



**DEPARTMENT OF CORRECTIONS
MONTANA WOMEN'S PRISON
OPERATIONAL PROCEDURE**

Procedure:	MWP 3.3.21 Inmate Video Visitation	
Effective Date:	November 10, 2020	Page 1 of 4 & 1 Attachment
Revision Date(s):	September 29, 2021	
Reference(s):	DOC 3.3.21 Offender Video Visitation	
Signature:	/s/ Jennie Hansen	/ Warden

I. PURPOSE

The Montana Women's Prison provides video visiting privileges for offenders consistent with facility security requirements and encourages family ties and supportive relationships important to the stability of offenders while incarcerated and upon release.

II. DEFINITIONS

Administrator – The official, regardless of local title (division or facility administrator, bureau chief, warden, deputy warden, associate warden, superintendent), ultimately responsible for the division, facility or program operation and management.

Contraband– Any item possessed by an inmate 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.

Facility/Program– Refers to any division, prison, secure care facility, correctional or training program, or community-based program under Department jurisdiction or contract. This term includes facility building or residence, including property and land owned or leased and operated by the Department.

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

Inmate – any person residing in a secure facility under the supervision of the Department of Corrections.

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 the facility security or to the health, safety, and security of inmates, staff, visitors, contractors, or community members, including, but not limited to, committing, or conspiring or attempting to commit a crime or rule infraction.

Video Visitation – A form of visiting utilizing video equipment between the inmate and the visitation participant.

III. PROCEDURES

A. General Requirements

1. Video Visitation is a privilege, not a right.
2. Inmates may only use equipment for video visitation that is approved by the Department.
3. Video visits may be monitored at any time and discovery of any violation of this procedure, DOC policy, State or Federal Law will be subject to disciplinary action and/or criminal prosecution.
4. The Associate Warden of Security or designee is responsible for the operation of the visiting program including video visitation.
5. Each housing unit will ensure inmates have written information governing video visits available to them.
 - a. Upon intake, inmates will be given written information regarding video visits.
6. Staff will ensure video visitors do not have a line of sight to sensitive areas or materials that could jeopardize the safety and security of the facility.

B. Registration and Scheduling

1. All adult visitors must register with ICSolutions (at no cost) in order to participate in a video visitation session with an inmate. Adult visitors can register at:
<https://www.icsolutions.com/FriendsFamilyHome/ProductsServices/VideoVisitation.php>
2. Video visits scheduled for the Parenting Program, will be supervised by a Parenting staff member, and approved in advance by Parenting. These visits will take place in the Parenting area and will be recorded.

C. Approval of Video Visitors

1. Children under the age of 18 may not participate in a video visit without a supervising adult present.
2. Persons on probation, parole, or other forms of conditional release may not have video visits with inmates unless approved by the Warden, or designee. The appropriate probation and parole officer must contact the facility administrator or designee prior to approval.

3. The Warden or designee may exclude a visitor from participating in a video visit based on a reasonable suspicion that the video visitor may have a detrimental effect on the inmate, the inmate's treatment, or may constitute a threat to the facility safety or security. Any exclusions must be documented in OMIS.

D. Video Visitation Suspension or Permanent Revocation

1. Video visits may be suspended as a disciplinary sanction. Major or minor infractions will be in accordance with MWP 3.4.1 Institutional Discipline for infractions committed while engaging in a video visit.
2. An inmate's loss of visiting privileges through disciplinary sanction will not necessarily result in the loss of video visiting privileges for the video visitor when the visitor is not involved in the rule infraction.
3. Inmates may appeal video visitation suspensions or revocations in accordance with *MWP 3.3.3 Inmate Grievance Program* with the exception of suspensions resulting from a disciplinary sanction. Suspensions resulting from a disciplinary sanction are subject to the appeal process as outlined in *MWP 3.4.1 Institutional Discipline*.

E. Current and Former Employee Visiting

1. Current Department employees or former Department Employees who left employment in good standing, may have video visiting privileges with inmates who are immediate family members if the inmate was an immediate family member before becoming incarcerated or committed to the Department.
2. Department employees without immediate family ties to an inmate prior to incarceration or community supervision may not have video visiting privileges.
3. Former employees who are not immediate family members of an inmate prior to incarceration or community supervision may not have video visiting privileges unless approved by the Warden or designee.
4. Any employee terminated from employment for cause, who resigned in lieu of termination due to inappropriate activities with an inmate, or who engaged in inappropriate activities with inmates discovered after employment discontinued may be restricted from all types of inmate visitation.

F. Video Visitation

1. Video visitation hours are daily from 8:00 am to 10:00 pm.
 - a. Video visitation may be shut off or unavailable at any time for security purposes.
 - b. Video visitation is limited to 4 calls per week.

2. Video visits are recorded and monitored by authorized staff. Video visitation is scheduled on a first come first served basis. Video visitation is scheduled in 25 minutes, increments.
 - a. to register and schedule a video visit with an inmate, from any internet-enabled device go to www.icsolutions.com.
3. Inmates and their visitors are prohibited from the following.
 - a. Three-way video calling, including the inclusion of a third or subsequent video or phone device is prohibited.
 - b. Third-party phone calls.
 - c. Any display of nudity.
 - d. Behavior or actions that are sexual in nature.
 - e. Use or display of any weapons, drugs, alcohol, or related paraphernalia.
 - f. Activity or display of graphics, paraphernalia associated with any Security Threat Group.
 - g. Unlawful activity or depiction of unlawful activity.
4. Reasonable accommodations will made to facilitate communication for inmates with hearing and/or speech disabilities, and inmates wishing to communicate with parties who have such disabilities.

IV. CLOSING

Questions concerning this procedure should be directed to the Associate Warden of Security or designee.

V. ATTACHMENTS

Video Visitation Suspension/Revocation Notification Form

Attachment A



Greg Gianforte, Governor | Brian Gootkin, Director | Jennie Hansen, Warden

Date

Visitor Name
Visitor Address

Re: Video Visitation Privileges

Dear _____:

Per DOC Policy 3.3.21, *Offender Video Visitation*, the Department of Corrections provides video visitation privileges for inmates consistent with facility security requirements and encourages family ties and supportive relationships important to the stability of inmates while incarcerated and upon release. Video visitation privileges provide inmates with an opportunity for visual and audio interaction with friends and/or family. Video visitation privileges may be revoked or suspended at any time by the Warden, or her designee, for conduct that jeopardizes the safety and security of Montana Women's Prison (MWP) and/or an inmate's rehabilitation.

During routine monitoring of inmate _____ (AO# 0000000) video visits, MWP has discovered that you have been recording some of your video visits with inmate _____ and are posting them on _____. **Inmates and their visitors are strictly prohibited from recording and/or reproducing video visits.** Going forward, MWP will continue to monitor your video visits with inmate _____. If you continue to abuse the video visitation process by recording your video visits with inmate _____ and posting them to _____, or if you engage in any further conduct that jeopardizes the safety and security of MWP and/or inmate _____ rehabilitation, your video visitation privileges will be suspended / revoked (circle one) immediately without further notice to you. If your video visitation privileges with inmate _____ are suspended / revoked (circle one), you will be notified in writing and informed of your right to appeal to the Warden or her designee.

Thank you for your understanding and cooperation in this matter.

Mike Moorman
Associate Warden of Operations
Montana Women's Prison