 DEPARTMENT OF CORRECTIONS

MONTANA WOMEN’S PRISON

OPERATIONAL PROCEDURE

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| Procedure No.: 5.5.4b | Subject: **OFFENDER PHOTOS AND CARDS** |
| Reference: DOC 5.5.4, MWP 5.5.4 | Page 1 of 3 and 1 attachment  |
| Effective Date: 9 March 2007 | Revision Date: 3-21-2013 |
| Signature: //s// Jo Acton  |

1. **PURPOSE**

To allow offenders access to photography and card services while controlling the use of materials and maintaining security and control of the facility the following procedures will be followed**.**

1. **DEFINITIONS**
2. **PROCEDURES**
3. **Approval**
4. Hobby Supervisor will approve or disapprove all inmate photos and cards.
5. Photo proofs will be checked before the offenders’ order.
6. Any pictures that violate policy will be crossed out and initialed and the picture will not be printed.
	* + - 1. Each inmate will be allowed to have two photographs taken per visit.
				2. No hugging.
				3. 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.
				4. No gang gestures.
				5. No kissing.
				6. Inmates are allowed to hold their children or have their children sit on their lap for photograph, 10 years of age and under.
				7. Finished photos will be 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.
7. After the photos are processed they will be approved by using the “OK” stamp located in the Hobby Supervisor’s office desk.
8. Photos and cards may also be approved by staff by checking the photos/cards and placing their initials on the back of the photo or card.
9. Any photos found without an “OK” stamp and/or without staff initials on the back will be confiscated.
10. Staff checking cards will pay close attention to the names on the cards.
11. No nicknames, profanity, gang monikers, or counter therapeutic slogans will be used.
12. Appropriate names on cards are: first name, last name, or family member description (mom, dad, sister, son, etc.)
13. Any suspected gang monikers will be forwarded to a STG officer for further investigation.
14. The stamp and/or initials should be placed above or below the offender’s name on the back of the approved photos and below the brand name on the cards.
15. Staff checking the photos will ensure that no MWP/DOC policies, unit rules, or procedures are being violated.
16. No gang signs, sexually/violently suggestive or counter therapeutic poses will be allowed.
17. All possible gang sign photos will be forwarded to a STG officer for further investigation.
18. All other violations will result in the photos not being processed/ card being confiscated and the offender still being charged for the sitting fee/ processing the card.
19. Violations may also result in disciplinary action.
20. Disapproved photos will not be processed and the offender will not be charged for printing.
21. If violation is not discovered until after the photos have been printed the offender will be charged for the printing of the photos.
22. All disapproved photos will be deleted off the RAC photo/card computer.
23. **Processing**
	* + 1. Offenders will fill out a Picture Order form. (attachment A)
			2. Offenders who do not return all the photo proofs with their order will not have their order processed and will still be charged for the sitting fee.
			3. The offender ordering the photos must be in the photos.
			4. Offenders cannot order or buy photos for other offenders.
			5. All pod photos will only be taken in the day room section of the respective pod.
			6. Offenders may have pictures taken of themselves or with other offenders currently housed on their pod.
			7. No mixing of pods for pictures will be allowed.
			8. Offenders cannot make cards for other offenders and offenders cannot buy cards for other offenders.
			9. Once the photos and cards have been approved by staff they will be passed to the offenders at the next hobby pass by the hobby attendants.
24. **Receiving Items**
	* + - 1. Offenders will sign for the approved cards and photos at hobby pass.
				2. If there are any discrepancies with the cards or photos the Hobby Attendants will return the photos or cards in question to the Hobby Supervisor.
				3. Offenders must inform the Hobby Attendant of the discrepancies at the time the pictures/cards are passed.
				4. If the Offender does not inform the Hobby Attendant at the time of the pass the cards/photos will not be changed and the offender will be charged.
				5. Hobby Supervisor will make a decision as to the appropriate remedy for any discrepancy with photos or cards.
25. refunding the offender for the service in question
26. redoing the service
27. or take no action
28. **CLOSING**
29. **ATTACHMENTS**

 **Attachment A: Picture Order Form**

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| **PICTURE ORDER FORM****Name: Pod:** **AO#: Date:**  |
| STEP 1 | [ ]  **Pictures to be taken.** Up to nine poses. **TIME REQUESTED: \_\_\_\_\_\_\_\_\_\_****List the people you want in your photos (Up to 8 total):**  | Qty. | Amt. | Total |
|  | $4.00 |  |
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| [ ]  **Copies of photos on file.** Max of 9 proofs @ $4.00 per sheet**List the date; specify pod or visiting and description:**  |  | $4.00 |  |
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| [ ]  **4X6 Photo only** No proof sheet will be sent.**List the date; specify pod or visiting and description:** |  | $1.00 |  |
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| **DO NOT WRITE IN THIS AREA** PICTURES TAKEN ON\_\_\_\_\_\_\_\_\_\_\_ PROOFS SENT ON \_\_\_\_\_\_\_\_\_\_\_\_ PICTURES SENT ON \_\_\_\_\_\_\_\_\_\_\_\_\_ INV#\_\_\_\_\_\_\_\_\_\_\_\_ AMT $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE DATE DATE |
| STEP 2 | **POSE #** | **ENHANCEMENTS ($1), BORDERS ($1), BACKGROUNDS ($1)** | **COST** |
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| You must specify each border by its NUMBER or your order will be returned to you. |
| **ADDITIONAL PACKAGES ORDERED – DO NOT INCLUDE THE SHEET ALREADY PAID FOR!** |
| **STEP 3** | **QTY** |  | **COST** | **TOTAL** |
|  |  ADDITIONAL PACKAGES | $4.00 |  |
|  | ADDITIONAL 4”x 6” photos—**POSE #(S)** | $1.00 |  |
| **PLEASE DRAW DIAGRAM ON BACK AND INCLUDE PACKAGE #’S!! THANK YOU!!** |

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| Use blue/black ink or pencil only.Only sign for completed pictures; not proofs! You must return proofs to receive completed pictures.I have received my completed pictures\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **DO NOT WRITE IN THIS AREA** ADDITIONAL INVOICE NO: TOTAL: $ **REVISED 1/2011 MWP 5.5.4 Attachment 3** |