff, inmates, and visitors may submit recommended revisions to this document to the Second Shift Captain, who will make the final decision on whether or not any modifications will be made after consulting with the Associate Warden of Security; and
 - c. Whenever any changes are approved the Warden will sign, date, and ensure copies are distributed to inform all affected parties of the new requirements.
 6. Inmates may have photographs taken of themselves or with their visitors in accordance with the following rules:
 - a. Each inmate will be allowed to have two photographs taken per visit.
 - b. No hugging.
 - c. Inmates and visitors are allowed to put their arms around one another (above shoulder). They will ensure their hands are positioned to be visible in the photograph.
 - d. No gang gestures.
 - e. No kissing.
 - f. Inmates are allowed to hold their children or have their children sit on their lap for photograph.
 - g. The visitor will pay for the photos with the money they are allowed to bring into the visiting room. Only staff will handle these funds; and
 - h. Finished photos may be given to the visitor upon departure or forwarded to the housing unit for delivery to the inmate. Photos with questionable or improper content will not be delivered, and the purchaser will not be refunded.

G. Visiting Terminations, Suspensions, or Revocations

1. The termination of visiting is as follows at MSP. The offender's visit is terminated only for that day. This normally occurs only after warnings have been issued by the Visiting Room Officer(s) to correct disruptive or inappropriate behavior by the visitor, visitor's child, or the inmate. Upon

Subject: INMATE VISITING

review of the circumstances by the Visiting Supervisor, a suspension or full revocation may be instituted if an extended pattern of disruptive or inappropriate behavior is noted:

- a. In accordance with the Visiting Supervisor's approval, a visiting officer may recommend termination of a visit by filling out the top section of a *Visiting Termination Notice* (attachment A) and informing the visitor and/or inmate that the visit will not be allowed to proceed. The officer will immediately forward the completed form to the Visiting Supervisor.
 - b. The reason(s) for termination of a visit may include, but is not limited to the following:
 - 1) Substantial information/evidence exists to show that the visitor may have a harmful effect on the inmate they are visiting, or the visitor poses a threat to the safety and security of the facility, other visitors, staff, or other inmates.
 - 2) Suspicion that the visitor is or has been under the influence of alcohol or illegal drugs when checking into the visit or while visiting.
 - 3) Refusal by the visitor to submit to a pat search by staff or, if requested, declining to submit to a strip search by law enforcement.
 - 4) Failure of the visitor to produce picture identification, their current mailing address, or falsifying their identification.
 - 5) Violation by the visitor of a visiting or other institutional rule.
 - 6) displaying inappropriate or abusive behavior, foul and/or abusive language, or refusing to comply with MSP rules, Department Policies, or MSP Procedures.
 - 7) Improper physical contact with an inmate.
 - 8) Improper conduct with children by the visitor or the inmate they are visiting; and
 - 9) Any other activity that poses a threat to the safety and security of the facility, other visitors, staff, or other inmates.
 - c. The Visiting Supervisor will review the circumstances resulting in the termination and may officially suspend or revoke the visitor's and/or inmate's visiting privileges by filling out a *Visiting Suspension/Revocation form* (attachment B).
 - d. The Visiting Supervisor will determine the length of the suspension or revocation based on the Visiting Rule Infractions Matrix on the *Visiting Suspension/Revocation form* (attachment B). The Visiting Supervisor will document the reasons for the decision at the bottom of the form. The Visiting Supervisor will provide a copy of the completed form to the visitor and/or inmate and forward a copy to the Associate Warden of Security. The notice informs the inmate and/or visitor that he/she may appeal the decision; and
 - e. If an inmate is involved in an activity that resulted in a visiting suspension or revocation, he may be cited for a rule infraction as outlined in *MSP Procedure 3.4.1, Inmate Discipline*. Any sanctions the inmate may receive through the inmate disciplinary process will be enforced independent of any suspension or revocation administered through the procedures outlined in this operational procedure.
2. Revocations and suspensions are as follows:
- a. Visitors who introduce or attempt to introduce contraband, including, but not limited to, cell phones, electronic devices, money, tobacco, drugs, or weapons, may have their visiting privilege permanently revoked due to committing a serious rule infraction. If an inmate or inmates are involved, or there is evidence or documentation linking them to the introduction or attempted introduction, their visiting privileges will be suspended for at least 365 days.
 - b. Violation of a major rule infraction from the matrix will result in suspension of visiting privilege for the visitor and/or inmate involved. This includes, but not limited to:
 - 1) A visitor who has had their visiting privilege suspended for a major infraction(s) must contact the Associate Warden of Security to re-apply after the term of their suspension is completed. If the Associate Warden of Security allows them to re-apply, they must pass a

- current background check in order to resume visiting; and
- 2) Visiting staff will reinstate the visiting privilege of an inmate who has had his visiting privilege suspended for a major rule violation(s) after the period of suspension has ended.
 - c. Violation of a minor rule infraction from the matrix will result in at least a 90-day suspension of the visiting privilege for the visitor and/or up to a 90-day suspension for the inmate involved. Visiting staff will reinstate the visiting privilege of a visitor and/or inmate who has had their visiting privilege suspended for a minor violation(s) after the period of suspension has ended.
 - d. People who are under a permanent visiting revocation may not send money to an inmate unless approved by the Warden or designee.
 - e. Notification of suspension will be conducted as follows:
 - 1) Visiting staff will deliver the suspension notice to the inmate, have him sign it, and indicate his choice to appeal or not appeal the decision; and
 - 2) Visiting staff will deliver the suspension notice to the visitor, have him / her sign it, and indicate their choice to appeal or not appeal the decision.
 - f. If a staff member receives a phone call regarding the revocation or suspension of a visitor's visiting privilege, they will advise the caller to address their concerns by utilizing the appeal process explained at the bottom of the *Visiting Suspension/Revocation form* (attachment B).
 - g. Suspension or revocation of a visitor's or inmate's visiting privileges from one facility will automatically apply to all other Department and Department-contracted facilities, and
 - h. An inmate's loss of visiting privileges will not necessarily result in a corresponding loss of visiting privileges for the inmate's visitor if the visitor is not involved in the visiting rule infraction.
3. Visiting suspensions and revocations appeals are as follows:
- a. An inmate may appeal his visiting suspension by filling out the appeal section on the *Visiting Suspension/Revocation Appeal form* (attachment C) and sending it to the MSP Associate Warden of Security or designee within 5 days of receipt of the notice. The Associate Warden of Security or designee will respond to the appeal within 20 days of receipt of the appeal. Visiting staff will deliver the form with the Associate Warden of Security or designee's decision to the inmate. This response is final and exhausts the inmate's administrative remedies; and
 - b. A visitor may appeal their suspension or revocation by filling out the appeal section on the *Visiting Suspension/Revocation Appeal form* (attachment C) they receive and mailing it to the Associate Warden of Security or designee within 5 days of receipt of the notice. The Associate Warden of Security or designee will respond to the appeal within 30 days of receipt of the appeal and mail the form with his/her response to the visitor. This response is final and exhausts the visitor's administrative remedies.

H. Cross-over Visits

1. A high side inmate and a low side inmate who are verified related as father, son, brother, half-brother may request to visit with each other by submitting an Offender Staff Request (OSR) to the Command Post. Inmates with disabilities may make a request as set forth in MSP Procedure 3.3.5. The requests will be forwarded to the second shift Captain or designee.
2. The second shift Captain or designee will process the requests and approve or deny them based on documented facility security related issues (such as the recent disciplinary histories of the two inmates). The second shift Captain or designee will keep a record of approved cross-over visits.

Subject: INMATE VISITING

3. If the request is approved the inmates will be allowed a visit under the following conditions:
 - a. The visit will be conducted in the high security visiting room under the supervision of at least one correctional officer.
 - b. The correctional officer(s) will strip search both inmates when they enter and leave the visiting room.
 - c. The visit will be no longer than two hours. The visit will start when the inmate from the low side enters the visiting room.
 - d. No personal property or legal material will be exchanged; and
 - e. When the visit is over staff will escort the low side inmate to low side compound.
4. Inmates are restricted to no more than two cross-over visits a year.

IV. CLOSING:

Questions concerning this operational procedure will be referred to the Associate Warden of Security or designee.

V. ATTACHMENTS:

Visiting Termination Notice	attachment A
Visiting Revocation / Suspension Notice	attachment B
Visiting Suspension/Revocation Appeal form	attachment C
MSP Visitor Dress Code & Visiting Rules and Regulations	attachment D
Proof of Guardianship for Visitation form	attachment E
Visitor Information Update form	attachment F
Visitation Application/Approval to Send Funds to Inmate form	attachment G



MONTANA STATE PRISON VISITING TERMINATION NOTICE

VISITOR'S NAME(S): _____
INMATE'S NAME: _____ ID#: _____

The visit between the above-named individuals will not be allowed to proceed for the following reason(s):

- checkbox The visitor is suspected of being under the influence of alcohol or illegal drugs.
checkbox The visitor or inmate refused to submit to a search.
checkbox The visitor failed to produce picture identification or falsified their identification.
checkbox The visitor violated a visiting or other institutional rule as described below.
checkbox The visitor, the visitor's children, or the inmate they visited disrupted other visits or the orderly operation of the facility...
checkbox The visitor and/or or inmate have repeatedly violated visiting rules.
checkbox The visitor and/or or inmate engaged in improper physical contact.
checkbox The visitor and/or or inmate engaged in improper conduct with another inmate or visitor (including children).
checkbox The visitor and/or inmate are using disrespectful or profane language with staff or others.
checkbox The visitor and/or or inmate engaged in activity that poses a threat to the safety and security of the facility, other visitors, staff, or other inmates as described below:

REPORTING STAFF MEMBER'S NAME: _____

Visiting Terminated until: ___ / ___ / ___

Reason(s): _____

Visiting Supervisor Signature: _____ Date: ___ / ___ / ___

INMATE VISITOR: You may appeal this decision to the MSP Associate Warden of Security or designee.

Do you wish to appeal this decision? Yes [] No []

MSP Associate Warden of Security's Decision:

Visiting Supervisor's finding is upheld [] overturned []

Signature: _____ Date: ___ / ___ / ___

COPIES TO: White - A.W. Canary - Visitor Pink - Inmate Goldenrod - Visiting Fi



MONTANA STATE PRISON VISITING REVOCATION / SUSPENSION NOTICE

INFRACTION	VISITOR SUSPENSION/ REVOCATION	INMATE SUSPENSION
Introduction of serious contraband	Permanent suspension/revocation of visits	At least 365 days suspension
Major violation	90 to 180 days suspension	1 st Offense 90 days 2 nd Offense 180 days 3 rd Offense 365 days Subsequent offenses, the suspension will be determined by the Warden (not to exceed 1 year)
Minor Violations	Up to 90 days suspension	Up to 90 days suspension

Major Violations	Minor Violations
Suspicion of being under the influence of alcohol or illegal drugs.	The visitor and/or inmate engaged in improper physical contact, such as any physical contact done in a prankish or playful manner, without anger or intent to injure..
The visitor has been convicted of a felony or misdemeanor or has pending felony/misdemeanor charges.	The visitor and/or inmate engaged in improper conduct with another inmate or visitor (including children).
The visitor and/or inmate engaged in activity that posed a serious threat to the safety and security of the facility, other visitors, staff, or other inmates.	The visitor, the visitor's children, or the inmate they visited, disrupted other visits or the orderly operation of the facility.
The visitor falsified their identification.	The visitor violated a visiting or other institutional rule.
The visitor and/or inmate have repeatedly violated visiting rules.	The inmate violated a visiting or other institutional rule.
Substantial information/evidence exists to show that the visitor may have a harmful effect on the inmate he/she is visiting or poses a threat to the security of the facility, other visitors, staff, or other inmates.	
The visitor or inmate refused to submit to a search.	
The inmate was found guilty of disciplinary infraction 4107 or 4206 concerning dirty UA's and unauthorized substances which were directly attributable to a visit	
The Visitor and/or inmate engaged in improper physical conduct such as physical and or sexual contact that pose a serious threat to the safety of the facility.	

Inmate / Visitor Name: _____

ID#: _____

Visitor's visiting privilege permanently revoked: _____

Visitor's visiting privilege suspended until: _____ / _____ / _____

Inmate's visiting privilege suspended until: _____ / _____ / _____

Visiting Supervisor Signature: _____ Date: _____ / _____ / _____

Reason(s): _____

INMATE VISITOR: You may appeal this decision to the MSP Associate Warden of Security. Do you wish to appeal this decision? Yes No

*If they do, staff will give them an appeal form (see attachment C)

Copies to: White – AW of Security; Canary – Inmate; Pink – Visiting File

MSP 3.3.8 Inmate Visiting; Attachment B



MONTANA STATE PRISON VISITING SUSPENSION/REVOCAION APPEAL FORM

Inmate / Visitor Name: _____ ID # _____

Date: ____ / ____ / ____ Infraction(s): _____

Visiting Supervisor's Decision: _____

Instructions: Complete this section of this form explaining why you are appealing and mail the completed form to the MSP Associate Warden of Security.

Inmate appeals must be mailed to the MSP Associate Warden of Security through the internal MSP mail process.

Visitors must mail the appeal to the following address: MSP Associate Warden of Security, 400 Conley Lake Rd., Deer Lodge, MT 59722

1. There is no evidence or documentation to support the decision.

2. Required procedures were not followed.

3. The suspension/revocation is excessive.

_____/_____/_____
Inmate / Visitor Signature Date

Associate Warden of Security OR DESIGNEE'S RESPONSE

Is there sufficient evidence and documentation to support the decision? YES NO

Is there substantial staff compliance with applicable procedures? YES NO

Is the suspension/revocation imposed proportionate to the rule violation(s)? YES NO

Decision:

Affirm. I uphold the decision of the Visiting Supervisor and the suspension/revocation imposed.

Modify. I uphold the decision of the Visiting Supervisor, but the suspension/revocation imposed, or infraction level will be:

Dismiss. I overturn the Visiting Supervisor's decision and dismiss the suspension/revocation.

Written justification for the action taken above:

_____/_____/_____
Associate Warden of Security or Designee Signature Date



MONTANA STATE PRISON VISITOR DRESS CODE & VISITING RULES & REGULATIONS

Montana State Prison is committed to providing inmates the opportunity to visit with family and friends. Visitors are expected to adhere to a family friendly dress code and conduct which promotes a healthy, positive environment focusing on family ties and supportive relationships.

Upon entering Montana State Prison, the Visiting Officer will decide whether a visitor's clothing and/or attire are appropriate. If a visitor disputes a decision of the Visiting Officer, the decision will be referred to the Shift Commander or designee. If the Shift Commander or designee determines a visitor's clothing or hygiene is not appropriate, the visitor will be instructed to change clothing, or leave and reschedule their visit.

Visitors are expected to conduct themselves in a manner that is polite and respectful to other visitors, staff, and inmates. Any violation of expected conduct will result in being denied entry or early termination of the visit. Any repeated violation of expected conduct may result in a suspension or total revocation of the visitor's visiting privileges. Montana State Prison will not tolerate disrespectful or aggressive behavior to include, but not limited to loud, threatening, abusive, or profane language; verbal or physical aggressions toward staff, offenders, or visitors; inappropriate contact, or improper use or abuse of state property.

DRESS CODE

All visitors, including children, must dress appropriately for visitation. Visitor clothing must cover from the neck to the kneecaps, and all visitors must wear appropriate underwear.

Footwear must be worn at all times (open toed shoes, flip-flops, and steel toed boots are not allowed); no bare feet are allowed. Shoes with hidden compartments, pockets or zippers are not allowed.

The following types of clothing are **not allowed** to be worn:

- Tube tops, tank tops, halter tops, sleeveless tops
- Clothes that expose a person's midriff, side, or back or have holes or tears
- Mini-skirts, mini-dresses, shorts, skorts, or culottes (at or above the kneecap)
- Form-fitting clothes such as leotards, spandex, and leggings
- Excessively baggy clothing
- Hoodies/Cowls
- Any attire that resembles or reflects gang attire i.e., as colored bandanas that are associated with gang affiliation
- See-through clothing
- Tops or dresses that have revealing necklines and/or excessive splits
- Dresses that button-up or snap-up front, back, or wrap around (unless sewed shut)
- Clothing that contains symbols or signs with inappropriate language or graphics, including gang symbols, racist comments, inflammatory communications, etc.
- Clothing with designs that promote illegal drugs, alcohol, or sexual behavior
- Clothing resembling offender clothing.
- Sunglasses (unless they are prescription)
- Camouflage clothing
- Any clothing that, taken as a whole, resembles staff uniforms (gray tops/bottoms, medical scrub clothing)

Visitors must hang their coats, vests, hats, scarves on the coat hangers in the visiting room foyers and are not allowed to remove clothing items they wear into a visiting room. Jackets/coats with hoods must be hung up inside the visiting room.

VISITING ROOM RULES AND REGULATIONS

Physical Contact

- A brief (approximately 5 seconds) closed mouth facial kiss and an appropriate embrace at the beginning and end of the visit is allowed. Petting or fondling during this kiss/embrace is not allowed. Kissing, embracing, or hugging isn't allowed in the middle of your visit.
- Handholding in full view of the visiting officers is allowed. Massaging, caressing, or rubbing in any form is not allowed. Visitors and inmates are not allowed to interlock their legs or recline their knees against the other person.
- Children 8 yrs. old and younger are allowed to sit only on the lap of the inmate, visiting parent, or guardian. Others in the room are not allowed to sit on each other's laps even when taking photographs.

Prohibited Conduct During Inmate Visitation

- No inmate or visitor may seat themselves where the Visiting Officers does not have full view of all parties. Visiting Officers will change seating arrangements to address any concerns.

- Move/re-arrange the chairs and tables in the visiting rooms. If chairs or tables need to be moved to accommodate an inmate or a visitor with a disability (for example, to fit a wheelchair), staff shall move them. The chairs must be kept squared-up to the tables at all times, and not moved to the corners, placed side by side, or turned to face sideways or backward.
- Lean over the tables.
- Interact with those not in their party and/or the inmate they were approved to visit. The same applies to the inmates. They are not allowed to interact with other inmates in the visiting rooms or individuals that were not approved to visit with them. Brief polite and respectful verbal social greetings and acknowledgements are allowed.
- Put their feet on the tables for any reason.
- Remove their shoes and/or socks. This includes children.
- Remove toys from the designated toy area. Inmates are not allowed in the designated toy area (on the carpet).
- Shake or move a vending machine.
- Take an item purchased from a vending machine out of the visiting room.
- Enter areas other than those specifically designated as visiting areas. Restricted areas are marked by painted floor markings/lines.
- Allow children to use restrooms without supervision by the approved visitor they are with.
- Exchange or share any items with anyone.
- Leave the visiting room unless terminating the visit.

Visiting Hours

- Visiting is allowed Thursday through Sunday. Visitors arriving on any other day or do not have a scheduled visit will be turned away.
- Visitors will arrive on prison property 30 minutes prior to their scheduled time; otherwise, they will be turned away.
- All visiting may be cancelled or terminated at any time due to security concerns.

Supervision of Children

It is the responsibility of the inmate and visitor to supervise their children while on prison property. Failure to supervise may result in the visit being terminated.

Vending Machines

Vending machines are available for purchase of snacks or soft drinks. Only visitors may handle money for vending machines. Report any problems encountered in using the vending machines to the Visiting Officer.

Restrooms Facilities

Visitors and inmates must notify the visiting officers when they need to use the restrooms.



Montana Department of Corrections
Proof of Guardianship for Visitation

To bring minor children with you to visit an inmate in a secure facility affiliated with the Montana Department of Corrections, you may be asked to show proof that you are the legal guardian of that child.

Please check below the type of proof submitted **for each child** listed on this form:

- Original Birth Certificate or a Certified Copy of the Birth Certificate
- Court Order Giving Guardianship
- Notarized Document Giving Guardianship
- Completion and Notarization of this Proof of Guardianship for Visitation Form.

Please complete, sign and send this form along with the appropriate proof of guardianship to the appropriate facility address below. You also need to complete and submit the *Request to visit or correspond with an inmate* form.

Montana State Prison (Male offenders only)
Visitation Staff
Montana State Prison
400 Conley Lake Road
Deer Lodge, MT 59722

Montana Women’s Prison (Female offenders only)
Visitation Staff
Montana Women’s Prison
701 South 27th Street
Billings, Mt 59101

I hereby certify that I am the legal guardian to the following children
Legal Guardian’s Name

who will be visiting _____
Inmate’s Name DOC ID#

Minor children under my legal guardianship who I authorize to visit the above-named inmate:

_____	_____	_____
Child’s Name	Relationship to Guardian	Relationship to Inmate
_____	_____	_____
Child’s Name	Relationship to Guardian	Relationship to Inmate
_____	_____	_____
Child’s Name	Relationship to Guardian	Relationship to Inmate
_____	_____	_____
Child’s Name	Relationship to Guardian	Relationship to Inmate
_____	_____	_____
Child’s Name	Relationship to Guardian	Relationship to Inmate
_____	_____	_____
Child’s Name	Relationship to Guardian	Relationship to Inmate

Authorized adults who may accompany the above-named minor children when visiting the above-named inmate:

(Note: These adults must be on the above-named inmate's visitation list to be allowed to visit that inmate)

_____	_____	_____
Adult's Name	Relationship to Guardian	Relationship to Inmate
_____	_____	_____
Adult's Name	Relationship to Guardian	Relationship to Inmate
_____	_____	_____
Adult's Name	Relationship to Guardian	Relationship to Inmate
_____	_____	_____
Adult's Name	Relationship to Guardian	Relationship to Inmate
_____	_____	_____
Adult's Name	Relationship to Guardian	Relationship to Inmate
_____	_____	_____
Adult's Name	Relationship to Guardian	Relationship to Inmate

I verify that the above information is correct to the best of my knowledge.

Visitor's Signature _____ Date _____

Visitor's Printed Name _____

Visitor's Address _____

Visitor's Phone No. _____

Sworn to and subscribed before me this ____ day of _____, 20____, by the person named above as "Legal Guardian."

Signature of Notary

Printed Name of Notary Public

Notary Public for the State of: _____

Residing at: _____

My commission expires: _____

(Affix Notarial Seal / Stamp Above)



MONTANA STATE PRISON VISITOR INFORMATION UPDATE FORM

Name of inmate/DOC ID # that you are updating your information for:

Inmate Name _____ DOC ID # _____

Visitors Name: _____

If you are changing your name, please give a copy of you ID with new name on it.

Visitor Address: _____

Visitor Phone Number: _____

Change in marital status: YES NO

If you are updating for marriage, please attach a copy of your marriage certificate.

If minor children are associated to this visitor and the change should be applied to them, please list the children on the following lines.

1. _____

2. _____

3. _____

4. _____

Visitor Signature _____ Date: _____

If you have any questions, please contact the Montana State Prison Visiting Office at:
(406) 415-475-6313



Department of Corrections – Montana State Prison Visitation Application/Approval to Send Funds to Inmate

Inmate: _____ DOC ID Number : _____ Date: _____

Check this box if you are a victim of this inmate or family member of the victim. If you are, do not fill out this form. Instead, please contact Victim Services at (406) 444-0447.

The inmate listed above has requested that you be placed on their correspondence/visitor list. If your application is approved, you will be authorized to visit this inmate at a Montana Department of Corrections facility. Approved parties (inmate’s attorney, immediate family members listed on the inmates approved visiting list, and one-approved non-family member authorized by the Warden or designee) may also send funds to an inmate using a U.S. Postal Service money order or cashier’s check or electronically by going to www.inmatetrust.com and creating an e-pass account.

Please complete the entire form. Failure to answer or provide complete information on each question will result in the application being denied. One form must be completed for each adult. Minor children must be listed on the same form as their legal guardian. Criminal background checks are conducted on each applicant.

No matter which facility the male inmate resides in, all completed forms must be mailed to:

**Visitation Department
Conley Lake Road
Deer Lodge, MT 59722**

All applications will be reviewed within 90 days from the date the form is received.

If your address or contact information changes, please notify the Visitation Department in writing at the above address and list the name(s) of the inmate(s) whose correspondence/visitation list you are on.

If you have questions regarding the visitation/correspondence process, call (406) 415-6313.

NOTE: You are not authorized to be on multiple inmates’ visitation/correspondence lists unless you are immediate family to both inmates. If you are already listed on another inmate’s visitation/correspondence you must:

- Submit in writing to the Visitation Department that you wish to be removed from the prior inmate’s visitation list.
- Wait 90 days and then submit a new visiting request form.

ALL VISITORS TO MONTANA STATE PRISON ARE SUBJECT TO SEARCH. POSSESSION OF WEAPONS, ALCOHOL, TOBACCO AND DANGEROUS DRUGS IS IN VIOLATION OF THE LAW AND VIOLATORS WILL BE PROSECUTED.

STATE OR FEDERAL PHOTO ID IS REQUIRED FOR ALL PEOPLE OVER THE AGE OF 18.

1. Name: _____ Age: _____ Date of Birth: _____

2. Address: _____ Soc. Security #: _____

PO Box No: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

3. Your relationship to the inmate: (Check the appropriate designation.) Mother Father Son
Daughter Wife Grandparent Brother Sister Other _____

4. Have you visited under any other names? Yes No

If yes, list names: _____

5. Have you ever been employed by the Montana Department of Corrections or any of its contracted facilities?

Yes No If yes, list facility name and position: _____

6. Are you on another inmate's visiting list? Yes No **NOTE:** You are not authorized to be on multiple lists unless you are immediate family to both inmates. You must be removed from one inmate's list before you can be added to another's list. Exceptions may be made on a case-by-case basis.

7. Your occupation: _____ **Employer:** _____

Business Address: _____ **Phone:** _____

8. Your minor children (Proof of Guardianship must be provided with application)

Name: _____ Age: _____ Date of Birth: _____

Their relationship to inmate: _____

Name: _____ Age: _____ Date of Birth: _____

Their relationship to inmate: _____

Name: _____ Age: _____ Date of Birth: _____

Their relationship to inmate: _____

Name: _____ Age: _____ Date of Birth: _____

Their relationship to inmate: _____

Name: _____ Age: _____ Date of Birth: _____

Their relationship to inmate: _____

9. Are the minor children currently under court-ordered supervision? Yes No

Probation Officer's signature: _____ Phone: _____

10. Have you ever been convicted of a felony? Yes No

If yes, list them below (use additional sheet if needed)

Offense Approximate Date Disposition (jail, prison, probation)

<u>Offense</u>	<u>Approximate Date</u>	<u>Disposition (jail, prison, probation)</u>

11. Do you currently have any felony charges pending: Yes No

12. Are you presently on parole or probation? Yes No Where: _____

Name of Parole or Probation Officer: _____

His/her address: _____ Phone: _____

Authorization/Signature of Parole or Probation Officer: _____

How long have you been released from prison: _____

13. I certify that the above information is true and does not contain misleading statements. I further understand that, by certifying the above, if incorrect, I may later be denied visiting and mailing privileges. By signing this form, I also give my consent to a criminal background check.

I acknowledge I have read and understand the visitation dress code and regulations attached. I understand that my visiting privilege could be revoked or suspended at any time for violations of the Visiting Policy.

Applicant's Signature: _____ **Date:** _____

NOTE: If you are an attorney of record, you need to fill out the following section:

Firm Name: _____ Address: _____

Business Phone: _____

THIS SECTION IS FOR OFFICIAL USE ONLY

- The applicant is currently on another visiting/correspondence list of an inmate who is not an immediate family member.
- The applicant did not supply proof of marriage. May submit with proof of marriage.
- The applicant did not submit complete information. See # _____
- The applicant did not sign the form.
- The applicant has pending disposition of charges. Request may be reviewed upon notification of disposition of charges.
- The applicant is a parolee/probationer and did not have their Probation/Parole officer sign the form.
- The applicant provided false information regarding their criminal history.
- The applicant has a felony or misdemeanor as outlined in the visiting procedure.
Resubmit after: _____
- The applicant is a former MSP, DOC or contracted facility employee.
- Other:

Approved: _____ Date: _____

Disapproved: _____ Date: _____

Comments Processed by: _____