



MONTANA WOMEN'S PRISON OPERATIONAL PROCEDURE

Procedure:	MWP 3.3.8b CHILD VISITS	
Effective Date:	05/14/2004	Page 1 of 2
Revision Date(s):	10/10/2017; 08/01/2025	
Signature/Title:	/s/ John Schaffer, Public Safety Division Chief	

I. PURPOSE

To provide a safe and secure environment for children to visit parents while ensuring that institutional security is not compromised.

II. DEFINITIONS (see Glossary)

III. PROCESSES

A. Check In for Child Visit

1. Front Desk Officer will check in children.
2. Each child will be subject to clothed body search before entering the secure perimeter of the facility.
3. Parenting staff will escort children to the parenting room.
4. When staffing allows, inmate will be subject to clothed body search before being allowed into the parenting room.

B. Check Out for Child Visit

1. When a child visit is over, parenting staff will phone the Control Center or Front Desk Officer, notify them that the visit is over, and request assistance from a Floor Officer.
2. Parenting staff will escort children to the front desk to be picked up by their guardians.
3. Inmates will be subject to unclothed body search or body scan prior to being allowed to return to their pod.

C. Kids' Day

1. Kids' Day is held the third Saturday of the month.
2. Parenting staff will provide a list of inmates and their children to a Visitation Officer or Visitation Supervisor to confirm whether children are approved to visit and to check for any major write-up violations.
 - a. An inmate cannot have a major write-up within 30 days prior to Kids' Day.
 - b. The children must legally be the inmate's children only, with proper documentation given to the Visitation Officer or Visitation Supervisor for approval. See *MWP 3.3.8 Offender Visiting*.
 - 1) Exception requests will be submitted to the Associate Warden of Security, who will provide a written response.
3. Approved guardians will drop off children at the visiting gate.
4. Children will be checked in by the Visitation Officer.

5. Each child will be subject to clothed body search before entering the visitation room.
6. Each inmate will be subject to clothed body search before being allowed into the visitation room.
7. When Kids' Day is complete, parenting staff will escort children out to their approved guardian through the visiting gate.
8. Inmates will be subject to unclothed body search or body scan prior to being allowed to return to their pod.

IV. CLOSING

Questions about this procedure should be directed to the Associate Warden of Security.

V. REFERENCES

A. *DOC 3.3.8; MWP 3.3.8*