POLICY STATEMENT
Commonwealth of Pennsylvania • Department of Corrections

Policy Subject:		Policy Number:
Inmate Visiting Privileges		**DC-ADM 812**
Date of Issue:	**Authority:**	**Effective Date:**
September 1, 2009	**Signature on File** **Jeffrey A. Beard, Ph.D.**	**September 10, 2009**

I. AUTHORITY

The Authority of the Secretary of Corrections to direct the operation of the Department of Corrections is established by Sections 201, 206, 506, and 901-B of the Administrative Code of 1929, 71 P.S. §§61, 66, 186, and 310-1, Act of April 9, 1929, P.L. 177, No. 175, as amended.

II. APPLICABILITY

This policy is applicable to all facilities operated under the jurisdiction of, or conducting business with the Department of Corrections.

III. POLICY

It is the policy of the Department to set forth standardized rules and procedures governing inmate visiting privileges to facilitate a fair and consistent implementation of this policy.

IV. PROCEDURES

All applicable procedures are contained in the procedures manual that accompanies this policy document.

V. SUSPENSION DURING AN EMERGENCY

In an emergency or extended disruption of normal facility operation, the Secretary/designee may suspend any provision or section of this policy for a specific period.

VI. RIGHTS UNDER THIS POLICY

This policy does not create rights in any person nor should it be interpreted or applied in such a manner as to abridge the rights of any individual. This policy should be interpreted to have sufficient flexibility to be consistent with law and to permit the accomplishment of the purpose(s) of the policies of the Department of Corrections.

VII. RELEASE OF INFORMATION AND DISSEMINATION OF POLICY

A. Release of Information

1. Policy

   This policy document is public information and may be released upon request.

2. Confidential Procedures (if applicable)

   Confidential procedures for this document, if any, are <u>not public information</u> and may not be released in its entirety or in part, without the approval of the Secretary of Corrections/designee. Confidential procedures may be released to any Department of Corrections employee on an as needed basis.

B. Distribution of Policy

1. General Distribution

   The Department of Corrections' policy and procedures shall be distributed to the members of the Central Office Executive Staff, all Facility Managers, and Community Corrections Regional Directors on a routine basis. Distribution of confidential procedures to other individuals and/or agencies is subject to the approval of the Secretary of Corrections/designee.

2. Distribution to Staff

   It is the responsibility of those individuals receiving policies and procedures, as indicated in the "General Distribution" section above, to ensure that each employee expected or required to perform the necessary procedures/duties is issued a copy of the policy and procedures either in hard copy or via email, whichever is most appropriate.

VIII. SUPERSEDED POLICY AND CROSS REFERENCE

A. Superseded Policy

1. Department Policy

   DC-ADM 812, Inmate Visiting Privileges, Issued January 5, 2007, by Secretary Jeffrey A. Beard, Ph.D.

2. Facility Policy and Procedures

   This document supersedes all facility policy and procedures on this subject.

B. Cross Reference(s)

1. Administrative Manuals

   a. DC-ADM 801, Inmate Discipline;

   b. DC-ADM 802, Administrative Custody Procedures;

   c. DC-ADM 819, Religious Activities;

   d. 6.3.1, Facility Security;

   e. 6.3.12, Drug Interdiction;

   f. 6.5.1, Administration of Security Level 5 Housing Units; and

   g. 6.5.8, Capital Case Administration

2. ACA Standards

   a. Administration of Correctional Agencies: 2-CO-5D-01

   b. Adult Correctional Institutions: 4-4274, 4-4275, 4-4285, 4-4445, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503

   c. Adult Community Residential Services: 4-ACRS-2A-02, 4-ACRS-5A-17, 4-ACRS-5A-18

   d. Correctional Training Academies: None

PROCEDURES MANUAL
Commonwealth of Pennsylvania • Department of Corrections

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Release of Information:

Policy Document: This policy document is public information and may be released upon request.

Procedures Manual: The procedures manual for this policy may be released in its entirety or in part, with the prior approval of the Secretary/designee. Unless prior approval of the Secretary/designee has been obtained, this manual or parts thereof may be released to any Department employee on an as needed basis only.

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Section 5 – Private Viewings & Deathbed Visits

Private Viewing – Deathbed Visit Worksheet.....Attachment 5-A

Section 1 – General Procedures

A. Setting for Visits

1. An inmate in general population will be permitted contact visits in a relaxed setting, under supervision of the assigned Correctional Officer(s).[1]

2. An appropriate outdoor area furnished with tables may also be provided.

3. The inmate and visitor(s) may eat and drink items sold within the visiting room or outdoor visiting area.

4. If space permits, a children's play area will be provided with toys and books.

B. Rules

1. An inmate in general population will be permitted to have visits in accordance with the visiting hours established by the facility, but no less frequently than once per week. Visiting will be permitted every day of the year unless suspended by the Facility Manager.

2. Only attorneys and religious advisors will be permitted to visit during the first 10 days following commitment to a Diagnostic Classification Center.

3. Visits shall be no less than one hour in duration and shall occur during regularly scheduled visiting hours. Longer periods may be allowed depending upon the inmate's custody level and available space.[2]

4. The number of visitors any inmate may have at any one time may be limited depending upon available space. Each facility will designate the maximum number of visitors permitted per inmate, per visit and the maximum capacity of people, inmates, and visitors, permitted in the visiting areas. In the event that visiting areas are at full capacity, and more visits are to be conducted, visits will be terminated on a "first in/first out" basis provided the minimum visiting time of one hour has elapsed.[3]

5. All minor children must be accompanied by a parent/legal guardian, county children/youth services agency staff, or an adult approved by the parent/legal guardian to accompany the child. The parent/legal guardian shall indicate, on the **DC-313, Visitor Inquiry (Attachment 1-A)** or the **DC-131A, Special Visitor Inquiry (Attachment 1-B)**, his/her approval for the minor to visit and the name of an adult who may accompany the child on the visit.

6. Visiting more than one inmate is not permitted without a valid reason and must be approved by the Facility Manager.

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[1] 4-4499-1
[2] 4-4501
[3] 4-4498

7. Unless the Facility Manager/designee grants special permission, no person may be on more than one inmate's visiting list at any one facility except in cases where the person is part of the immediate family of more than one inmate. A visitor may be granted visiting privileges at more than one facility.

8. Any visitor's privileges may be limited, suspended, or restricted (such as non-contact visits only or a restriction on visiting at more than one facility) if information becomes available suggesting that allowing the individual to visit poses a threat to the safety and security of any Department facility.

9. Every inmate having visits is required to wear underwear and a Department supplied jumpsuit and shoes. Any inmate reporting to the visiting changing area who is not wearing underwear will be denied having that visit (undershorts for males, undershorts and bra for females).

10. Visitors are expected to dress appropriately and avoid clothing styles that are revealing or provocative. The standard language and posting for the visiting rooms will be, "See-through garments and garments that expose private parts of the body will not be permitted. Swimming suits, clothing that is too short, and clothing that exposes the midriff are prohibited. Clothing that references obscene language, drugs, sex or violence is also prohibited. Failure to comply with these guidelines may result in the visitor not being permitted to visit."

11. Visitors are not permitted to leave money for the inmate they are visiting. Funds will only be accepted via the mail, in the form of a money order or a certified check, and/or by electronic transfer. The Department's public website, www.cor.state.pa.us, contains instructions for making an electronic transfer of funds into an inmate's account (click on "Inmate Accounts").

12. Visitors are not permitted to take coats, jackets, or other outer garments (excluding suit coats, sports jackets/blazers and/or cardigan type sweaters) used for protection from the elements, to the seating area of the visiting room or outdoor visiting area. All such garments must be secured in a locker in the facility lobby area, or placed on a coat rack in the visiting room, whichever procedure is provided at the facility.

13. Each facility shall make available to visitors, upon request, an informational pamphlet that contains the facility visiting rules and procedures.

C. Visitor Identification & Registration

1. Proper identification is required for all visitors. Proper forms of identification, and the number required, are contained in the **DC-315, List of Acceptable Forms of Identification (Attachment 1-C)**.

2. A visitor who cannot produce acceptable identification will not be permitted to visit unless approved by the Facility Manager/designee. A visitor who falsifies identifying information

will be suspended/barred from the facility for a period of time determined by the Facility Manager.

3. All visitors are required to register in and out of the facility using the **DC-325, Register of Institutional Visitors Form**.[4]

4. During the initial visit by a child, the Visiting Processing Officer is to determine if the child is five years of age or less and add that determination to the visitor tracking system. During the initial and any subsequent visits by the child, the Visiting Processing Officer shall notify the Visiting Room Officer of those visits in which the inmate may hold his/her child as noted in **Subsection D.3. below**. The adult accompanying the child is to be notified of the determination and of the subsequent restrictions.

D. Inmate – Visitor Physical Contact

1. The inmate and visitor(s) may share a brief kiss and embrace only when meeting and departing.

2. If at any time during the visit the Visiting Room Officer has concerns regarding the appropriateness of the inmate's or visitor's behavior, the Visiting Room Officer will direct the inmate and the visitor to separate.

3. The inmate may only hold small children five years of age or less on his/her lap. The Visiting Room Officer will closely monitor situations when an inmate is holding such children or the child is sitting on an inmate's lap and the amount of time the child is being held. If the Visiting Room Officer has any concern regarding the size/age of a child, the amount of time the inmate has held the child, the amount of time the child has been sitting on the inmate's lap, or the manner in which the child is held or handled, the Visiting Room Officer will direct the inmate to remove the child from his/her lap.

4. An inmate who violates the visiting room rules as they pertain to the holding of small children or inappropriate physical contact with any visitor jeopardize both his/her own visitation privileges as well as those of the visitor. Any serious or repeated violations of these rules may result in a misconduct and/or prohibition of contact visits. If contact visits are prohibited, the Facility Manager will make such a decision based upon the information concerning the incident and the prohibition will be for all visits and for a specific period. If a minor child is involved, a permanent prohibition for contact visits with all minor children will be imposed. Reinstatement of contact visits with minor children, in violation of this section, requires the written approval of the Secretary/designee.

5. An inmate who has a prohibition on contact visits with minor children at one facility will not be permitted contact visits with minor children at any other facility.

[4] 4-4503, 1-ABC-5D-15

E. Approved Visitors List

1. A list of approved visitors shall be established during the initial classification period and recorded on the **DC-311A, Approved Visitors Form (Attachment 1-D)**.[5] The authorized visitors list may contain up to 40 names.

2. Each facility shall establish procedures for approving the names of all persons with whom the inmate wishes to visit before he/she is placed on the authorized list. This includes the names of all minor children. Any individual meeting the criteria listed in **Subsection M.1. below** will not be approved for visiting without approval of the Facility Manager.

3. Changes or additions to the approved list may be made in accordance with established procedures using a **DC-312A, Supplementary Approved Visitors Form (Attachment 1-E)** at the times specified by the facility.

4. Each inmate must supply all the information required by the **DC-311A** and the **DC-312A** forms for a visitor to be approved. This information includes the visitor's name, date of birth, relation, and address. If any of this information is not provided, the visitor will not be approved.

5. All staff must maintain the confidentiality of an inmate's visiting list. Staff shall not disseminate any information to outside visitors regarding the content of an inmate's visiting list. Any person making inquiries as to the content of an inmate's visitors list should be directed to write to that inmate for information. This restriction does not apply to the courts or law enforcement agencies.

6. The name of a visitor may be removed upon authorization of the Facility Manager.

F. Visitor Quality Assurance Program

1. The **Visitor Quality Assurance Program Memo (Attachment 1-F)** and the **Visitor Quality Assurance Program Survey Form (Attachment 1-G)** shall be made available to every visitor at the facility. A visitor who is willing to give his/her views regarding visiting services shall be permitted to take the **Visitor Quality Assurance Program Memo** and the **Visitor Quality Assurance Program Survey Form** into the main visiting room for review and completion. Upon completion, the **Visitor Quality Assurance Program Survey Form** shall be deposited in the drop box provided.

2. The Corrections Superintendent's Assistant (CSA) shall collect the **Visitor Quality Assurance Program Survey Forms** weekly, and where required, prepare a written response to the visitor regarding his/her concerns. Information gathered shall be periodically reviewed to determine whether the high quality of service required is being provided on a consistent basis. Reports on data received shall be prepared and submitted to the Facility Manager/designee and appropriate Department Heads.

[5] 4-4285

G. Administrative/Disciplinary Custody Status Inmates

An inmate in Administrative/Disciplinary Custody shall be governed by Department policy **DC-ADM 801**, and **6.5.1, "Administration of Security Level 5 Housing Units."** A restricted housing unit inmate will be restricted to weekday visits (excluding holidays) only. An inmate in a Special Management or a ***Secure Residential Treatment Unit (SRTU)*** shall be governed by the program phases.

H. Capital Case Inmates

Prior to the Governor's warrant being issued, only non-contact visits are permitted and the length and frequency of visits will be in accordance with Department policy **DC-ADM 802**. After the Governor's warrant has been issued, all non-contact visits are restricted by law to the inmate's attorney, religious advisor, and members of the immediate family, unless otherwise directed by court order and in accordance with Department policy **6.5.8, "Capital Case Administration."**

I. Inmates in Outside Hospitals

1. Visiting privileges for an inmate who is in an outside hospital as an inpatient will only be permitted as approved by the Facility Manager or in cases of serious illness or injury that may be life threatening.

2. Visiting for an inmate who is in an outside hospital as an inpatient will be restricted to immediate family members who have been previously approved and placed on the inmate's authorized visiting list or for immediate family members who are not on the list but that have traveled a considerable distance.

3. The Officer assigned to the hospital shall notify the facility of the names and relationship of each visitor and the starting and ending time of any visit.

4. Visitors will be limited to two family members in the room at any one time unless the hospital requires a lower number.

5. Outer clothing garments, purses, hand bags, brief cases, food items, gifts, etc. are prohibited from being taken into the inmate's room. The visitors may not leave any items (e.g., food, money) for the inmate.

6. The inmate's restraints are to checked by the Officer on duty, before and after any visit.

7. In accordance with **DC-ADM 819, "Religious Activities"**, the FCPD/designee may visit an inmate hospitalized as an inpatient in outside hospitals.

J. Special Programs

An inmate participating in a special program such as the Motivational Boot Camp and Forestry Camp shall be afforded visiting privileges consistent with the established goals of the program. Each Program Administrator shall develop appropriate procedures for visiting at these locations.

K. Virtual Visitation

1. Virtual Visitation shall be available at the facilities listed in the **Virtual Visiting Program Facilities (Attachment 1-H)** and limited to persons living in the Philadelphia and Pittsburgh areas.

2. The Virtual Visitation Program uses video conferencing technology as a means to:

   a. enhance the parenting skills program;

   b. allow an inmate to visit with immediate family members, caregivers of the inmate's children, and other individuals on the inmate's approved visiting list approved by the Facility Manager/designee with whom he/she would otherwise not be able to visit;

   c. increase the frequency of visits for an inmate with the individuals listed on the inmate's approved visiting list; and

   d. permit the scheduling of visits at times that are best for the individuals listed on the inmate's approved visiting list.

3. The cost to the inmate or his/her family participating in this program shall be determined by the Department.

4. Inmate participation in the Virtual Visitation Program is voluntary and every inmate in general population status, regardless of his/her custody level, is eligible. An inmate housed in Administrative and Disciplinary Custody is not permitted to participate in the Virtual Visitation Program.

5. Each inmate selected for participation in this program shall be issued a copy of the **Program Guidelines (Attachment 1-I)** and is required to sign a **Program Acknowledgement Form (Attachment 1-I, Appendix 1)** accepting the guidelines established by the Department.

6. The Department shall attempt to reserve at least 10 percent of the Virtual Visitation Program visiting slots per month for long-term offender inmates. A long-term offender inmate is defined as having a minimum sentence of 10 or more years and an inmate serving a life sentence.

7. Up to five persons will be permitted to visit if space permits.

8. If the scheduled visit does not take place at the fault of the visitor and/or the scheduled inmate, a "missed visit" fee will be paid by the person who scheduled the visit and must

be paid at or before the nest scheduled visit. Persons who fail to pay the fee will not be permitted to participate in the program until the fee is paid.

L. Transportation

A visitor in need of transportation to a state correctional facility may contact the Pennsylvania Prison Society (PPS) for a bus schedule from Philadelphia to various state correctional facilities. Visit the PPS web site at www.prisonsociety.org or phone (215) 564-4775 for bus schedule and pricing information. Information on transportation may also be found in the **Handbook for the Friends and Families of PA DOC Inmates** through the Bureau of Treatment Services (BTS). Additional information, as it becomes available, shall be posted to the bulletin boards throughout the facility.

M. Prohibited Visitors

1. The following categories of individuals will generally be prohibited from visiting an inmate:

   a. a former inmate of any correctional system;

   b. any person who is currently under parole or probation supervision;

   c. any current inmate in pre-release status;

   d. any Department employee;

   e. any former Department employee;

   f. any currently active Volunteer for the Department;

   g. any current or former contract employee; and/or

   h. any victim of the inmate (without prior approval).

2. The Department recognizes that legitimate reasons may exist for an inmate to receive visits from those categories of persons listed above. These persons may visit only with the permission of the Facility Manager as set forth below.

3. The following procedures shall be followed for requesting approval for a prohibited individual to visit.

   a. The inmate requesting such a visit must submit a request slip to his/her counselor identifying the visitor by name, relationship, and status (current inmate, former inmate, parolee, employee, etc).

   b. The counselor shall ensure that a Unit Team recommendation is provided to the Facility Manager regarding the advisability of this visit.

c. In the case of a pre-release inmate or current employee, the Facility Manager of the requesting facility shall contact any other Facility Manager involved for his/her approval. The Facility Manager of the facility where the visit is to take place shall make the final decision regarding this visitation request.

d. Any ex-offender currently on probation or parole must be pre-approved. An ex-offender currently on probation or parole will not be considered for visiting unless he/she had completed at least one year of successful parole or probation supervision and has prior written permission from his/her Parole or Probation Officer. The Facility Manager/designee may make an exception to the one year rule.

e. An ex-offender whose parole or probation has expired must have proof of the expiration of his/her parole or probation.

4. ***If visiting privileges have been approved for a Prohibited Visitor at a facility, and the inmate is transferred to a new facility, the approval shall follow. If the Facility manager at the receiving facility determines that a review is necessary, those visiting privileges will remain active while under review. Should information be found that would warrant these privileges be denied/suspended, the visitor and the inmate shall be informed in writing of this decision.***

N. Suspension, Termination, or Restriction of Visiting Privileges

1. Visits may be suspended, terminated, or restricted, to maintain the security or orderly running of the visiting room and/or the facility or as made necessary by the behavior of the inmate or visitor(s). Suspension or termination of a visit may be ordered by a Commissioned Officer. All suspensions and terminations of visits shall be reported, in writing to the respective Shift Commander and the Facility Manager.

2. The Hearing Examiner may impose a disciplinary sanction suspending or restricting an inmate's visiting privileges for a violation of the visiting room rules and regulation. All imposed sanctions shall be in accordance with Department policy **DC-ADM 801**.

3. Visitation may be restricted or suspended, special security precautions imposed for violation of visiting rules, or as warranted by the behavior of the inmate and/or visitor(s) involved. Any inmate who is found guilty of a misconduct for dealing, using (including by urinalysis or refusal to submit to urinalysis) or possessing illegal or non-prescribed drugs and/or drug paraphernalia, will be prohibited from having contact visits for the period specified below. This period and the special security precaution will commence on the date of the misconduct hearing, upon a finding of guilt.

   1st offense-180 days

   2nd offense-360 days

   3rd offense – indefinitely

4. After three years of an inmate's contact visiting privileges being suspended indefinitely, and provided that the inmate has successfully participated in Alcohol and Other Drugs Treatment, the inmate may request reinstatement of his/her visiting privileges by submitting a written request to the Facility Manager. Upon receipt of such a request the Facility Manager shall review the request, make a recommendation of approval/disapproval, and forward it to the Regional Deputy Secretary. Upon receipt of the request and the Facility Manager's recommendation, the Regional Deputy Secretary shall determine whether the inmate's visiting privileges are to be reinstated and inform the Facility Manager of the determination. The Facility Manager shall be responsible for informing the inmate, in writing, of the decision regarding the request.

5. Any visitor, including immediate family members of the inmate, who attempt to bring or who brings drugs upon the grounds of any Department facility will be permanently banned from visiting at all Department facilities and the matter shall be referred to the Pennsylvania State Police for prosecution.

6. If the Facility Manager suspends a visitor's visiting privileges, that Facility Manager shall notify the visitor of the reasons for the suspension.

7. Restriction of visiting privileges will not be used as a disciplinary measure for unrelated facility rule infraction. However, visiting privileges may be restricted as a result of changes in housing or custody level made as a result of an unrelated infractions. An inmate who violates any of the visiting room rules jeopardizes both his/her own visitation privileges as well as those of the outside visitor.

8. A visitor who is suspended or barred at one facility shall not be permitted to visit at any other facility. The Bureau of Information Technology (BIT) is responsible for ensuring that a comprehensive suspended/barred visitor's list is made available at each facility.

(DC-313 – Visitor Inquiry)

COMMONWEALTH OF PENNSYLVANIA
Department of Corrections
SCI-_____
_____

Attention: Counselor _____

Requesting Inmate Name/Number: _____ Housing Unit: _____
(**Minor should be listed on current visiting list**)

Minor's Name: _____ Date of Birth: _____ Gender: M □ F □

Relationship: □ ***Son*** □ ***Daughter*** □ ***Grandson*** □ ***Granddaugher*** □ ***Niece*** □ ***Nephew*** □ ***Other*** _____

Minor's Parent/Guardian: _____

_____
Address: Street City State Zip

The inmate named above has requested that (Minor's Name) _____
Be approved as an authorized visitor and be permitted to visit him/her at the above facility.

Department of Corrections policy requires that the parent or legal guardian of a minor child (including a child of the inmate) submitted for Visiting List approval, be notified of such a request. The parent or legal guardian must indicate in writing that he/she approves of or objects to the minor visiting the inmate. The parent or legal guardian may also approve an adult to accompany the minor on such a visit(s).

Please indicate your decision by checking the appropriate box or boxes below:

□ I **object** to having the above named minor on the inmate's Visiting List.

□ I **approve** of having the above named minor on the inmate's Visiting List.

□ I **approve** the adult listed below to accompany the minor on visit(s).

Name of Parent, Legal Guardian, or other Adult	**Relationship to the Above-Named Minor**
_____	_____
_____	_____

_____
Signature of Parent or Legal Guardian Date

Please return this inquiry to the above address. If your reply is not received within two weeks, the inmate's request will be disapproved. The institution must receive this form no later than: _____

_____
Unit Manager or Counselor's Signature and Date form returned.

(DC-313A – Special Visitor Inquiry)

(One Minor per form)

COMMONWEALTH OF PENNSYLVANIA
Department of Corrections

SCI--_____

_____

_____

Attention: Counselor _____

Requesting Inmate Name/Number: _____ Housing Unit: _____
(Minor should be listed on current visiting list)
Minor's Name: _____ Date of Birth: _____ Gender: □ M □ F

Relationship: □ ***Son*** □ ***Daughter*** □ ***Grandson*** □ ***Granddaugher*** □ ***Niece*** □ ***Nephew*** □ ***Other*** _____

Minor's Parent/Guardian: _____

_____
Address: Street City State Zip

The above referenced inmate has requested that (Minor's Name) _____
be approved as an authorized visitor and be permitted to visit him/her at the above facility.

Department of Corrections policy requires that the parent or legal guardian of a minor child (including a child of the inmate) submitted for Visiting List approval, be notified of all charges that the inmate is, or was previously incarcerated for when those charges resulted from any physical or sexual abuse of a minor. The parent or legal guardian must indicate in writing that he/she is aware or the charges against the inmate and that he/she approves of or objects to the minor having a non-contact visit with the inmate, and indicate whether the minor was or was not a victim of the inmate. The parent or legal guardian may also approve an adult to accompany the minor on a visit(s).
The charges against the inmate are: _____
_____
_____
_____
Please indicate your decision by checking the appropriate boxes below:

□ I, being made aware of the charges against this inmate, **object** to having the above named minor on the inmate's Visiting List.
□ I, being made aware of the charges against this inmate, **approve** of having the above named minor on the inmate's Visiting List.
□ I **approve** of having the minor's adult family member(s) (listed below) accompany the minor on visit(s).

Name of Parent, Legal Guardian, or other Adult	**Relationship to the Above-Named Minor**
_____	_____
_____	_____

□ The Minor **<u>was</u>** a victim of the inmate. □The Minor **<u>was not</u>** a victim of the inmate.

_____
Signature of Parent or Legal Guardian Date

Please return this inquiry to the above address. If reply is not received within two weeks, the inmate's request will be disapproved. The institution must receive this form no later than: _____

_____
Unit Manager or Counselor's Signature and Date form returned.

DC-315 List of Acceptable Forms of Visitor Identification	
One (1) form of identification from "category A" or two (2) forms of identification from "category B" ***one of which must contain a physical description of the person*** **are required.**	
Category A	
1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address. 2. ID card issued by a federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address. 3. School ID, with photograph.	4. U.S. Passport 5. Certificate of U.S. Citizenship (INS Form N-560 or N-561) 6. Certificate of Naturalization (INS Form N-550 or N-570) 7. Alien Registration Receipt Card with photograph (INS Form I-151 or I-551) 8. Temporary Resident Card (INS Form I-688) 9. Any other form of identification that contains a photograph.
Category B	
1. Voter's registration card. 2. U.S. Military card or draft record. 3. Vehicle Registration 4. U.S. social security card issued by the Social Security Administration. 5. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350) 6. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United State bearing an official seal. 7. U.S. Citizen ID Card (INS Form I-197)	8. ID Card for use of Resident Citizen in the United States (INS Form I-179) 9. School record or report card. 10. Clinic, doctor, immunization, or hospital record. 11. Day-care or nursery school report. 12. Learner's Permit or Temporary Driver's License 13. Native American Tribal document 14. Any other document that contains information such as name, date of birth, sex, height, eye color, and address.

Note: Any forms of identification presented after the expiration date indicated on the document will not be accepted.

DC-311A (revised 9/2011) **Commonwealth of Pennsylvania**
Department of Corrections

FACILITY: **AUTHORIZED VISITORS LIST**

Complete Section 1 and submit all copies of the form. After Section 2 has been completed, the copies will be separated and distributed. List the names and ages of the persons you wish to have on your visiting list. Additionally, you will need to indicate if any of the persons listed are: **(1) Present or former inmate (County/State/Federal), (2) Currently or previously on probation or parole, (3) Involved in your current or past offense(s), (4) Department of Corrections employee, (5) Former Department of Corrections Employee, or (6) Volunteer of Contract Employee for the Department of Corrections**. Place the number (1), (2), (3), (4), (5), or (6), if applicable, in the column on the far right after each visitor's name to indicate these relationships. Members of a family living at the same address may be counted as one name. Your spiritual advisor and attorney may be listed in the space provided. You may make changes to this list at any time using form DC-312A, Supplementary Authorized Visitors. All requests are subject to the approval of the facility, and any existing regulations of the Department of Corrections.

1. INMATE'S REQUEST

Name	Date of Birth	Gender M/F	Relation	Address	Number of Category (1 through 6 listed above), if applicable
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
Spiritual Advisor					
Attorney					
Reporter/Media					

Inmate Number:	Inmate's Signature:	Date:	Location:

2. APPROVAL

Remarks: ☐ **All Approved:** ☐ **Approved Except Line(s):**

Approving Signature:	**Title:**	**Date:**

WHITE – RECORDS OFFICE (DC-15) CANARY – VISITING ROOM PINK - INMATE

DC-312A (Revised 9/2011)	SUPPLEMENTARY AUTHORIZED VISITORS	Commonwealth of Pennsylvania Department of Corrections

FACILITY:

Number:	Name:	Housing Unit:	Date:	Counselor:

Complete Section 1 and submit all copies of the form. After Section 2 has been completed, the copies will be separated and distributed. List the names and ages of the persons you wish to have on your visiting list. Additionally, you will need to indicate if any of the persons listed are: **(1) Present or former inmate (County/State/Federal), (2) Currently or previously on probation or parole, (3) Involved in your current or past offense(s), (4) Department of Corrections employee, (5) Former Department of Corrections Employee, or (6) Volunteer or Contract Employee for the Department of Corrections.** Place the number (1), (2), (3), (4), (5), or (6), if applicable, in the column on the far right after each visitor's name to indicate these relationships. Members of a family living at the same address may be counted as one name. Your spiritual advisor and attorney may be listed in the space provided. You may make changes to this list at any time. All requests are subject to the approval of the facility, and any existing regulations of the Department of Corrections.

1. REMOVAL FROM THE LIST OF AUTHORIZED VISITORS

Name	Date of Birth	Gender M/F	Relation	Address

2.ADDITIONS TO THE LIST OF AUTHORIZED VISITORS

Name	Date of Birth	Gender M/F	Relation	Address	No. of Category (1 through 6 listed above), if applicable

( ) Name Change Only ( ) Address Change Only

_____
Inmate Signature

_____ _____
Counselor's Review Approving Signature

WHITE – RECORDS OFFICE (DC-15) CANARY – VISITING ROOM PINK - INMATE

VISITOR QUALITY ASSURANCE PROGRAM SURVEY

Please rate the following:

Reception Lobby Area	**Excellent**	**Good**	**Fair**	**Poor**
1. Visitor Registration Process	_____	_____	____	_____
2. Staff Courtesy & Efficiency	_____	_____	____	_____
3. Timely Processing	_____	_____	____	_____
4. Storage of Personal Effects	_____	_____	____	_____
5. Lobby Cleanliness	_____	_____	____	_____
6. Restroom Cleanliness	_____	_____	____	_____

Inmate Visiting Room				
1. Area Neat, Clean, and Orderly	_____	_____	____	_____
2. Visiting Room Officer Helpful and Courteous	_____	_____	____	_____
3. Visiting Time Sufficient	_____	_____	____	_____
4. Restroom Cleanliness	_____	_____	____	_____
5. Children's Play Area	_____	_____	____	_____
6. Outdoor Visiting Area	_____	_____	____	_____

Time arrived: _____
Time started visit: _____ Signature: _____
Time visit completed: _____

If any members of our staff were especially courteous or responsive to your needs, please let us know so that we might recognize them and express your appreciation.

Name: _____ Name: _____

Position: _____ Position: _____

Personal Comments or Concerns: _____
_____
_____
_____
_____ Date: _____

For a written response please print your name and address:
_____

Please leave in the Box provided at the main entrance.

Department of Corrections
Virtual-Visiting Program Facilities

SCI Albion 10745 Route 18 Albion, PA 16475-001	SCI Greene 175 Progress Drive Waynesburg, PA 15370
SCI Cambridge Springs 451 Fullerton Avenue Cambridge Springs, PA 16403	SCI Mahanoy 301 Morea Road Frackville, PA 17932
SCI Coal Township 1 Kelley Drive Coal Township, PA 17866-1020	SCI Muncy Box 180 Route 405 Muncy PA 17756
SCI Dallas Drawer K. Follies Rd. Dallas, PA 18612-0286	SCI Pine Grove 189 Flock Road Indiana PA 15701

FAMILY VIRTUAL VISITATION PROGRAM GUIDELINES

A. Applicability

These guidelines apply to the Department staff, inmates, Pennsylvania Prison Society (PPS) staff, Families Outside staff, volunteers, and visitors participating in the program.

B. Definitions

Attorney - Any person admitted to the Bar of any State or Federal court.

Ex-Offender - Any person released from criminal justice custody to include any person currently on, off parole or probation, or under any type of criminal justice supervision.

Facilities Participating in the Program - SCI Albion, SCI Cambridge Springs, SCI Coal Township, SCI Dallas, SCI Greene, SCI Mahanoy, SCI Muncy, and SCI Pine Grove.

Facility Manager - The Superintendent of a State Correctional Facility, State Regional Correctional Facility, or Motivational Boot Camp, or Director of a Community Corrections Center or Director of the Training Academy.

Immediate Family Member - Immediate family members are defined as spouse, (legal or common law), children, parents, grandparents, brothers, sisters, aunts, uncles, or step-relatives with whom the inmate has made his or her home. Such relationships must be verifiable in the inmate's records.

Minor - Any person under 18 years of age.

Official Visitor - As defined by statute, the Governor, Lieutenant Governor, members of the Senate and the House of Representatives, Justices, and Judges of the courts of record, the General Counsel, the Attorney General and Deputies, and authorized members of the Pennsylvania Prison Society who have been designated as official visitors, whose names shall be given to the correctional official in charge of the appropriate facility in writing together with the terms of their appointment under it's corporate seal.

Religious Advisor - A qualified representative from the outside community who has received the endorsement from his/her recognized faith group authority as a person competent to provide spiritual counseling and guidance to inmates.

Special Visit - A visit approved by the Facility Manager for a seriously ill or injured inmate with the approval of the medical staff.

Virtual Visitation Centers - The PPS at 2000 Spring Garden Street, Philadelphia for visitors from the Philadelphia area and Families Outside at 6401 Penn Avenue, 2nd Floor, Pittsburgh for visitors from the Pittsburgh area.

Young Adult Offender - An offender between the ages of 15 and 18 who has been adjudicated as an adult due to the nature of the criminal offense he/she committed.

C. Family Virtual Visitation Program

The Family Virtual Visitation Program will help the Department develop another way for increasing the frequency of visits for an inmate especially with his/her spouse, children, parents, brothers and sisters. We hope that family virtual visitation will help reduce the cost of visiting and permit scheduling visits at times that are best for the family. We will be asking you to participate in this program by answering questions, making suggestions and commenting on your experiences. We will be learning more about family virtual visitation during the program and we hope in the future to increase the number of inmates, facilities, and visitors in the program.

The privileges of visiting through the Family Virtual Visitation Program will follow rules of the Department of Corrections, the facility where the inmate lives, and the posted rules at the visitation center. The visiting rules for Family Virtual Visitation are generally the same as those for visiting in the facility. Visitors who have been restricted from visiting at a facility may not participate in this program.

D. Inmate Participation

1. The Corrections Classification Program Manager (CCPM) at the facility shall supply the Unit Management Teams with a list of inmates meeting the criteria listed in **Sub-sections 3** below.

2. The Unit Management teams shall interview each inmate to determine if he/she is interested in participating in this program. If an inmate is interested, he/she shall be given one telephone call (maximum duration five minutes) free of charge to determine the interest of his/her family. The telephone call shall be monitored by the inmate's counselor and documented in the inmate's **DC-14**.

3. Each participating facility shall select a number of inmates to try and ensure that 25 Virtual Visitation Program visits are conducted each month. Each inmate shall be selected to participate in this program at his/her facility through a screening conducted by the inmate's Unit Management Team. Priority for an inmate to participate shall be given in the following order:

   a. an inmate who has successfully completed a Parenting Skills Program;

   b. an inmate who is currently enrolled in a Parenting Skills Program;

   c. an inmate who is on the waiting list for a Parenting Skills Program;

   d. an inmate who has not received visits in the past 12 months;

   e. an inmate who does not otherwise meet the criteria, but who has visitors who are too infirm to tolerate the trip to the facility, but who could attend the PPS or Families Outside site. The infirmity of the visitor shall be confirmed by the visitor's treatment professional sending notice to the Facility Manager; and

f. any other general population inmate based on his/her expected release. An inmate with a closer release date shall be given higher priority.

Note: If an adequate number of inmates cannot be selected using this criteria to ensure that 25 Virtual Visitation Program visits are conducted each month, inmates that have had one to three visits in the past twelve months may be considered. These inmates should meet the criteria as indicated in **Section D. 3. a., b., c., e., and f.** above.

4. Ten percent of the available visiting time periods shall be reserved for a long term inmate based on the criteria listed in **Subsections D**. **3. a.** through **D. 3. e.** above. A long term inmate is defined as an inmate with a minimum sentence of 10 years or more, including life sentences. A Capital Case inmate is not permitted to participate in this program.

5. For an inmate classified as a Young Adult Offender, the criteria listed in **Subsections D**. **3. a.** through **D. 3. c.** above shall only apply in those cases that the inmate is verified as being a parent.

6. If the inmate chooses to participate, the inmate shall be issued a copy of the **Family Virtual Visitation Program Guidelines** and is required to complete an **Inmate Family Virtual Visitation Program Acknowledgment Form. (See Appendix 1.)** The selected inmate participants shall receive a **Family Virtual Visitation Program** invitational letter from the Facility Manager. **(See Appendix 2.)**

7. The inmate shall be responsible for ensuring potential participants receive the **Family Virtual Visitation Program Visitor's Guidelines** brochure **(See Appendix 3)** and a **Visitor Family Virtual Visitation Program Acknowledgment Form (See Appendix 4)**.

E. Visitor Participation

1. All visitors must be on the inmate's approved visiting list at the facility. Priority shall be given to immediate family members and caregivers of the inmate's children however, other individuals on the inmate's approved visiting list maybe be approved by the Facility Manager/designee. The inmate must request all changes to the visiting list.

2. The following categories of individuals will generally be prohibited from visiting inmates:

   a. Former inmates of any correctional system.
   b. Any person who is currently under parole or probation supervision.
   c. Any current inmate in pre-release status.
   d. Any Department of Corrections employee.
   e. Any former Department of Corrections employee.
   f. Any currently active Volunteer for the Department of Corrections.
   g. Any current or former contract employee.
   h. Any victim of the inmate.

3. The Department of Corrections recognizes that legitimate reasons may exist for an inmate to receive visits from those categories of persons listed above. These persons may visit only with the special permission of the Facility Manager.

4. The following procedures shall be followed for requesting approval for a prohibited individual to visit.

   a. The inmate requesting such a visit must submit a request slip to his/her counselor identifying the visitor by name, relationship, and status (current inmate, former inmate, parolee, employee, etc).

   b. The counselor shall ensure that a Unit Team recommendation is provided to the Facility Manager regarding the advisability of this visit.

   c. In the case of a pre-release inmate or current employee, the Facility Manager of the requesting facility shall contact any other Facility Manager involved for his/her approval. The Facility Manager of the facility where the visit is to take place shall make the final decision regarding the visitation request.

   d. Every ex-offender currently on probation or parole must be pre-approved. An ex-offender currently on probation or parole will not be considered for visiting unless he/she has completed at least one year of successful parole or probation supervision and have prior written permission from his/her Parole or Probation Officer. The Facility Manager/designee may make an exception to the one-year rule.

   e. An ex-offender whose parole or probation has expired must have proof of the expiration of his/her parole or probation.

5. Attorneys, Religious Advisors and Official Visitors shall not be permitted to participate in the Family Virtual Visitation Program. These individuals are expected to visit the inmate at the Facility.

F. Scheduling a Family Virtual Visitation

1. To participate in this program, the inmate will be asked to select family members who they believe will want to participate in the Family Virtual Visitation Program. Priority will be given to immediate family members and caregivers for the inmate's children. Visitors who are not selected by the inmate for family virtual visitation are encouraged to go to the facility for their visits. All changes to the visiting list must be requested by the inmate and approved by the Facility Manager/designee.

2. To schedule a Family Virtual Visitation Program visit, the visitor must telephone the ***appropriate*** Family Virtual Visitation Center. Visits are generally to be scheduled at least one week in advance of the date of the visit; however they may be scheduled more quickly if space is available. Rescheduled or cancelled visiting time periods may be scheduled on a first come first serve basis***.*** The telephone number for the Family

Virtual Visitation Manager at the PPS is (215)-564-4775, extension 103, and the telephone number for the Family Virtual Visitation Manager at Families Outside is (412) 661-1670.

3. Written permission from a parent/legal guardian of a child under the age of 18 must be provided in order for the child to be placed on the inmate's visiting list. When an inmate requests to have a minor child placed on his/her visiting list, unit staff will send the appropriate permission form (form **DC-313** or **DC-313A**) to the child's parent/legal guardian for approval to have the minor child visit the inmate. If the parent/legal guardian does not grant approval, or if no response is received, the child shall not be permitted to visit the inmate. A parent/legal guardian, County children/youth services agency staff, or an adult immediate family member approved by the parent/legal guardian shall accompany visitors under the age of 18 to the visiting center.

4. Staff shall determine if the person is on the approved visiting list. If the person is on the inmate's approved visitors list the visit shall be scheduled. The visiting schedules will be faxed to the facilities the week before the visits. Both the inmate and his/her family shall be at their respective visiting sites at the scheduled time of the visit. Special visits approved by the Facility Manager shall be scheduled in the first available time slot.

G. Visitor Registration and Identification Requirements

1. Every visitor is required to sign-in as he/she enters and leaves the Family Virtual Visitation Center on the **Virtual Visitor's Sign-In Log (See Appendix 5.)**.

2. Visitors will be required to present identification as described in the List of Acceptable Forms of Identification **(See Department policy DC-ADM 812, "Inmate Visiting Privileges," Attachment E, DC-315.)** The visitor must have one form of photo ID or two forms of I.D. without a picture to present to the monitor. A visitor who cannot show acceptable identification will not be permitted to visit unless approved by the Facility Manager/designee. A visitor who falsifies identifying information will be suspended/ barred from the Family Virtual Visitation Program for a period set by the Facility Manager.

H. Appropriate Dress for the Visit

1. Inmates

   If the virtual visiting site is located in the general population visiting room, the inmate is required to be searched and shall wear the visiting room uniform. If the inmate's virtual visit site is located on facility grounds but not in the visiting area, the inmate shall not be required to wear the visiting room uniform; however, he/she shall be required to be dressed in state issued cocoa brown shirt and pants. Failure to follow these requirements shall result in the inmate being issued a misconduct and the cancellation of the visit.

2. Visitors

   Every visitor is expected to dress appropriately. Visitors shall not wear a bathing suit, an extremely short skirt/dress, shorts, a halter-top, or clothing made of see-through material. Failure to follow these requirements shall result in the cancellation of the visit.

I. Visitation Conduct

The Department expects the inmate and his/her visitors to demonstrate proper conduct during a visit. Conduct that is offensive or insulting shall not be tolerated. The visit is not private, is audio/video recorded, and is subject to review for appropriateness. Unacceptable conduct during a visit shall be cause for termination of the visit. Unacceptable conduct by the inmate could result in a misconduct being issued and his/her removal from the program.

Unacceptable conduct by a visitor could result in that visitor's visiting privileges being suspended. Reports of unacceptable conduct by a visitor shall be reported to the Facility Manager of the inmate's facility. The Facility Manager shall decide what restrictions, if any, shall be imposed. If a visitor's visiting privileges are restricted, he/she will be so informed, in writing by the Facility Manager

J. Virtual Visitation Rules

All visiting times must be arranged before the visit.

1. Visiting Days and Visiting Hours: Visiting may be scheduled seven days a week, excluding state holidays. Visiting hours will be in accordance with the approved Virtual Visiting hours at the participating facility.

2. The cost to the inmate or his/her family participating in this program shall be determined by the Department.

3. If the scheduled visit does not take place, at the fault of the visitor and/or the scheduled inmate, a "missed visit" fee must be paid by the person who scheduled the visit. A persons who fails to pay the fee will not be permitted to participate in the program until the fee is paid.

4. Frequency and Length of Visit: A single visit per inmate 50 minutes in length shall be permitted monthly.

5. The Family Virtual Visit will not be counted against the total number of visits permitted for the month.

6. Number of Visitors at One Time: Visitation booths are designed to accommodate five people including children. An additional person(s) may be included at the discretion of the program manager at the PPS or Families Outside.

7. The Facility Manager/designee must approve visits for a seriously ill or injured inmate before the visit is approved.

K. Removal of an Inmate from the Program

An inmate may be removed from the program:

1. when family members fail to show without a prior 24 hour notice, up to two times in a six month period for their scheduled visit;

2. if inappropriate conduct is displayed by the inmate or the family members during the visit;

3. if the inmate is placed in Administrative or Disciplinary Custody;

4. if visiting restrictions are imposed due to the inmate being found guilty of a misconduct;

5. if the inmate is transferred, paroled or released; and/or

6. at the inmate's request.

L. Visitor Input

1. As part of this program, the Department will be asking participating inmates, inmates' visitors, Prison Society staff, and Department staff to answer questions and make suggestions and comments on their experiences. At the conclusion of the visit, each party is required to complete one of the following:

   a. **Visitor Evaluation of Family Virtual Visitation** form **(See Appendix 6)**;

   b. **Inmate Evaluation of Family Virtual Visitation** form **(See Appendix 7)**;

   c. **Youth Evaluation of Family Virtual Visitation** form for visitors between the ages of 12 and 17 **(See Appendix 8)**;

   d. **SCI-Staff Evaluation of Family Virtual Visitation** form **(See Appendix 9)**;

   e. **PPS Monitor Evaluation of Family Virtual Visitation** form **(See Appendix 10)**; or

   f. **Families Outside Monitor Evaluation of Family Virtual Visitation form (See Appendix 11).**

2. The Department will use the answers to the questions and the suggestions and comments to learn more about family virtual visitation. If this program proves successful, the Department may consider increasing the number of inmates permitted to participate and the number of facilities at which Virtual Visitation may be conducted.

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF CORRECTIONS
SCI-_____

FAMILY VIRTUAL VISITATION PROGRAM ACKNOWLEDGEMENT

I, _____, DC#_____, have read the guidelines for inmate and family participation in the Family Virtual Visitation Program. I understand that the same rules and procedures that govern the inmate-visiting privileges in the visiting room apply to the family virtual visitation. I understand that if the visitor or I violate any of those rules that my privilege to participate in the program will be suspended or terminated according to Department policy **DC-ADM 812, "Inmate Visiting Privileges."**

I authorize the Department of Corrections to send the Pennsylvania Prison Society a copy of my approved visiting list. I understand the security measures for the Family Virtual Visitation Pilot Program include the audio/video recording and review of the visit, and I authorize the audio/ video recording of my visits.

If the designated visitor or I do not show up at the appointed time, the virtual visit may be rescheduled for another time when possible. If the scheduled visit does not take place, at the fault of the visitor and/or the scheduled inmate, a "missed visit" fee will be paid by the person who scheduled the visit. Persons who do not pay the fee will not be permitted to participate in the program until the fee is paid. If it is determined that the missed visit was due to negligence on the part of either party the visit will not be rescheduled and the candidate's (either inmate or visitor) eligibility for further participation in the program will be reviewed by the Corrections Classification and Program Manager and the Pennsylvania Prison Society/Families Outside staff.

I understand and accept the terms and conditions of the guidelines as they are written and have been explained to me.

_____ _____

Inmate Signature Date

Family Virtual Visitation Program Visitor's Guidelines

Applicability: These guidelines apply to the facilities participating in the Program, Pennsylvania Prison Society (PPS) staff and volunteers, and Families Outside staff and volunteers participating in the project.

The Department's Facilities Participating in this Program are: SCI Albion, SCI Cambridge Springs, SCI Coal Township, SCI Dallas, SCI Greene, SCI Mahanoy, SCI Muncy, and SCI Pine Grove.

Family Virtual Visitation Program

The Department's Family Virtual Visitation Program uses video conferencing technology as a means to: 1. enhance the parenting skills program; 2. allow inmates to visit with immediate family members with whom they would otherwise not be able to visit; 3. increase the frequency of visits for inmates with their immediate family members; and 4. to permit the scheduling of visits at times that are best for the inmate's family members.

Immediate family members are defined as spouse (legal or common law), children, parents, grandparents, brothers, sisters, aunts, uncles, or step-relatives with whom the inmate has made his or her home. Such relationships must be verifiable in the inmate's records.

Attorneys, Religious Advisors, and Official Visitors shall not be permitted to participate in the Family Virtual Visitation Program. These individuals are expected to visit the inmate at the Facility.

The privileges of Virtual Visitation shall be in accordance with Department policy **DC-ADM 812, "Inmate Visiting Privileges."**

Family Virtual Visitation Centers

The Family Virtual Visitation Centers are located at the Pennsylvania Prison Society (PPS), 2000 Spring Garden Street, Philadelphia, PA 19130, and Families Outside, 6401 Penn Avenue, 2nd Floor, Pittsburgh, PA 15206.

Scheduling A Family Virtual Visitation

To schedule a Family Virtual Visitation visit, you must telephone the appropriate Family Virtual Visitation Coordinator at the PPS at (215) 564-4775, extension 103 or Families Outside at (412) 661-163***7***during normal business hours, 9 AM to 5 PM, Monday through Friday, excluding state observed holidays.

Visits are generally to be scheduled at least one week in advance of the date of the visit, however they may be scheduled more quickly if space is available. Rescheduled or cancelled visiting time periods may be scheduled on a first come first serve basis. Priority will be given to immediate family members and caregivers for the inmate's children. Special visits approved by the Facility Manager shall be scheduled in the first available time slot.

You must be on the inmate's approved visiting list to be able to have a Virtual Visitation visit. The inmate must request all changes to the visiting list. Written permission from a parent/legal guardian of a child under the age of 18 must be provided in order for the child to be placed on the inmate's visiting list. When an inmate requests to have a minor child placed on his/her visiting list, unit staff will send the appropriate permission form to the child's parent/legal guardian for approval to have the minor child visit the inmate. If the parent/legal guardian does not grant approval, or if no response is received, the child shall not be permitted to visit the inmate. A parent/legal guardian, County children/youth services agency staff, or an adult immediate family member approved by the parent/legal guardian shall Accompany visitors under the age of 18 to the visiting center.

Visitor Registration

All visitors are required to sign-in as they enter and leave the Family Virtual Visitation Centers.

Identification Requirements

All visitors, including minor children must have proper identification to be admitted to the visiting booth. The forms of identification that will be accepted are listed on the attached **DC-315, List of Acceptable Forms of Visitor Identification**. A visitor who cannot show acceptable identification will not be permitted to visit unless approved by the Facility Manager or designee. Any visitor falsifying identification information will be suspended or barred from the Family Virtual Visitation Program for a period set by the Facility Manager.

Appropriate Dress for the Visit

All visitors are expected to dress appropriately. Visitors shall not wear a bathing suit, an extremely short skirt, dress, shorts, halter-tops, or clothing made of see-through materials. Failure to follow these requirements shall result in the cancellation of the visit.

Visiting Conduct

You and the inmate must be at the respective visiting site at the scheduled time for the visit to be conducted. The Department expects the inmate and his/her visitors to demonstrate proper conduct during a visit. Conduct that is offensive or insulting shall not be tolerated. The visit is not private, is audio/video recorded, and is subject to review for appropriateness. Unacceptable conduct during a visit shall be cause for termination of the visit.

Unacceptable conduct by a visitor will result in that visitor's visiting privileges being suspended.

Reports of unacceptable conduct by a visitor shall be reported to the Facility Manager of the inmate's facility. The Facility Manager shall decide what restrictions, if any, shall be imposed. If a visitor's visiting privileges are restricted, they will be so informed, in writing by the Facility Manager.

Special Permission Visits

The following categories of individuals will generally be prohibited from visiting inmates:

1. Former inmates of any correctional system.
2. Any person who is currently under parole or probation supervision.
3. Any current inmate in pre-release status.
4. Any Department of Corrections employee.
5. Any former Department of Corrections employee.
6. Any currently active Volunteer for the Department of Corrections.
7. Any current or former contract employee.
8. Any victim of the inmate.

The Department of Corrections recognizes that legitimate reasons may exist for an inmate to receive visits from those categories of persons listed above. These persons may visit only with the special permission of the Facility Manager.

All ex-offenders currently on probation or parole must be pre-approved. Ex-offenders currently on probation or parole will not be considered for visiting unless they have completed at least one year of successful parole or probation supervision and have prior written permission from their Parole or Probation Officer. The Facility Manager or designee may make an exception to the one-year rule. Ex-offenders whose parole or probation has expired must have proof of the expiration of their parole or probation.

General Visiting Rules

1. All Family Virtual Visitation Program visits will not be counted against the total number of visits permitted for the month.

2. Visiting Days and Visiting Hours: Visiting may be scheduled seven days a week, excluding state holidays. Visiting hours will be in accordance with the approved Virtual Visitation hours at the participating facility.

3. The cost to the inmate or his/her family participating in this program shall be determined by the Department.

4. If the scheduled visit does not take place, at the fault of the visitor and/or the scheduled inmate, a "missed visit" fee will be paid by the person scheduling the visit, and must be paid at or before the next scheduled visit. Persons who fail to pay the fee will not be permitted to participate in the program until the fee is paid.

5. A single visit per inmate 50 minutes in length shall be permitted monthly.

6. Visitation booths at the PPS and Families Outside are designed to accommodate five people including children. An additional person(s) may be included at the discretion of the Family Virtual Visitation Program Coordinator at the PPS or Families Outside.

7. Visits shall begin with the Family Virtual Visitation Center in Philadelphia or Pittsburgh telephoning facility staff.

8. The visitor sign-in sheet shall be faxed daily by staff at the PPS or Families Outside to the CCPM at the facility where the inmate is housed for the visit to be added to the visitor tracking system under the virtual visit code.

9. Termination of a visit will be done at the respective facility either when staff at the Family Virtual Visitation Center or facility determines the visit should be ended due to the visit reaching the one-hour time limit, or if inappropriate conduct by the inmate or

Selection Process

Inmate participation in the Family Virtual Visitation Program is voluntary and all inmates in general population status, regardless of their custody level, are eligible. Inmates housed in Administrative and Disciplinary Custody are not permitted to participate.

An inmate is selected to participate in this project at his/her facility through a screening process that begins with the Unit Management Staff. The project is limited to persons from the Philadelphia and Pittsburgh areas.

Each facility will select the number of inmates necessary to try and ensure that up to 25 visits are conducted each month. Each inmate shall be selected to participate in this program at his/her facility through a screening conducted by the inmate's Unit Management Team. Priority shall be given to inmates on the waiting list for, currently enrolled in, or who have successfully completed a Parenting Skills Program. Priority shall be given to inmates who have not received visits in the past 12 months. Until parenting programs are implemented at SCI Pine Grove, inmates at this facility shall be selected based on the inmate's Unit Management Team's recommendations.

Removal of an inmate from the program shall occur when family members fail to show without a prior 24 hour notice, up to two times in a six month period for their scheduled visit; if inappropriate conduct is displayed by the inmate or the family members during the visit; if the inmate is placed in Administrative or Disciplinary Custody; if visiting restrictions are imposed due to the inmate being found guilty of a misconduct; if the inmate is transferred, paroled or released, and/or at the inmate's request.

Visitor Evaluation

As part of this program, the Department will be asking you to answer questions and make

visitor(s) is observed.

suggestions and comments on your experience.

At the conclusion of the visit, you will be required to complete a **Visitor Evaluation of Family Virtual Visitation** form. The Department will use the answers to the questions and the suggestions and comments to learn more about family virtual visitation. If this program proves successful, the Department may consider increasing the number of inmates permitted to participate and the number of facilities involved.

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF CORRECTIONS

VISITOR FAMILY VIRTUAL VISITATION PROGRAM ACKNOWLEDGMENT

Your family virtual visit shall be recorded and reviewed by staff at the facility to ensure visiting conduct complies with the rules of the project and does not jeopardize the security of the facility.

I, _____, understand the security measures for the Family Virtual Visitation Program include the audio/video recording and review of the visit and I authorize the audio/video recording of my visits.

I understand that the alternative to the Family Virtual Visit is to personally visit my family member at the visiting room.

_____
Visitor Signature

_____
Date

Visitor Evaluation of Family Virtual Visitation

Please complete the following. We need this information so we can evaluate the program and improve it where possible. Thank you for your time.

Name of Visitor:_____ **Date of Visit:** _____

Time of Visit: _____

Name of Inmate:_____ **Inmate Number:** _____

SCI: ☐ Cambridge Springs ☐ Greene ☐ Mahanoy ☐ Pine Grove

☐ Coal Township ☐ Albion ☐ Dallas ☐ Muncy

Please circle the number that most closely describes your feelings:

1. This visit was: waste of time valuable

   -5 -4 -3 -2 -1 0 1 2 3 4 5

2. This visit was: sad happy

   -5 -4 -3 -2 -1 0 1 2 3 4 5

3. This visit was: depressing uplifting

   -5 -4 -3 -2 -1 0 1 2 3 4 5

4. During the visit, did you discuss/deal with family issues?:

   not at all a great deal

   -5 -4 -3 -2 -1 0 1 2 3 4 5

5. If children were present, please indicate their level of involvement:

   did not participate did participate

   -5 -4 -3 -2 -1 0 1 2 3 4 5

6. Were the family members able to see, hear and communicate clearly with the inmate?

   poor picture and sound clear picture and sound

   -5 -4 -3 -2 -1 0 1 2 3 4 5

7. Do you have any suggestions to improve this program? ☐ Yes ☐ No

   IF YES, please comment (you may also use the back of the form):_____

   _____

8. Would you like counseling services for yourself? ☐ Yes ☐ No

   IF YES, please list a Phone Number so a counselor may contact you:_____

9. Are there any other services you would like us to provide? ☐ Yes ☐ No

   IF YES, please comment (you may also use the back of the form):_____

   _____

Comments

Inmate Evaluation of Family Virtual Visitation

Name of Inmate:_____ **Date of Visit:** _____

Inmate Number: _____ **Time of Visit:** _____

SCI: ❑ Albion ❑ Cambridge Springs ❑ Coal Twp. ❑ Dallas

SCI: ❑ Greene ❑ Mahanoy ❑ Muncy ❑ Pine Grove

Visitors Scheduled to Participate:

Name	**Age**	**Relationship to Inmate**

Please circle the number that most closely describes your feelings:

1. This visit was: a waste of time — valuable

   -5 -4 -3 -2 -1 0 1 2 3 4 5

2. This visit was: sad — happy

   -5 -4 -3 -2 -1 0 1 2 3 4 5

3. This visit was: depressing — uplifting

   -5 -4 -3 -2 -1 0 1 2 3 4 5

4. During the visit, did you discuss/deal with family issues?:

   not at all — a great deal

   -5 -4 -3 -2 -1 0 1 2 3 4 5

5. If children were present, please indicate their level of involvement:

   did not participate — did participate

   -5 -4 -3 -2 -1 0 1 2 3 4 5

6. Were you able to see, hear and communicate clearly with your family members?

   poor picture/sound — clear picture/sound

   -5 -4 -3 -2 -1 0 1 2 3 4 5

7. Do you feel the need to speak with a counselor as a result of this visit? ❑ Yes ❑ No

If you have any other comments, please use the back of this form.

Comments

Youth Evaluation of Family Virtual Visitation
(This form is intended for children ages 12 to 17)

As the parent/guardian of the below-referenced child, my signature shall be considered my consent for his/her participation in this evaluation.

_____ (Print parent/guardian name)

_____ (Signature of parent/guardian)

_____ (Print participating youths name)

_____ (Signature of participating youth)

Name of Inmate:_____ **Date of Visit:** _____

SCI: ❑ Albion ❑ Cambridge Springs ❑ Coal Twp. ❑ Dallas

SCI: ❑ Greene ❑ Mahanoy ❑ Muncy ❑ Pine Grove

Please circle the number that most closely describes your feelings:

1. This visit was: a waste of time — valuable

   -5 -4 -3 -2 -1 0 1 2 3 4 5

2. This visit was: sad — happy

   -5 -4 -3 -2 -1 0 1 2 3 4 5

3. This visit was: depressing — uplifting

   -5 -4 -3 -2 -1 0 1 2 3 4 5

4. During the visit, did you discuss/deal with family issues?:

   not at all — a great deal

   -5 -4 -3 -2 -1 0 1 2 3 4 5

5. How much did you take part in this visit:

   not involved — very involved

   -5 -4 -3 -2 -1 0 1 2 3 4 5

6. Were you able to see, hear and communicate clearly with the inmate?

   poor picture/sound — clear picture/sound

   -5 -4 -3 -2 -1 0 1 2 3 4 5

7. Would you like to participate in another visit? ❑ Yes ❑ No

8. Do you have any suggestions to improve this program? ❑ Yes ❑ No
   If yes, please provide comments on the back of this form.

9. Would you like information on counseling services? ❑ Yes ❑ No

10. Who did you attend this visit with? ❑ Parent ❑ Grandparent ❑ Other _____

If you have any other comments, please use the back of this form.

Comments

Section 2 – Special Inquiries and Visits

A. Special Inquiries

1. The parent or legal guardian of a minor child, including a child of the inmate, submitted for Visiting List approval, shall be notified of such a request and that the parent or legal guardian shall indicate in writing that he/she approves of or objects to the minor visiting the inmate. If no response is received, the request for approval of the minor as a visitor shall be denied.

2. A minor may only visit when accompanied by a parent/legal guardian, County children/youth services agency staff, or an adult(s) approved by the parent/legal guardian to accompany the child.

3. In cases where the inmate is, or was previously convicted or adjudicated for an offense resulting from any physical or sexual abuse of a minor, the parent or legal guardian of a minor child, including a child of the inmate, shall be notified of all convictions, adjudications, or charges as set forth below. This notification is also required for cases in which the initial charge(s) were reduced to a lesser charge if a review of the facts of the crime indicates that the offense did involve any physical or sexual abuse of a minor. The parent or legal guardian must indicate in writing that he/she is aware of the charges against the inmate, that he/she approves of or objects to the minor visiting the inmate, and whether the minor was or was not a victim of the inmate. If no response is received, the request for approval of the minor as a visitor will be denied.

4. Any inmate who, as an adult or as a young adult offender, was ever convicted or adjudicated for a physical or sexual offense against a minor is prohibited from having a contact visit with any minor child. The Facility Manager may grant contact visits for such an inmate under special circumstances.[1]

5. In cases where there is insufficient information relative to the minor child or where any other concerns exist, the Facility Manager may remove, disapprove, or place restrictions (such as non contact visits only) on visits with the minor child.

6. In cases where a young adult offender committed a sexual offense, and the case was ordered sealed by the court, no notifications shall be made. In these cases the Facility Manager may, based upon this information or other concerns, remove, disapprove, or place other restrictions (such as non-contact visits only) on visits with any or all minor children.

7. As part of the inmate's annual review, the inmate's counselor will review the inmate's case history and ensure that all required visitor inquiries have been made.

8. If any staff member becomes aware of new or additional information pertaining to a sexual offense committed by an inmate, the staff member is to bring the information to

[1] 4-449-1

the attention of the Shift Commander and the inmate's Unit Manager as soon as possible via a **DC-121 Part 3, Employee Report of Incident**, in accordance with Department policy **6.3.1, "Facility Security."**

9. ***If visiting privileges have been approved for a Prohibited Visitor at a facility, and the inmate is transferred to a new facility, the approval shall follow. If the Facility manager at the receiving facility determines that a review is necessary, those visiting privileges will remain active while under review. Should information be found that would warrant these privileges be denied/suspended, the visitor and the inmate shall be informed in writing of this decision.***

B. Special Visits

1. General

   Provisions shall be made for approval of special visits in cases of exceptional or extraordinary need. Special visits may include visits from a person who has come a long distance, visits to a hospitalized inmate, visits to an inmate in disciplinary status, and visits between an inmate and his/her attorney, clergy, social service agency representative, etc. and are not counted against the number of authorized regular visits. Only the Facility Manager/designee may approve special visits. Absent this approval, only a person on the inmate's approved list may visit.[2]

2. Religious Advisor

   Designation by an inmate of a Religious Advisor, as defined in Department policy **DC-ADM 819, "Religious Activities,"** may be made at any time. Such designation shall be in addition to the names on the approved list and will not be counted against the total of 40 and visits of this type will not be counted against the number of authorized regular visits. A Religious Advisor must be approved by the Facility Chaplaincy Program Director who will verify that the Religious Advisor is endorsed by the faith group authority. Volunteers, relatives, and family members will not be approved to be a Religious Advisor. An approved individual may be an advisor for more than one inmate, however, that individual may only visit one inmate at a time. There may be no group religious meetings in the visiting room unless the Facility Manager grants special permission. The length and number of visits for Religious Advisors may be limited depending upon available space.

3. Attorneys[3]

   An inmate may designate attorneys, with whom he/she desires visiting privileges, at any time.[4] Such designation shall be in addition to the names on the approved list and will not be counted against the total of 40 and visits of this type will not be counted against the number of authorized regular visits.

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[2] 4-4500, 1-ABC-5D-14
[3] 4-4274
[4] 4-4275

a. The confidentiality of the attorney/client relationship will be honored. Personnel will not be stationed in such a manner as to be able to overhear normal conversation.[5]

b. An attorney who has been designated by an inmate as his/her legal advisor may permit persons, such as a law student, paralegal, or investigator to visit the inmate to act as the attorney's agent. Each person shall present to the facility at the time of the visit, a written statement signed by the attorney on the letterhead of his/her firm identifying each person as the attorney's agent and attesting that the visit is for the purpose of a legal consultation.

c. Each attorney and his/her agents are subject to the same rules and regulations as other visitors.

d. An inmate is prohibited from taking any legal materials into or from the visiting room without prior approval by the Facility Manager/designee.

4. Official Visitor

a. Any official visitor may enter and visit any State Correctional facility on any day, including Sunday, between the hours of 9:00 a.m. and 5:00 p.m. but shall not be authorized to enter and visit at any other time except with special permission of the official in charge of the facility. Official visitors shall have the right to interview privately, any inmate in the cell or room where he/she is confined. However, if the official in charge of the facility deems such cell entry is dangerous to the safety of the visitor, the inmate may be taken to another room where the interview will still be conducted privately. Employees of an official visitor may accompany and be present during an interview conducted by an official visitor except the number of such employees may be limited based on space and security needs of the facility.

b. An official visitor shall be permitted to use the attorney visiting rooms upon request (if available) for a private meeting with the general population inmate(s) that he/she wishes to visit. He/she can meet with one inmate at a time in a private meeting; he/she can meet with multiple inmates consecutively; or he/she can meet with a small group of inmates, as requested (unless there are legitimate security reasons why group meetings should be prohibited). A request to visit an L5 inmate will be accommodated in the L5 non-contact visiting booths. He/she can only meet with one L5 inmate at a time; however, he/she can meet consecutively with multiple L5 inmates on the same day, if requested. While he/she is not required to pre-schedule these visits, he/she is encouraged to do so (when possible), in order to facilitate the process.

c. An official visitor who is on an individual inmate's visiting list is not permitted access to any other area of the facility except the visiting room.

[5] 4-4275

Section 3 – Security

A. General Security Procedures

1. If it is determined that a visit is or could be threat to the security and orderly running of the facility, the visit may be terminated or denied.

2. Separate areas will be provided at all facilities whereby an inmate appearing for a visit will be searched and his/her state issued clothing and footwear exchanged for visiting room clothing and footwear. The reverse procedure will be followed upon completion of the visit. The facility shall ensure that all visiting room clothing is laundered before reissue and that either all footwear is laundered or an appropriate disinfectant spray used before reissue.

3. All inmate visits will be recorded in the inmate visitors computerized tracking system.

4. The inmate must be present in the visiting search area before the inmate's visitors are permitted to enter/depart the visiting room.

B. Searches

1. General

   a. Every visitor and inmate is subject to search before, during, and after visiting. Any visitor or inmate refusing to comply with facility search procedures will not be permitted any further visits unless authorization is received from the Facility Manager.[1]

   b. With the exception of **Subsection B.1.b.(4) below**, each visitor is required to successfully pass a metal detection process prior to a contact visit. The process to be used is as follows:

      (1) Each visitor must walk through a "walk through" metal detector. If the metal detector does not sound an alarm indicating the presence of a metallic object, a contact visit will be permitted, provided there are no other reasons to restrict the visit to non-contact or to deny the visit. If the metal detector sounds an alarm indicating the presence of a metallic object, the visitor will be scanned with a "hand held" metal detector in an effort to determine the source of the alarm. If the source of the alarm is determined to be a non-contraband item (e.g., coins, jewelry, metal zipper/buttons/snaps, etc.), a contact visit will be conducted provided there are no other reasons to restrict the visit to non-contact or to deny the visit. The Shift Commander is responsible for making the determination if a contact or non-contact visit is to be conducted or the visit denied. If the source of the alarm is contraband the visit will be denied.

[1] 4-4503

(2) If the source of the alarm is believed to be an article of outer clothing such as a coat, sweater, or shoes, the visitor may remove the item. The removed item is to be searched and the procedures outlined in **Subsection B.1.b.(1) above** repeated. If the item is contraband-free and the visitor successfully passes the second scanning, a contact visit ***may*** be conducted, provided there are no other reasons to restrict the visit to non-contact or to deny the visit. If the item contains contraband the visit will be denied. If the visitor fails to successfully pass the second scanning, a non-contact visit will be permitted ***based upon the availability and the location of the non-contact visiting area and determination of the Shift Commander***. The visitor shall be notified that the wearing of that item for a future visit will result in his/her visit being denied. The Shift Commander is responsible for making the determination if a non-contact visit is to be conducted or the visit denied.

(3) If the source of the alarm is believed to be an article of underclothing, the visitor will not be permitted to remove the item. The visitor ***may*** be offered a non-contact visit ***based upon the availability and the location of the non-contact visiting area and determination of the Shift Commander***, provided there are no other reasons to deny the visit, and shall be notified that the wearing of that item of clothing for a future visit may result in his/her visit being denied. The Shift Commander is responsible for making the determination if a non-contact visit is to be conducted or the visit denied.

(4) For a visitor with a metal implant, or who is medically required to wear an item constructed with metallic items (e.g., back brace, knee support, etc.), or who is medically required to use an ambulatory assistance device (e.g., wheel chair, walker, cane, crutches, etc.) to have contact visits he/she must provide a doctor's certificate verifying the medical requirement. If a claim of such a medical requirement is made during the initial visit and no doctor's certificate is available at that time, a non-contact visit ***may*** be permitted. A doctor's certificate is required at the subsequent visits for contact visits to be conducted. A visitor with such requirements will be scanned with a "hand held" metal detector for detection of metallic objects other than those medically required. The Shift Commander is responsible for making the determination if a non-contact visit is to be conducted ***based upon the availability and location of the non-contact visiting area,*** or the visit denied.

(5) A visitor will be allowed to take medically required ambulatory assistance devices (e.g., wheel chair, walkers, canes, crutches, etc.), into the visiting area. An inmate in the visiting area is prohibited from handling any of these articles.

(6) Pat searches and/or strip searches of a visitor are strictly prohibited.

(7) The Facility Manager will be notified in writing of all contraband finds, all approved non-contact visits, and all denied visits.

c. A visitor will be permitted to bring baby food in the original unopened jars into the visiting room. Officers will open all vacuum-sealed containers to ensure the jars have

not previously been opened. Facilities may develop local procedure to address the amount of baby food that may be taken into the visiting room. A visitor may take up to three bottles into the visiting area. The bottles must be of clear plastic and contain pre-mixed formula or white milk.

d. A visitor may take up to three diapers into the visiting area. The diapers must be loose, not boxed. Staff should continue to carefully inspect diapers for contraband.

e. The facility may make determinations about whether other items such as baby cream or wipes will be allowed into the visiting room.

f. A visitor may use only a clear plastic bag to carry the above items into the visitors' area. The visitor must carry all items in at the beginning of the visit. No visitor shall be permitted to leave during a visit for more items and return to the visiting room. If the visitor opts to the leave the visiting room, the visit will be considered concluded.

g. No purses, bag, diaper bags, etc. will be permitted into the facility. A visitor may take cash money in small denominations and coins into the visiting room for the purpose of using the vending machines. These monies may be carried in a small "see through" change purse type container. An inmate in the visiting room is prohibited from handling any forms of currency. At facilities using token operated vending machines, no cash money is allowed in the visiting room.

h. A visitor is allowed to take medically prescribed medications that may be needed for a medical emergency (e.g., nitroglycerin, asthma inhaler, etc.). All over-the-counter medications are prohibited from being taken into the visiting room.

i. A visitor will be allowed to take medically required ambulatory assistance devices, (e.g., wheel chair, walkers, canes, crutches, etc.) into the visiting area. An inmate in the visiting area is prohibited from handling any of these articles.

j. All tobacco products are prohibited in visiting areas.

k. Cell phones, pagers, Personal Digital Assistants (PDAs), video/audio recording devices, and photography equipment are prohibited in visiting areas.

2. Vehicles

A visitor is subject to searches of vehicles parked on facility grounds in accordance with Department policy **6.3.12, "Drug Interdiction."**

3. Electronic Drug Detection Devices

Every visitor is subject to being scanned by an Electronic Drug Detection Device. If the presence of contraband is detected, the following procedures shall be followed:

a. The visitor will be given the option of removing an article(s) of outer clothing believed to be contaminated and washing his/her hands. A second test will then be

performed. It is the policy of the Department not to conduct strip searches on visitors. If the second test is positive, the visitor may request a non-contact visit.[2] If a visitor believes that legitimate circumstances exist that may result in a positive scan reading, the visitor MUST provide the processing officer with written documentation of the circumstances BEFORE taking the test.

b. A visitor may test positive on two visits and still be afforded the opportunity to request a non-contact visit. On each of these occasions, the Shift Commander, upon his/her review, may approve a non-contact visit. If a non-contact visit is not approved, the Facility Manager shall review the circumstances of the disapproval and, based upon the review, may impose a suspension of visiting privileges for up to 90 days for the visitor. On the third occasion of a positive reading, the following visiting privileges suspensions shall be imposed:

   (1) third occasion, visiting privileges will be suspended for 180 days;

   (2) fourth occasion, (if within one year of the privileges being reinstated for the third occasion), visiting privileges will be suspended for one year; and

   (3) fifth occasion, (if within one year of the privileges being reinstated for the fourth occasion), privileges will be suspended indefinitely.

c. After two years of the visitor's privileges being suspended indefinitely, the visitor may request reinstatement of his/her visiting privileges by submitting a written request to the Facility Manager. Upon receipt of such a request, the Facility Manager shall review the request, make a recommendation of approval/disapproval, and forward it to the Regional Deputy Secretary. Upon receipt of the request and the Facility Manager's recommendation, the Regional Deputy Secretary shall determine whether the visitor's visiting privileges are to be reinstated and inform the Facility Manager of the determination. The Facility Manager shall be responsible for informing the visitor, in writing, of the decision regarding the request.

d. Any visitor who has a positive reading will be provided with a printout of the test results if he/she requests a copy. Additionally, all positive scan results will be retained for a period of 12 months. If no second positive reading occurs for the visitor during the 12 month period, upon request of the visitor, the record of the test will be expunged. However, if a second positive result occurs during the 12 month period, the records will be retained. All requests to expunge the record will be honored unless specific security concerns exist. Any denial of such a request requires the approval of the respective Regional Deputy Secretary or Secretary.

e. Any deviation from the procedures listed in **Subsection B.3.b. above** that increases or decreases the period of suspension requires the approval of the respective Regional Deputy Secretary or Secretary.

4. K-9 Air Scans

[2] 4-4499-1

Every visitor is subject to an air scan by a K-9 team to detect the presence of drugs. A positive K-9 alert will be handled in the same manner as a positive scan by an Electronic Drug Detection Device. The positive alert will be included as an "occasion" for determining suspension of visiting privileges, in accordance with **Subsection B.3.b. above**.

C. Face Veils or Obstructive Clothing

Face veils or other articles of clothing that obstruct the view of an individual's face required by a female visitor's religious beliefs are permitted to be worn inside the facility. To ensure for positive identification of the visitor, the following procedures will be followed for processing a visitor wearing a face veil or other article of clothing that obstructs the view of an individual's face when entering/exiting a facility:

1. In all instances a female staff member will be used to identify the visitor. When possible, a female Corrections Officer will be used. When a female Corrections Officer is not available, female staff from other departments (e.g., Medical, Business Office, Records, Food Services, etc.) will be used to process a female visitor and confirm his/her identity when leaving.

2. The removing or removal of the face veil or other article of clothing will be done in a location that affords the visitor privacy as to not be seen by male individuals.

3. All face veils or other articles of clothing that obstruct the view of an individual's face must be moved or removed to allow the staff member an unobstructed view of the visitor's face. After the staff member has viewed the visitor's face the visitor will be instructed to place the face veil or other article of clothing back to its original position.

4. Before leaving the facility, the face veil must again be opened to confirm the identity of the visitor.

D. Animals on Department Property

1. Any visitor who brings an animal(s) onto Department property shall be responsible to remove and restrain the animal(s) to allow a Department K-9 team to search the vehicle. If the visitor refuses to cooperate, the visit will be denied.

2. If any animal(s) are found to be left unattended in a visitor's vehicle under harsh conditions (i.e., too hot, too cold, etc.), the visitor shall be identified and the visit terminated. The visitor will be advised to vacate the property. If he/she refuses to cooperate, Department staff shall contact the appropriate authorities to report the situation.

Section 4 – Community Corrections Centers (CCCs)

A. General Procedures

1. Each Center Director shall identify a visiting area within the center.

2. Every visitor and resident is subject to search before, during, and after visiting. Any visiting refusing to comply with center search procedures will not be permitted any further visits until authorization is received from the Center Director.

3. Any person entering a CCC shall immediately inform staff of his/her presence. The visitor shall state the nature of his/her visit, including the name(s) of the resident(s) he/she is visiting.

4. Every visitor is required to enter his/her name and resident to be visited in the visitor's log. Proper identification shall be verified by the Community Corrections Center Monitor on duty.

5. Each visitor is to proceed directly to the Visiting Area and is not allowed in other areas of the Center without approval by the Community Corrections Center Monitor on duty.[1]

6. Center staff shall contact the resident and inform him/her that he/she has a visitor(s).

7. A former Community Corrections Center resident is prohibited from visiting a current resident without special permission form the Community Corrections Center Director.

8. A Community Corrections Center resident wishing to visit an inmate in a State Correctional Facility must receive prior written approval from the following individuals:

   a. Facility Manager of the State Correctional Facility; and

   b. the Regional Director of the CCC.

9. A visitor is prohibited from leaving any item with the inmate without approval of the Community Corrections Center Monitor on duty.

B. Visiting Restriction/Termination

1. A resident's visiting privileges may be restricted if Center staff deems that the resident is failing to accomplish established goals or when the resident or a visitor violates the Center's rules and regulations.

2. The Center Director may terminate a visit or suspend/bar an individual from visiting if it is determined that visiting is or would present a threat to the security and orderly running of

[1] 4-ACRS-2A-02

the center. Each individual who is suspended/barred shall be notified, in writing by the Center Director.[2]

C. Official Visitors and Special Visits

1. Visits by an official visitor shall be in accordance with **Section 2, Subsection B.4**.

2. When necessary special visits can be authorized by the Community Corrections Center Director.[3]

[2] 4-ACRS-5A-17
[3] 4-ACRS-5A-18

Section 5 – Private Viewing & Deathbed Visits

A. General Procedures

1. If approved by the Facility Manager, every inmate, except a Custody Level 5 inmate and an inmate serving a life sentence, may be permitted to make a private viewing or deathbed visit of an immediate family member.[1] The visit must occur in a hospital or hospice facility. A visit to a private home is not permitted. No inmate is entitled to or otherwise has a right to such a visit. Public safety shall be the overriding concern in all cases.

2. Except as provided in **Subsection A.1. above**, each inmate may attend either a private viewing or a deathbed visit. Attendance at both is prohibited. A Private viewing or deathbed visit is not permitted outside of the Commonwealth of Pennsylvania.

3. An inmate having pre-release status shall be processed in accordance with **DC- ADM 805, "Pre-Release, Outside Work and Housing Assignments, Community Works Programs, Escorted Leave, Armed Mounted Work Detail, Forestry Unit Programs and Temporary Hold-In Orders."**

4. A request for a private viewing or deathbed visit shall be submitted to the Facility Manager. The Facility Manager/designee shall ensure for the timely notification of the inmate and verification of the information received. Verification of the information may be accomplished by:

   a. contacting the funeral home, hospital, hospice, or nursing home; and

   b. reviewing the inmate's **DC-15** and **DC-14** files regarding the relationship of the deceased or infirmed individual.

5. The Facility Manager/designee shall complete a **Private Viewing – Deathbed Visit Worksheet (Attachment 5-A)** and consider the following factors in determining whether to grant a private viewing or deathbed visit:

   a. the offense for which the inmate was convicted and the inmate's criminal history;

   b. the inmate's minimum and maximum sentence dates;

   c. the inmate's detainer status;

   d. the inmate's misconduct history over the past year; and

   e. any information available that would indicate that the inmate is an escape risk.

[1] 4-4455

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6. The Facility Manager/designee may contact a Community Corrections Center (CCC), Community Contract Facility (CCF), Pennsylvania State Police (PSP), local law enforcement agency, or any other entity near the location of the private viewing or a deathbed visit to gather information regarding potential risks that may be associated with transporting the inmate to the private viewing or a deathbed visit location.

7. The Facility Manager shall approve or deny the private viewing or deathbed visit.[2] The Facility Manager/designee shall notify the inmate of approval or denial of the private viewing or a deathbed visit and advise the inmate that he/she must make a choice between a private viewing or deathbed visit, if applicable. If approved, the Facility Manager/designee shall be responsible of notifying the Office of the Victim Advocate (OVA), via telephone, of the approval.

8. The Facility Manager/designee shall make security and other arrangements with the funeral home, hospice, hospital, or nursing home for the viewing or visit. In the case of a private viewing, the maximum time an inmate is allowed at the private viewing is one-hour. This time must be prearranged with the funeral home director and it must be at a time when access by the general public is restricted. In the case of a deathbed visit, the visit must be conducted in accordance with the visiting hours and regulations of the hospice, hospital, or nursing home. If the length of visits is not defined by the hospice, hospital, or nursing home, the inmate will be permitted a maximum of one hour in which to visit.

9. In the event that the location of the private viewing or deathbed visit is closer to a facility other than the one in which the inmate is housed, and time permitting, a temporary transfer of the inmate to the closer facility may be considered. If such a transfer is considered, both Facility Managers (sending/receiving facility) must approve the inmate's attendance at the private viewing or deathbed visit.

10. Staff escorting the inmate shall be attired in accordance with Department policy **6.2.4, "Uniform Regulations."** The inmate will be transported in state issued cocoa brown clothing and the transport will be conducted in accordance with Department policy **6.3.1, "Facility Security."** A determination shall be made prior to the transport if the inmate will miss a scheduled meal. In the event a scheduled meal would be missed, arrangements are to be made to provide the inmate with a bagged meal and a beverage for consumption during the transport.

11. A court order is not necessary for an inmate to attend a private viewing or deathbed visit. Any orders directing that an inmate be permitted to attend a private viewing or deathbed visit should be referred to the Office of Chief Counsel.

12. The Facility Manager shall ensure that the OVA is notified of the approval of each private viewing or deathbed visit in accordance with Department policy **1.2.1, "Victim Services."**

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13. The Facility Manager may contact the Regional Deputy Secretary concerning any operational issues posed by a particular private viewing or deathbed visit.

14. The transporting officers are authorized to terminate the transport at any time if he/she determines that his/her security or safety, or that of the public or the inmate cannot be maintained. In such cases, each officer must complete a **DC-121 Part 3, Employee Report of Incident**, in accordance with Department policy **6.3.1** upon return to the facility.

15. Three family members or other visitors may be present at the private viewing or deathbed visit. The inmate and visitor(s) may share a brief kiss and embrace only when meeting and departing, in accordance with **Section 1**of this procedures manual.

B. Costs

All costs associated with an inmate attending a private viewing or deathbed visit shall be borne by the inmate or his/her family.

1. The Facility Manager/designee shall inform the inmate or the inmate's family of the cost of the visit and make appropriate arrangements for payment of costs prior to transport.

2. Cash and personal checks cannot be accepted.

3. The inmate's family may pay the cost via money order, cashier's check, or certified check. These instruments are to be made payable to the "Commonwealth of Pennsylvania."

4. The inmate's family may present the money order, cashier's check, or certified check at the facility closest to his/her home. The funds will be credited to the inmate's account by the Business Office at that facility.

5. The family also has the option to transfer funds electronically into the inmate's account via ***J-Pay***. The inmate or the family must notify the facility that the funds are to be used for this purpose since the wire transfer does not state the purpose. The Facility Manager/designee shall notify the facility Business Office that the family has chosen this option for payment of the cost of the visit.

6. Funds deposited to the inmate's account by his/her family for a private viewing or deathbed visit are not considered income or gifts and are not subject to Act 84 or Crime Victim Fund deductions.

7. The inmate may sign a cash slip for the expense of the trip if he/she has the funds available in his/her account.

Attorney – Any person licensed to practice in any State or Federal court.

Common Law Spouse – A person who the inmate has designated as a common law spouse in his/her inmate record.

Contact Visits – Visits in a setting in which the inmate and visitor are permitted limited physical contact and are not separated by security barriers or control systems.

DC-311A – Approved Visitors – A Department form used by an inmate to list the names of all persons he/she wishes to designate as facility visitors.

DC-312A – Supplementary Approved Visitors - A Department form used by an inmate to make additions or deletions to his/her approved visitors list.

DC-313 - Visitor Inquiry - A Department form used to notify the parent or legal guardian of a minor that an inmate, who has not been convicted of a physical or sexual offense involving a minor, has requested the minor be approved for visits. This form is also used by the parent or legal guardian to respond approving of, or objecting to, the minor visiting the inmate.

DC-313A - Special Visitor Inquiry - A Department of Corrections form used to notify the parent or legal guardian of a minor that an inmate, who has been convicted of a physical or sexual offense involving a minor, has requested the minor be approved for visits; to make the parent or legal guardian aware of all physical or sexual abuse offenses of the inmate that involved a minor; for the parent or legal guardian to respond approving of, or objecting to, the minor visiting the inmate; and to inform the facility if the minor was or was not a victim of the inmate.

DC-315 - List of Acceptable Forms of Visitor Identification - A list of documents accepted at Department facilities to establish the identity of inmate visitors.

Deathbed Visit - Supervised visit by an inmate with an immediate family member who is not expected to live due to terminal illness or injury and for whom death appears imminent, as determined by the attending physician and who is in a controlled environment such as a hospice, nursing home, or hospital.

Department - The Pennsylvania Department of Corrections.

Electronic Drug Detection Device - An electronic device that detects the presence of drug traces on persons, property, and clothing.

Ex-Offender - Any person released from criminal justice custody including any person currently on or off parole or probation or under any type of criminal justice supervision.

Facility Manager - The Superintendent of a State Correctional Facility, State Regional Correctional Facility, Commander of a Motivational Boot Camp, Director of a Community Corrections Center, or Director of the Training Academy.

Immediate Family Member - Immediate family members are defined as spouse (legal or valid common law), children, parents, grandparents, brothers, sisters, aunts, unless, or step-relative with whom the inmate has made his/her home. Such relationships must be verifiable in the inmate's record.

Imminent Danger of Death - A medical condition with a prognosis indicating reasonably low probability of survival for more than six months, as determined by the treating physician.

Inmate Visitor's Computerized Tracking System - A computerized system used at Department facilities to maintain inmate visitor's information for use in the Department.

Minor - Any person under 18 years of age.

Official Visitor - As defined by statute, the Governor, Lieutenant Governor, members of the Senate and House of Representatives, justices, and judges of the courts of record, the General Counsel, the Attorney General and Deputies, and authorized members of the Pennsylvania Prison Society who have been designated as official visitors, whose names shall be given to the correctional official in charge of the appropriate facility in writing, together with the terms of their appointment under its corporate seal.

Private Viewing - Supervised visit by an inmate to attend a private viewing designated for family members only of an immediate family member. (See Section IV.M.)

Private Viewing or Deathbed Visit Expenses - The costs incurred by an inmate or his/her family to cover the expenses of the Department in providing Corrections Officer escort for the inmate. These cost include, but may not be limited to: staff escort overtime salary and benefits, transportation, meals, and lodging.

Public Visitor - Any individual who officially engages in an approved inmate visit using the facility visiting room.

Religious Advisor - An individual, selected by an inmate, from the outside community who has received endorsement from a faith group to provide individual religious counseling.

Special Visit - A visit by an Official Visitor, the inmate's Religious Advisor, or attorney. A special visit is a visit in addition to the regular weekly visit, or an approved visitor who is not on an inmate's visiting list.

Transport Officers - Corrections officers assigned to transport an inmate to a deathbed or private viewing.

Young Adult Offender - An offender between the ages of 15 and 18 who has been adjudicated as an adult.