MONTANA WOMEN'S PRISON
OPERATIONAL PROCEDURE

Procedure:	**MWP 3.3.8A FAMILY DAY EVENT**
Effective Date:	05/13/2013 Page 1 of 2
Revision Date(s):	05/12/2017; 10/23/2026
Signature/Title:	/s/ John Schaffer, Public Safety Division Chief

I. PURPOSE

Establish one Family Day per year as an inmate special event for MWP. Family Day is a privilege extended by MWP and may be authorized if all requirements are met, inmate behavior warrants the event, and funding is approved.

II. DEFINITIONS (see Glossary)

III. REQUIREMENTS

A. General Criteria

1. One Family Day may be allowed on an annual basis for the MWP general population.
2. Inmates in restrictive housing units are not eligible to participate in Family Day.
3. Inmates' behavior during the past year may determine whether:
   a. Family Day is approved or disapproved by the Warden; and/or
   b. Individual inmates will be allowed to participate.
4. All costs budgeted by the Resident Advisory Committee (RAC) for Family Day will be funded from the Inmate Welfare Fund (IWF), consistent with *DOC 1.2.12 Inmate Welfare Accounts*.
5. The planning, scheduling, and supervision of the event will be the responsibility of security, operations, and parenting staff.
6. No "special visits" will be allowed the day prior to or the day after Family Day, and there will be no regularly scheduled visits on Family Day.

B. Family Day Signup and Approval Process

1. All inmates signing up must have at least 90 days of clear conduct from all major write-ups.
2. Approval of visitors for Family Day must be obtained at least 30 days prior to the event.
3. At least 30 days prior to the event, registered sex offenders need to obtain approval from their treatment provider to attend Family Day.

C. Visitors

1. Eligible inmates may list up to 5 proposed visitors, with immediate family members being given preference for capacity reasons, from their current approved visiting lists.
   a. MWP will use the *Montana Department of Corrections Glossary* definition of "immediate family member."
   b. In case it is necessary for MWP to limit participants due to the numbers that will attend, each visitor must be listed 1 through 5 in order of preference, with immediate family first.
   c. Each visitor must be listed individually.
   d. Children of any age under 18 are permitted, but their legal guardian must be listed as a requested visitor.

2. The Warden may permit and restrict visits on a case-by-case basis as deemed necessary to maintain facility security requirements or in the best interest of inmate recovery or re-entry.
3. The regular visiting approval process must be used.
4. Inmates will receive notification of approved visitors; it is the responsibility of the inmate to notify the visitor of approval to visit on Family Day.

D. Security Inspections

1. All visitors are subject to normal visiting entry requirements.
2. Clothed body searches, body scans, and all other security processes may occur at any time during the event.

E. Inmate and Visitor Contact

1. Inmate contact with visitors will be limited to only the contact allowed in *MWP 3.3.8 Inmate Visiting*.
   a. Violations will result in immediate removal of the visitor from the facility grounds and possible termination of subsequent visiting privileges.
2. No items may be directly exchanged between inmates and visitors.
   a. Any requests to exchange items must be handled through property staff.

F. Debriefing, Cancellation, Termination, and Suspension

1. After each Family Day, the Warden will debrief the event with staff.
   a. Incidents that impact security, safety, or the orderly operation of the facility will be addressed.
2. The Warden may:
   a. cancel or terminate part or all of Family Day at any time; and
   b. suspend future family days.

IV. CLOSING

Questions about this procedure should be directed to the Warden.

V. REFERENCES

A. *DOC 1.2.12 Inmate Welfare Accounts; DOC 3.3.8 Offender Visiting; MWP 3.3.8 Inmate Visiting*

VI. FORMS

MWP 3.3.8A (A) Family Day Inmate Visitor List