



**DEPARTMENT OF CORRECTIONS  
PROGRAMS AND FACILITIES BUREAU  
FACILITY OPERATIONAL REQUIREMENT**

Requirement:	<b>PFB 6.2.426 ENTRANCE AND VISITATION REQUIREMENTS</b>	
Effective Date:	03/23/2020	Page 1 of 5
Revision Date(s):	08/11/2021	
Reference(s):		
Signature / Title:	/s/ Megan Coy, Programs and Facilities Bureau Chief	

**This requirement is referenced as follows in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Elkhorn, Nexus, and START.**

- **ACCD 3.1.500 Entrance Procedures in Section 3.H. Offender Management; Security/Counts**
- **ACCD 3.3.800 Visitation Section 3.K. Offender Management; Offender Rights**

**I. PURPOSE:**

The Programs and Facilities Bureau contract facilities will establish procedures for maintaining facility physical security, including authorized entrances and all visitors to the facility.

**II. DEFINITIONS:**

**Clothed Body Search** – The manual 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.

**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.

**Non-Contact Visit** – A visit in which the offender and visitor are separated by a physical barrier and, therefore, cannot have physical contact.

**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.

**PFB-Programs and Facilities Bureau** – The Bureau oversees the facilities providing assessments and sanctions, prerelease, and treatment services.

**Programs and Facilities Contract Manager** – The Department’s employee(s) who acts as the liaison for services and monitors the contractual agreements between the Department and PFB contract facilities.

**Proper Identification** – A government-issued or DOC-issued Identification card with photograph, physical description, and dates of issue and expiration.

**Vendors** – Individual service providers who sell goods or services to the facility including delivery, maintenance, or other services.

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**Volunteer** – An individual who donates time and effort on a recurring basis to enhance the activities and programs of the agency.

### III. REQUIREMENTS:

#### A. ENTRANCE PROCEDURES:

1. Each facility administrator will develop policy/procedure for site-specific entrance requirements which address the approval process for entrance to the facility.
2. The policy/procedure must include directives for the following:
  - a. Visitor approval processes for offender's visitors, volunteers, and vendors:
    - 1) entrance staff will not allow anyone inside the facility or exiting the facility without proper identification;
    - 2) official visitors showing proper identification may enter the facility without advance clearance;
    - 3) all persons 16 years or older must present proper identification upon entry unless approved in advance by the facility administrator;
    - 4) service personnel, e.g., delivery, maintenance, vendors, and other service providers, must provide proper identification and appropriate documentation of the nature of their business in the facility;
    - 5) additional procedures may be used for facility visitor's badges or UV-reflecting hand stamps.
  - b. Searches of visitors, packages, offenders, and staff:
    - 1) advisement to visitors of items prohibited in the facility is required;
    - 2) all visitors and offenders are subject to clothed body searches and/or metal detector sweeps;
    - 3) packages, briefcases, lunches, or other personal items are subject to search; and
    - 4) all staff are subject to search.
  - c. Additional requirements for treatment and assessment/sanction centers:
    - 1) Ensuring a high level of security and control over sally ports to prevent offender escapes and the introduction of contraband.
    - 2) Sufficient staffing of center's front and rear entrances to allow for, at a minimum, direct identification, escorting, and searches of persons entering facility;
    - 3) Prohibiting the use or conveyance of wireless messaging devices by visitors in the secure portion of the facility;
    - 4) Searching packages, briefcases, lunches, or other personal items will be completed before admittance into the secure portion of the facility; and
    - 5) Search of offenders returning from off-site transports or outside details will be completed.
  - d. Records:
    - 1) A complete record should be maintained for the following persons entering and exiting the facility:
      - a) persons who are not facility employees, including volunteers;
      - b) all offenders' visitors; and
      - c) all offenders.

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- 2) Records will include, date, name, signature, times in and out, purpose of visit, the authority allowing the entrance.
  - 3) These records will be maintained in accordance with contract requirements and will be retained in accordance with the facility's policy/procedure;
  - e. Weapons storage:
    - 1) under normal circumstances, any weapons, ammunition, or chemical agents are not allowed in the facility unless authorized by the facility administrator; and
    - 2) the facility will provide a storage area for weapons required to be carried by law enforcement officers and Department staff in the course of their official duties.
  - f. Prohibition on Detaining non-offenders: Facility staff are not authorized to detain non-offenders.
3. A list of items prohibited within the facility may be posted outside each entrance.

**B. VISITATION:**

1. To encourage family ties and supportive relationships important to the stability of offenders, PFB facilities must provide physical space, furniture, equipment and supervision for contact and non-contact visitation if applicable.
2. A sign prominently displayed outside the visiting area entrance will state that visitors are subject to search and the consequences of introducing contraband into the facility.
3. The facility administrator, or designee, may permit and restrict visits on a case-by-case basis as deemed necessary to maintain facility security requirements.
4. Facility will ensure written information governing visits is available to offenders within 24 hours of arrival at facility.
5. Facility's visitation policy/procedure should provide the following:
  - a. Schedules that ensure reasonable visiting hours and offender availability;
  - b. Methods for notifying and disseminating visiting schedules and rules to prospective visitors;
  - c. Approval of visitors:
    - 1) facility must consider all court-ordered no-contact conditions;
    - 2) unless approved by the facility administrator or designee, children under the age of 18 may not visit unless accompanied by a parent or legal guardian or previously approved responsible adult;
    - 3) persons on probation, parole, or conditional release may not visit offenders unless approved by the facility administrator or designee:
      - a) policy/procedure may identify specific criteria for exclusion based on relationship to the offender or non-satisfactory adjustment to the community;
      - b) consideration of a visitor's approval must be discussed with his/her supervising Probation & Parole Officer prior to approval.
    - 4) persons with a criminal background will not automatically be excluded from visits; however, the nature and extent of the criminal record, supervision status, and potential threat to facility safety and security will be considered.
    - 5) visiting suspensions or permanent revocations:

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- a) visitors who attempt to or successfully introduce contraband may have visiting privileges permanently revoked.
- b) for a violation of a visiting policy/procedure, the facility may at its discretion, suspend or permanently revoke an offender's visiting privilege with a particular visitor. The visitor will be notified in writing of the suspension or revocation of privileges.
- 6) current or former facility employees:
  - a) current or former employees granted visiting privileges must comply with facility policy/procedure.
  - b) current employees, or former employees who left employment in good standing, may have visiting privileges with an offender who is an immediate family member if the offender was an immediate family member before becoming incarcerated or committed to the Department.
  - c) current employees without immediate ties to an offender prior to incarceration or community supervision may not have visiting privileges.
  - d) former employees who were not immediate family members of an offender prior to incarceration or community supervision may not have visiting privileges unless approved by the facility administrator or designee.
  - e) any employee terminated for cause, who designee in lieu of termination due to inappropriate activities with an offender, or who engaged in inappropriate activities discovered after employment discontinued, will have a permanent restriction from visiting offenders.
- 7) visits to sex offenders:
  - a) on a case-by-case basis, visiting may be restricted between minors and offenders convicted of current or prior crimes involving sexual offenses against a minor or offenses causing bodily injury to a minor;
  - b) restrictions may be imposed if it is in the interest of visitor safety, facility security, or the offender's rehabilitation;
  - c) facility may consider non-contact visits if the visitor is not the victim of the offense.
- d. Steps for documenting and maintaining confidential lists or logs of approved visitors;
- e. Location of visiting space staffed and equipped for effective supervision and surveillance;
- f. Search of visiting areas to include:
  - 1) furniture;
  - 2) trash containers and accumulated trash;
  - 3) items or equipment used during visits;
  - 4) walls, ceilings, and other structural areas that may elude staff observance; and
  - 5) bathroom facilities and equipment.
- g. Areas in which contact and non-contact visitation will occur and when each type of visit is permissible;
- h. Accommodations for special or official visits and for person with disabilities;
- i. Supervision of visits:
  - 1) direct visual supervision of the entire visiting area must be maintained at all times;
  - 2) inappropriate behavior resulting in an incident report or termination of the visit requires staff to document reasons for termination in writing to offender and/or visitor.
- j. Visiting as a privilege that may be curtailed as a disciplinary measure:

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6. Offenders should be provided the following information to communicate with family and friends:
  - a. the process for requesting visits;
  - b. facility address, phone number, directions, and local transportation;
  - c. dress code and visitor identification requirements;
  - d. entrance and search procedures;
  - e. rules pertaining to children;
  - f. items permitted within the visiting area and items that may be given to the offender;
  - g. grounds on which visits may be denied or terminated; and
  - h. reasons for special or extended visits.

**C. REPORTING OF DENIED OR REVOKED VISITING PRIVILEGES:**

1. A person who has been denied approval of visiting privileges with an offender by the facility, or has had visiting privileges permanently revoked by the facility, will be reported to PFB with an email to [coraccdreports@mt.gov](mailto:coraccdreports@mt.gov):
2. The following information will be included in the email:
  - a. Offender name and DOC ID#;
  - b. Name of the visitor and his/her relationship to the offender;
  - c. Whether visitor was denied privileges or revoked of privileges, and the reason; and
  - d. The effective date of the denial or revocation.
3. The email will have the subject line of: "Facility; Offender last name, first name; DOC #; visitation."
4. The information provided will be entered by PFB into the offender's OMIS record as an Alert.

**IV. CLOSING:**

Questions regarding this requirement should be directed to the Programs and Facilities Bureau.