

STATE OF UTAH
DEPARTMENT OF CORRECTIONS

DIVISION OF PRISON OPERATIONS MANUAL

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FD04/01.00 GENERAL PROVISIONS

FD04/01.01 Purpose of Chapter

- A. The purpose of this chapter is to provide the Department's policy, procedure and requirements for inmate visitation at the Utah State Prison.
- B. This chapter is not designed or intended to confer due process rights on inmates/or other individuals, revoke official discretion, or limit management flexibility.

FD04/01.02 Policy

It is the policy of the department that visitation is a privilege, not a right, afforded to inmates/visitors at the Utah State Prison.

FD04/01.03 Rationale

Only authorized persons are allowed access to secure Correctional facilities. The procedures outlined in this chapter are adopted for legitimate penological interests and are intended to ensure the safety, security, management and control for inmates, staff and visitors.

FD04/01.04 Cross Reference

- FC04 Inmate Classification
- Inmate Grievances
- FD20 Privilege Level System
- FD22 Inmate Code Of Conduct
- FE21 Offender Testing For Unauthorized Substances
- FF21 Secure Perimeter Control Points
- FF24 Search
- FH03 Access to Religious Programs
- FH11 Volunteer Services

FD04/01.05 Definitions

- abusive** insulting or harmful
- adult** anyone eighteen years of age or older
- approved visitor** an individual cleared and approved by the Security Deputy Warden/designee to visit an inmate

barrier visit	non-contact visit with partition between visitor and inmate
BCI	Bureau of Criminal Identification
contraband, illegal	any item which violates a federal or state law
contraband, nuisance	any item which violates a prison rule or regulation
emergency visit	visit occasioned by a verifiable emergency, (i.e., serious illness, accident, or death of an inmate's immediate family member)
executive review	a review of a situation by more than one warden of facilities under the authority of the DPO Director
facility manager	Correctional Administrator/designee responsible for the operation of the facility
housing unit	major subdivision of the prison, (i.e., Oquirrh, Wasatch, Uinta, R&O, SSD, Lone Peak, Timpanogos, Olympus, PCF, Henry, Boulder)
immediate family	generally speaking, includes: spouse, children, stepchildren, mother, father, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, step-mother, step-father, step-brother, step-sister, half-brother, half-sister, grandmother, grandfather and grandchildren; there may be exemptions from the general rule
inmate visiting request form	a form which is available for inmates to apply for visiting privileges with a specified individual
inter-unit visiting	visitation by and between inmates housed in different housing units in the prison system

level	the degree of supervision deemed necessary to provide surveillance and control of inmates
minor	any person 17 years of age or younger
NCIC	National Crime Information Center
NLETS	National Law Enforcement Teletype System
Web-Track	computerized monitoring system of offenders while under the jurisdiction of the UDC
OMR	Offender Management Review
PML	Privilege Matrix Level
positive identification	document containing a photograph and date of birth, including but not limited to: driver's license, federal identification card or passport; does not include credit cards, social security card, and/or driver's privilege card etc.
SASE	self-addressed stamped envelope
SOTP	Sex Offender Treatment Program
special visits	visits authorized for individuals who reside and travel more than 100 miles
therapist	a licensed psychiatrist, psychologist, marriage/family therapist, social worker, or psychiatric/mental health nurse specialist as outlined in the Utah Mental Health Professional Practice Act, U.C.A. 58-60-1

VCC	Visitor Control Center - the central location where visiting applications and documents are processed for the Draper-site prison. The location where visitors are processed in and out for Wasatch Visiting
VDS	Vehicle Direction Station
visit	a meeting between an approved visitor and an inmate
visitor's consent form	a form given to an approved visitor requiring the visitor's signature indicating that the visitor has received and shall adhere to the visitor rules and regulations

FD04/02.00

VISITING REGULATIONS

FD04/02.01

Procedure: General Visitor Rules

A. Visitor's Consent Form

1. Visitors shall be required to complete the Visitor Consent Form prior to the initial visit.
2. The Visiting Officer shall ensure that a signed Visitor Consent Form is on file.
3. When any question on the Visitor Consent Form is answered with a "yes", the visit shall be suspended until reviewed by the Security Deputy Warden/designee.

B. General Rules

1. Visitor's shall comply with all DPO rules, policies and procedures.
2. Visitors may be given a copy of the Visitor Rules and Regulations during the initial visit.
3. Visitors who have questions regarding rules, regulations and/or procedures are responsible to ask Visiting Staff questions in order to thoroughly understand them.
4. If Visiting Staff are unable to answer the visitor's question, Staff will contact the shift commander. If the shift commander is unable to answer the question, contact will be made with the OIC/Visiting Lieutenant/Visiting Captain. Every attempt should be made to get the answer the same day.
5. Prior to the initial visit, the approved visitor shall sign the Visitor Consent Form, which states that they have read, understand, and shall comply with the visiting rules and regulations.
6. Visitors not in compliance with visiting rules may have their visit terminated.

7. Visiting rules apply without exception to all DPO facilities. Visiting is determined by the PML.
8. Visitors shall comply with the visitor dress standard as described in this policy.
9. Visitors shall access only those areas specifically designated as visiting areas.
10. Visitors and inmates should remain seated during their visit, and they should remain three feet or more from any wall or door in the visiting area.
11. Visitor shall not be permitted to leave and re-enter the facility during a visit.
12. Visitors' restroom facilities shall be off-limits to inmates. Visitors are not permitted access to inmate restroom facilities. Children shall not be allowed to use restrooms without supervision by the visiting parent or other approved adult.
13. Any visitor found in possession of contraband:
 - a. may be detained and the matter referred to Investigations, for criminal prosecution; and
 - b. the visitor shall have visiting privileges suspended, restricted or revoked and their name removed from the inmate's visiting list pending a review by the Security Deputy Warden/designee.
14. Visitors with babies shall bring no more than one transparent baby bottle and no more than two diapers into the visiting area.
15. Sanitation problems caused by children shall be taken care of immediately by the visitor.
16. Tobacco products, matches and lighters are prohibited in the visiting areas.
17. Food items (gum, candy, etc.) from outside the prison shall not be allowed.

18. If a Visitor is in need of a reasonable accommodation, based upon a disability, they shall contact the appropriate site Warden prior to visiting.
19. Visitors shall not be permitted to bring electronic devices into the visiting area (e.g. cell phones, multipurpose watches, etc).
20. Visitors shall only visit with the inmate they are approved to visit. Inmates and visitors shall not visit with other visitors or inmates during their visiting time.
21. Visitors who have approval to be on more than one inmate's visiting list, shall only visit with one inmate per visiting session. The Warden/designee may make exceptions. Exceptions shall be in writing and approved on a case-by-case basis.

C. Visitor Conduct

1. Sexual conduct, such as petting, fondling, prolonged kissing or body contact, between inmates and visitors is prohibited.
2. Any visitor/inmate who displays inappropriate behavior or refuses to comply with DPO rules, policies and procedures shall have their visit terminated.
3. Inmates and the escorting adult visitor are responsible for the behavior of visiting children.
4. Any visitor who exhibits characteristics that would indicate they may be under the influence of drugs or intoxicants shall be detained and the matter referred to the Shift Commander.

D. Visitor Dress Standard

1. Attire must be conservative.
2. All visitors shall adhere to the following visitor dress standards:

- a. visitors must be fully clothed;
 - b. visitors must wear shoes or sandals;
 - c. all clothing (e.g. skirts, dresses, capris, including slits in the garments, shall be knee length when standing;
 - d. buttons and zippers must remain fastened;
 - e. female adults and physically-mature minor female visitors must wear a bra and undergarments; and
 - f. religious attire, e.g. scarves etc. may be worn but is subject to removal so it can be searched; and
 - g. layered clothing may be approved on a case-by-case basis.
3. The following types of clothing shall NOT be allowed:
- a. any clothing, which resembles inmate issued clothing;
 - b. camouflage patterned items (e.g. military type clothing or military fatigues);
 - c. transparent or sheer clothing, including "burn-out" fabrics;
 - d. any items that may not pass the metal detector, e.g. wired bra's, excessive jewelry, pants with excessive buttons or zippers etc.
 - e. open weave sweaters or blouses (i.e., lace);
 - f. medical clothing (e.g. scrubs);

- g. strapless, tube tops, halter, low cut/backless, spaghetti straps or tops that expose the midriff; sleeveless tops/dresses, tank tops, wrap-around dresses or shirts and/or any item of clothing that expose the chest and back;
 - h. tight fitting clothing (e.g. leggings, Jeggings and spandex);
 - i. attire displaying obscene/offensive, derogatory language or drawing;
 - j. attire displaying gang association/gang-related depiction;
 - k. hats, hoods, or caps; and/or
 - m. clothing fads that expose excessive amounts of skin, e.g. grunge, ripped, distressed, fatigued, destroyed, etc.
4. All visitors must clear the metal detector.
- a. Visitors with physical restrictions that make it difficult to clear the metal detector, (e.g. confined to a wheelchair, utilization of a walker, cane, or implanted devices) shall provide documentation of the restrictions during the application process so it can be verified before the first visit.
 - b. Visitors not able to clear the metal detector may be denied access.
5. Personal property such as purses, wallets, paper money, coats, writing paper, writing instruments, pictures, letters, etc. are not permitted in the visiting area.
6. Coins for use in authorized vending machines should be contained in a clear plastic coin purse or clear zip-lock bag (loose change only, no coin rolls).

7. Visitors may not be permitted to bring in more than two keys (vehicle keys only). The keys should be kept on a small key ring.
8. The department is not responsible for the loss of personal items.

FD04/02.02

Procedure: General Inmate Rules and Regulations

A. General

Inmates shall:

1. be notified by facility housing staff of a pending visit;
2. show approved Prison identification to the Visiting Officer before being allowed into the visiting room; and
3. submit to a pat search before the visit.

B. Searches

Inmates shall be searched after a contact visit.

C. Inmate Appearance and Dress

Inmates:

1. shall be required to wear an unaltered inmate uniform, in accordance with the inmate dress standards (FD22), throughout the visit;
2. shall be required to leave their shirt tucked into their uniform pants at all times;
3. shall not be allowed to wear thermals, hats or coats in the visiting area; and
4. may be permitted to take into the visiting room only one religious medallion and only one wedding band.

D. Inmate Conduct

Inmates shall:

1. not be allowed to leave and re-enter the visiting area during a visit;
2. observe all DPO rules and regulations during a visit; including, but not limited to:
 - a. not acting inappropriately;
 - b. not using foul or abusive language/conduct; and
 - c. complying with the nothing in/nothing out rule.

FD04/02.03

Procedure: Processing Visitors Entering Visiting Area

- A. Visitor access should not be permitted during any scheduled visiting session if less than 30 minutes remain in the session.
- B. Visitors shall leave their identification at the visiting desk.
- C. Visitors 16 years of age and older shall present positive photographic identification (e.g. State ID card, DL or Picture school ID) prior to being permitted to visit.
- D. Visiting Staff shall verify that a visitor is on an inmate's approved visiting list and that a signed Visitor Consent Form is on file prior to visiting.
- E. If a Visitor Consent Form is not on file, the visitor shall be required to complete the Form prior to visiting.
- F. Visitors shall be given a pass which indicates the total number of adults and children who will be visiting at that time.
- G. A maximum number of five visitors, including minors, will be allowed to visit an inmate per visiting session.
- H. The visitor shall give the pass to the Visiting Officer prior to entering the visiting room.

- I. Visitors shall be screened by a metal detector, and must clear the metal detector, prior to entering the visiting area.
- J. Visitors may be subject to a search (e.g. property and/or vehicle search) prior to entering the visiting area.
 - 1. Visitation may be denied for failure to subject to such search request.
 - 2. Visitors may refuse or stop a search at any time, but shall immediately leave prison property, and shall not be allowed to visit.
 - 3. Strip searches shall only be conducted in strict compliance with FF24 Search policy.
- K. Visitors shall not share drinks with inmates.

FD04/02.04 Procedure: Processing Visitors Exiting Visiting Area

- A. Visitors shall be positively accounted for prior to exiting the visiting area.
- B. The Control Room Officer shall positively identify and return any identification to the visitor upon exiting the facility.

FD04/02.05 Procedure: General Visiting Times and Duration

- A. Visiting times shall be scheduled and posted in advance.
- B. The inmate's Privilege Level Matrix shall determine the duration of the visit. (This includes the time it takes to process the visitors/inmates in and out of visiting.)

FD04/02.06 Procedure: Visitors with Service Dogs

A visitor with a disability, who is otherwise allowed to visit, and who is using a service dog to perform work or tasks related to the visitor's disability, shall be allowed to bring the service dog into the visiting room while on the visit, provided performance of the work or tasks might be needed traveling to or from the visit or during the visit, subject to the following:

- A. A service dog is a dog that is individually trained to do work or perform tasks for a person with a disability. The work or tasks performed by a service dog must be directly related to the person's disability. Examples of such work or task include, but are not limited to, assisting a person who is totally or partially blind with navigation; alerting a person who is deaf or hard of hearing to the presence of people or sounds; pulling a wheelchair; assisting a person during a seizure; and providing physical support and assistance with balance and stability to a person with a mobility disability.
- B. A dog whose primary purpose is to deter crime or to provide emotional support, comfort, well-being or companionship does not qualify as a service dog for purposes of this policy.
- C. In determining whether a dog is a service dog, facility staff may ask the visitor if the dog is required for the visitor's disability and what work or task the dog is trained to perform, unless this information is readily apparent (e.g. a guide dog leading a person whose sight is impaired). Staff may not demand proof or documentation of the visitor's disability or certification that the service dog is trained, although the visitor may provide these voluntarily.
- D. On the first occasion when a visitor brings a service dog to a visit, prior to allowing the service dog to be admitted to the visit, the lobby officer shall require the visitor to sign the Acknowledgement for Visitors with Service Dogs form, acknowledging that the visitor is liable for all injuries or property damage caused by the service dog while on facility property. The signed form shall be maintained in the visit office, or other designated area and an entry shall be made in Web-Track noting that the visitor is allowed to bring a service dog to the visit.
- E. If the visitor refuses to sign the form, unless there is another reason to not allow the visit, the visitor shall be given the opportunity to visit without the dog, provided the dog is removed from facility property.

- F. A service dog may be excluded from entering or removed from the facility if it is out of control and the visitor does not take effective action to control it; if it is aggressive toward or interferes with staff, other visitors, prisoners, other persons, or other dogs; if it is not housebroken; or if its behavior otherwise presents a risk of injury or property damage.
- G. A service dog may also be excluded from entering the facility based on a past incident of behavior at the facility or another facility that presented a risk of injury or property damage
- H. A determination to exclude or remove a service dog shall be made on an individualized basis and not on assumptions about the animal's behavior or propensities based on its breed or size.
- I. If a dog is excluded before a visit begins, either because it is not a service dog or because of its behavior, unless there is another reason to not allow the visit, the visitor shall be given the opportunity to visit without the dog, provided the dog is removed from facility property.
- J. If a service dog is removed during a visit, the visitor shall be required to leave with the service dog and shall not be allowed to return to complete that visit.
- K. Neither a service dog nor any dog claimed to be a service dog shall be permitted to be left in a vehicle on facility property under any circumstances.
- L. If a dog is excluded or removed from a facility, it shall not be allowed in the facility again unless the visitor submits a written request to the Warden, or designee, for the dog to be allowed. An entry shall be made in WEB-TRACK noting that the dog is not allowed unless the Warden, or designee, grants the visit.

- M. If the visitor claims that it was wrongly determined that a dog is not a service dog, the Warden, or designee, shall consult with the Department's representative in the Attorney General's Office prior to making a decision on the request.
- N. If the visitor claims a service dog was wrongly excluded or removed based on the dog's behavior or for some other reason, the Warden, or designee, in his or her complete discretion, shall decide whether the service dog will be allowed in the facility in the future.
- O. A service dog allowed to be brought into the facility during a visit shall be on a leash, harness or tether at all times while on facility property, unless this would interfere with the tasks it performs, in which case it shall be under voice control of the visitor.
- P. Facility staff shall not provide care for a visitor's service dog. The visitor may not bring in food, water or medication for the service dog. The service dog may not transport carrying bags or other containers or other property unless necessary to the work or task it performs for the visitor.
- Q. A service dog and its leash, harness, tether, vest or other items shall be required to pass all security searches applicable to visitors. A visitor with a service dog may be separated briefly from the service dog to allow for a search by a facility's canine unit. If the visitor chooses not to be separated from the service dog for the canine unit to operate, the visitor will be asked to leave and the visit terminated.

FD04/03.00 LEVEL I AND LEVEL II VISITING

FD04/03.01 Procedure: Visitor Entry to Uinta Facility

- A. Visitors shall present themselves to the Vehicle Direction Station Officer (VDS) for clearance to Uinta Facility.
- B. The VDS Officer shall notify the Uinta Administration Control Officer and obtain clearance for the visitor to proceed to the Uinta gate entrance on the quarter hour.
- C. An Enforcement Officer shall meet the visitor at the Uinta gate. (See FF21 Secure Perimeter Control Points policy for the procedures.)
- D. All persons entering the Uinta facility shall provide a picture identification before access is allowed.
- E. All persons entering the Uinta Administration Building shall be searched via a metal detector and may have items in their possession inspected to ensure the safety, security, management or control of the facility.
- F. Purses, money, food, cigarettes, lighters, matches, electronic devices, or contraband shall not be allowed beyond the secure perimeter.
- G. The Uinta Administration Control Room Officer shall log all visitors entering the Uinta Facility.
- H. Visitors shall have access to only those areas specifically designated as visiting areas.

FD04/03.02 Procedure: Visitor Entry at CUCF

Visitors shall follow the regular process for entry to the Central Utah Correctional Facility.

FD04/03.03 Procedure: Inmate Processing

- A. Inmates entering the visiting area shall be searched.

- B. Inmates may have in their possession one religious medallion and only one wedding band and shall wear the approved Level I and Level II inmate uniform.

FD04/03.04 Procedure: Visiting Conduct

- A. General visiting regulations apply to Level I and Level II inmates. Additional regulations in this section are required.
- B. Inmates shall remain seated on the chair/bench provided during visits.
- C. The inmate shall conduct himself in a quiet, responsible manner.

FD04/03.05 Procedure: Completion of Visiting Period

- A. Visitors shall leave promptly when the visit is over.
- B. Visitors, at the completion of visits, shall be watched as they leave the visiting room.
- C. The inmate should be strip searched upon leaving the visiting area.

FD04/04.00 PROCESSING VISITING APPLICATION

FD04/04.01 Procedure: Inmate Visiting List

- A. Employees or volunteers with the Department of Corrections shall not be allowed on an inmate's visiting list without authorization from the Warden/designee.
- B. Inmates who have left the prison on parole, ISP, CCC, IPP, shall re-submit visiting applications for all visitors, upon return to the institution.
- C. Therapists treating inmates in the DPO, may recommend that certain inmates should not be allowed to visit with particular individuals based upon the therapist's clinical judgment, Court Order or Board of Pardons and/or parole stipulations. Therapists do not have the authority to approve/cancel inmate visitation with an inmate's family members.
- D. Visitors requesting to be on multiple inmate visiting lists may be approved on a case-by-case basis.

FD04/04.02 Procedure: Inmate Visiting Request Form

Visiting Request Forms shall include the following:

- A. inmate's full name, offender number, and date of request;
- B. visitor's first, middle, last name, maiden name (if applicable), marital status, social security number, address, driver's license number, the state it was issued by and date of birth; and
- C. visitor's relationship to the inmate.

FD04/04.03 Procedure: Visitor Application Process

- A. The inmate or visitor may submit a completed visiting application to VCC or CUCF visiting staff.
 - 1. The inmate may complete the top portion, of the visiting application marked "Inmate", as well as any other shaded portion on the application.

2. After completion of the inmate portion of the visiting application, the visitor may submit visiting applications for themselves and minors.
 3. If the visitor wishes to be notified of any additional information needed or of the visiting screening results, the visitor shall attach a self-addressed stamped envelope (SASE). If a SASE is not attached, notification will be sent to the inmate.
- B. Applications can be printed and then submitted by email. The web address for accessing applications is:
www.corrections.utah.gov/corrections/visiting.
The email addresses are uspvisiting@utah.gov and cucfvisiting@utah.gov.
- C. The Visiting Officer receiving the application shall review the application to ensure it is filled out completely.
1. Applications received from the inmate, may be forwarded to a specified visitor, along with a copy of the Visiting Rules and Regulations, Visiting Consent Form, and a Minor Visitation Request Form when a money transfer for postage and a (SASE) is attached.
 2. If a money transfer or SASE is not received with the application, notification of needed documentation, and/or information will be sent to the inmate.
- D. Visitors who receive the Visiting Request Form should complete the portion of the visiting application marked "Visitor's Section".
1. The visitor shall attach the appropriate personal documentation, as described on the back of the application form, or as specified by Visiting Staff.
 2. All documentation should have the inmate's name and number printed clearly on it.

3. The visitor shall return the application, all documentation, the signed Consent Form and any other supplemental information to the VCC or CUCF Visiting Staff.
 - a. Visitors wishing to be notified of the approval or denial shall attach a self-addressed stamped envelope (SASE) to their visiting application.
 - b. If a SASE is not provided, notification will be made to the inmate.
 - c. The visitor shall read the Visiting Rules and Regulations and sign the Visitor's Consent Form.
- E. Upon receiving the completed visiting forms, the Visiting Officer shall ensure:
 1. a background check is run on the applicant;
 2. all necessary documentation has been provided, including a signed Consent Form; and
 3. the application is approved or denied.
- F. The Visiting Staff should ensure that notification to the inmate is processed in a timely manner. If denied, the Visiting Staff shall indicate the reason for denial.

FD04/04.04

Procedure: Background Checks

- A. Visitor applications and renewal forms shall be checked through BCI, NLETS, Driver's License Division and local Wants and Warrants prior to being considered for visitation.
- B. Final disposition of any charges may be required prior to visiting approval.

FD04/04.05

Procedure: Denial of Application

- A. Visiting applications shall be denied by the visiting Captain/designee if there is reason to believe that visits would jeopardize the safety, security, management or control of the institution.
- B. Applications may be denied when an extensive and/or recent history of criminal activity exists, and/or the visitor:
 - 1. has transported contraband into or out of a correctional facility;
 - 2. has aided or attempted to aid in an escape from a jail or correctional facility;
 - 3. has been a crime partner of the inmate they wish to visit;
 - 4. is currently or in the past year has been on parole or probation for a felony or misdemeanor offense;
 - 5. is currently or in the past year has been under the supervision of UDC for a felony offense;
 - 6. has been convicted of a felony offense in the past 10 years;
 - 7. has been convicted of a Class A misdemeanor or its equivalent in the past 5 years;
 - 8. has been convicted of a Class B misdemeanor or its equivalent in the past 4 years;
 - 9. has been convicted of a Class C misdemeanor or its equivalent in the past 3 years;
 - 10. been an employee, volunteer, contract employee of the UDC, within the past year.
- C. Denials may be challenged by the visitor/applicant through the Warden/designee.
- D. The Warden/designee should review and respond to the challenge within fifteen working days of receipt.

- E. A copy of the challenge response shall be forwarded to the facility visiting staff for reference.

FD04/04.06

Procedure: Minors

- A. All minor visitors, except spouses, shall be accompanied by their parent or legal guardian. (Pre-approval through providing the appropriate legal documentation is required prior to visiting)
- B. New Born infants are allowed to visit without the above listed documentation for up to thirty days after birth with hospital documentation. (e.g. hospital foot band.)
 - 1. If the minor's parent or legal guardian is unable to escort the minor to visiting, the individual shall:
 - a. be the minor's grandparent or adult sibling; and
 - b. provide a notarized letter from the parent or legal guardian, giving the individual permission to escort the minor.
 - 2. Exceptions may be given by the Warden/designee on a case by case basis and documented in writing.
- B. The minor and the approved adult shall remain together for the duration of the visit.
- C. Minors 16 years of age and older shall present picture identification (State ID, DL or school ID) prior to being permitted to visit.
- D. Minors will be automatically removed from the inmate's visiting list, without notification, on their 18th birthday. It is the visitor's or inmate's responsibility to apply for regular visitation prior to the minor's 18th birthday.

FD04/04.07

Procedure: Update of Visiting Application

- A. The visiting application shall remain valid for one year.

- B. All inmates/visitors shall update their visiting application annually.
 - 1. It is the responsibility of the inmate or visitor to submit a visitor Renewal Form to visiting staff.
 - 2. Minor visitors do not need to be updated annually.
 - 3. Each visitor will get a thirty day grace period preceding the expiration date.
- C. Visitors or inmates shall notify the Visiting Staff in writing of any change of address of approved visitors within ten days of new address. Failure to provide this information within the ten-day time limit may result in suspension of visiting privileges.
- D. If a staff member discovers non-compliance of the update process, the inmate's visitor may be denied until their information is updated correctly.

FD04/04.08

Procedure: Removal from Visiting List

- A. An inmate may remove a visitor from their visiting list by completing a Removal Request Form to the Visiting Staff.
- B. It shall be the responsibility of the inmate to notify the visitor that they have been removed from the visiting list.
- C. Visitors removed from a visiting list shall not be reinstated for a 90-day period without prior approval of the Warden/designee.
- D. Visitors may have their names removed from any visiting list by sending a written request to the Visiting Staff.
- E. The Security Deputy Warden/designee may remove visitors from an inmate's visiting list to maintain the safety, security or management of the DPO.

Procedure: Victim Application Process

- A. Visitors, who have been victims of the inmate they wish to visit, shall so indicate on the Visitor Consent Form.
- B. Visiting applications from an inmate's victim shall be reviewed by the Security Deputy Warden/designee. Further review may be requested from the Director of Victim Services.
- C. Upon initial discovery that a minor victim is visiting an inmate, the visiting privilege shall be suspended pending a review by the Security Deputy Warden/designee.

FD04/05.00

VISITOR SUSPENSIONS

FD04/05.01

Procedure: Visitors Suspended, Restricted or Revoked

- A. An inmate's visiting privilege may be suspended if that privilege will jeopardize the safety and security or management of the Facility.
- B. The Visiting Captain/designee may suspend, restrict or revoke visits if the behavior of the visitor/inmate jeopardizes the safety, security, management or control of the DPO.
- C. A visit may be suspended, restricted or revoked for dress code violation, foul and abusive language/conduct, or refusal to comply with all rules, policies or procedures, or when necessary to meet safety, security, management or control requirements of the DPO.
- D. The on-duty Visiting Officer may suspend, restrict or revoke visits if the behavior of the visitor/inmate jeopardizes the safety, security, management or control of the Facility.
- E. Visiting privileges may be permanently revoked or altered as follows:
 - 1. visitors who bring drugs or weapons onto DPO property shall be banned from visiting;
 - 2. inmates guilty of attempting to introduce contraband, into the institution through the visiting process shall have their visiting privileges suspended pending an administrative review by the Security Deputy Warden/designee; and
 - 3. inmates found guilty of a B1M/A13 disciplinary charge shall be placed on barrier visits consistent with FE21, "Urine Collection and Testing". The following guidelines will be used:
 - a. first disciplinary conviction shall result in non-contact visiting for a period of four months;

- b. second disciplinary conviction shall result in non-contact visiting for a period of one year; and
 - c. third or subsequent disciplinary convictions shall result in non-contact visiting for a period of two consecutive years.
 - d. Two years of non-contact restrictions will be added for each subsequent B1M/A13 conviction.
- F. All visitors and inmates shall be given the opportunity to appeal a suspension, restriction or revocation to the Warden/designee.
- G. If a visit is suspended, restricted or revoked:
- 1. the reason shall be documented by the Visiting Officer taking the action;
 - 2. The Visiting Officer taking action should notify the visitor and/or inmate of any infractions.
 - 3. Written notification shall be sent to the Visiting Captain/designee.
 - 4. the Visiting Captain/designee shall review the documentation submitted by the Visiting Officer;
 - 5. the visitor and/or inmate may send a written explanation of the incident in question, to the Visiting Captain/designee to present their perspective of the incident; and
 - 6. following the review of all information pertaining to the incident, the Visiting Captain/designee shall submit a recommendation to the Security Deputy Warden/designee for determination.
- H. The decision of the Security Deputy Warden/designee may be challenged to the Warden/designee.

- I. The Warden/designee shall review and respond to the challenge within fifteen working days of receipt.

FD04/06.00 SPECIAL VISITS

FD04/06.01 Procedure: Criteria

- A. Special visits may be approved for those who travel over 100 miles and when staff are available to accommodate the visit.
- B. Emergency visits may be approved after the nature of the circumstances surrounding the request has been verified (e.g., death in the family, etc.).

FD04/06.02 Procedure: Special Visit Requests

- A. An inmate requesting a special visit shall complete and submit a Special Visit Request and Authorization Form to the unit Programming Sergeant, at least five days prior to the date of the proposed visit.
- B. The Unit Programming Sergeant shall have a background check completed on all applicants.
- C. The Unit Programming Sergeant should have the Special Visit Request and Authorization Form signed by the inmate's housing Captain/designee. If any of the required authorizing signatures are not on the Special Visit Request and Authorization Form, the visit may be denied.
- D. The Special Visit Request and Authorization Form shall be delivered to the appropriate visiting control check in point prior to the visit.
- E. If the security and staffing needs of the facility can be met, final approval of the visit shall be made by the Security Deputy Warden/designee.
- F. The unit Programming Sergeant shall be responsible to arrange for supervision of special visits not scheduled during regular visiting hours. The length of the visit should be determined by staff, but should not exceed two hours per visit, per day.
- G. If an inmate does not have sufficient notification of an emergency situation, the emergency shall be verified, and the Shift Commander may approve a special visit.

- H. A special visit shall not be approved if it is in an attempt to circumvent the inmate's regular visiting list.
- I. Visitors currently on an inmate's visiting list should not be approved for special visits. Exceptions shall be made on a case-by-case basis.
- J. If a visitor is expected to visit more than twice during a one-year period, the inmate should apply for that person to be added to their regular visiting list. Exceptions shall be made on a case-by-case basis.

FD04/06.03

Procedure: Denial of Special Visits

- A. A special visit may be denied; if a staff member believes the visit would jeopardize the safety, security, management, or control of the Facility or other specified reason. The staff member who denies the special visit shall document the reason for the denial.
- B. The inmate should be notified of the denial and the reason for denial.
- C. A special visit may be approved without a criminal history check. However, the special visit shall be a barrier visit.

FD04/07.00

NON-CONTACT VISITATION

FD04/07.01

Procedure: Criteria

- A. Non-contact visits may be ordered by the Security Deputy Warden/designee for, but not limited to, the following reasons:
 - 1. passing or a reasonable suspicion of passing contraband by inmate, visitor, or security concern;
 - 2. abusive behavior (i.e., violent, disruptive, argumentative, etc.) by inmate or visitor;
 - 3. failure to comply with visiting rules; or
 - 4. positive urinalysis or refusal to submit.
- B. Visits may be suspended for a specific period of time as a disciplinary sanction or privilege level change.
- C. Contact visits may be indefinitely suspended as a result of a management decision based on the inmate's potential jeopardy to security, safety, management or control of the DPO.
- D. An inmate's privilege level may restrict the inmate to a non-contact visit.

FD04/08.00 INTRA-PRISON INMATE VISITING

FD04/08.01 Procedure: General Regulations

- A. Visitation between inmates presents a potential risk to safety, security, management or control at the institution.

- B. Offenders under the supervision of Adult Probation and Parole shall not be allowed to visit inmates confined to the prison. (Exceptions shall be evaluated on a case-by-case basis.)
 - 1. If visits are approved they shall be barrier visits only.

 - 2. Visiting duration shall be one visit monthly for a maximum of two hours.

FD04/08.02 Procedure: Intra-Prison Visiting Requests

- A. The DPO shall not provide a formalized, structured process for inmate-to-inmate visits.

- B. Intra-prison visits shall be forbidden except in exigent circumstances with the concurrence of the Warden and the Director of Prison Operations.

- C. The justification for an inmate-to-inmate visit, if authorized, shall be forwarded to the Executive Director's Office for review.

FD04/09.00

OFF PROPERTY MEDICAL FACILITY VISITATION

FD04/09.01

Procedure: General Visiting Regulations for Emergency and Non-emergency visits

- A. Inmates shall not be allowed visiting privileges while at Off Property Medical Facilities, except:
 - 1. when hospitalization exceeds ten consecutive days; and when approved by the Security Captain/designee.
 - 2. for emergency circumstances including, but not limited to the imminent death of the inmate.
- B. Emergency visits shall be approved by the Shift Commander through the OIC.
- C. Visiting requests should be restricted to the inmate's immediate family as listed on the approved visiting list.
- D. Visits will usually be limited to a thirty (30) minute period of time with a limit of five visitors at a time unless prior arrangements have been made with the Warden/designee.
- E. No less than two Officers shall be present during the visitation period.
- F. Only one inmate at the Off Property Medical Facility location shall be authorized to visit at a time.
- G. The Off Property Medical Facility Officer may terminate a visit prior to or during a visit:
 - 1. for any violation of the visiting procedures;
 - 2. when the inmate or visitor prevents the Officer from performing their duties; or
 - 3. if the safety, security, management or control may be jeopardized.
- H. On property Division of Prison Operations visiting policies and procedures may apply to an Off Property Medical Facility.

- I. Because of the unique security problems presented by off-site visits there shall be no assumption or expectation of privileged communication with an inmate at an Off Property Medical Facility.
- J. Attorney visits should be restricted to the attorney of record.
- K. Privileged communication between an attorney and an inmate at an Off Property Medical Facility shall be pre-arranged with the Warden/designee.
- L. Religious visits to an inmate at an Off Property Medical Facility shall be approved by the facility Warden/designee.
 - 1. Inmates shall make the request through the UDC Medical Facility Officer.
- M. After hours visits shall be approved by the OIC through the Shift Commander/designee.
- N. Visits to an inmate at an off property medical facility may be further restricted or disallowed by the security policies of the off property medical facility.

FD04/09.02

Procedure: Non-Emergency Off Property Medical
Visitation Request Process

- A. Family members requesting to visit an inmate at an Off Property Medical Facility shall contact the Security Captain/designee.
- B. The Security Captain/designee shall verify the inmate has exceeded ten consecutive days at the Off Property Medical Facility.
- C. The Security Captain/designee shall verify the visitors are on the inmate's approved visiting list.
- D. If the visitors are not on the inmate's visiting list, approval may be given by the Security Captain/Designee.
- E. The Security Captain/Designee shall coordinate the date and time for the Special Visit to be conducted.

FD04/09.03

Procedure: Emergency Off Property Medical Visitation

- A. In the event of an imminent death situation the Shift Commander/designee shall verify the inmate's medical condition.
- B. Once Clinical Services confirms the inmate's medical condition the Director of Victim Services shall work with the Shift Commander on coordinating visits.
- C. The Shift Commander shall verify the visitors are on the inmate's approved visiting list.
- D. If the visitors are not on the inmate's visiting list, approval may be given by the Deputy Warden/designee or facility OIC.
- E. When the visit request has been approved, the Director of Victim Services shall notify the visitor for the approved date, time and explain the Off Property Medical Facility visiting rules.
- F. Division of Prison Operations visiting policies and procedures for on and off property may apply to imminent death situations.
- G. Upon confirmation of an imminent death situation the Shift Commander may authorize the inmate to be reduced to one restraint for visiting purposes.

FD04/09.04

Procedure: Visitor Processing

- A. The visitor shall go to the medical information desk and request the receptionist to contact the UDC Officer.
- B. The visitor shall provide proper identification to the UDC Officer prior to visiting.
- C. Each visitor may be searched and may have items in their possession inspected for contraband.
- D. Coats, purses, money, food, cigarettes, electronic devices or other contraband shall not be allowed during the visit.

FD04/09.05

Procedure: Inmate Processing

- A. Visiting shall take place in the inmate's room and restraints shall not be removed or adjusted.
- B. The UDC Medical Facility Officers shall remain in the room during the visit and the curtains shall not be drawn to obstruct the Officer's view.
- C. Inmates are not allowed to give anything to or receive anything from visitors.

FD04/09.06

Procedure: Completion of Visiting Period

- A. Each visitor shall leave the visiting area promptly at the termination of the visit.
- B. If a visitor refuses to leave at the request of the UDC Officer, the UDC Officer shall immediately notify the Medical Facility Security Officer for assistance.
- C. The inmate and the immediate area of the visit shall be searched by the UDC Officer immediately following the visit.

FD04/10.00

SEX OFFENDER AND/OR CHILD ABUSE OFFENDER VISITING

FD04/10.01

Procedure: Visiting Application Process

Inmates who are classified as "child sex offenders" or "child abusers," including but not limited to offenders who have been convicted of any crime against a minor that the offender is required to register for on the Sex offender and kidnap registry, and who have not completed SOTP, may receive non-contact barrier visits, in facilities where barrier booths are available, with minor children from their immediate family who are not a victim of the crime. In facilities where barrier booths are not available no visits with minor children will be allowed.

- A. Offenders shall make a written request to Visiting Staff for consideration of visiting privileges with non-victim immediate family minors.
- B. The facility Captain/designee over visiting and the offender's OMR Committee shall provide recommendations and forward them to the security Deputy Warden /designee for final approval.
- C. If approved, the offender will receive one barrier visit per month for 6 months. After the 6 month period another review will take place and the offender may be allowed to continue to receive barrier visits per the PML.
- D. Adult victims wishing to visit, who were minors at the time of the offense, require a recommendation from the Director of Institutional Programming Division (IPD) and in some cases the Director of Victim Services, with final approval from the Security Deputy Warden/designee.

FD04/10.02

Procedure: Criteria for Visitation with Immediate Family Victims

- A. Child sex offenders or abusers may receive visitation privileges with minor victims of their immediate family.

- B. If the immediate family member is a victim then a recommendation is required from the Director of Institutional Programming Division (IPD) and in some cases the Director of Victim Services, with final approval from the Security Deputy Warden/designee.
- C. Visiting privileges, as identified above, may be restricted in the following progression:
 - 1. one barrier visit per quarter;
 - 2. one barrier visit per month; and
 - 3. one barrier visit per week.
 - 4. Participation in SOTP may progress to contact visits upon recommendation of the Clinician or Therapist, with approval from the Security Deputy Warden/designee.

FD04/10.03

Procedure: Process for Receiving Visits with the Immediate Family Who are Victims

- A. When an offender has complied with or exceeded the criteria requirements described in FD04/10.02, they may request immediate family visitation by forwarding a written document outlining clinical activities/programs they have completed to visiting staff for consideration.
- B. The Security Deputy Warden/designee may accept or reject the recommendation in making the final decision.
 - 1. The Security Deputy Warden/designee's decision and rationale for the decision should be appropriately documented in the Visiting File:
 - 2. A copy of the decision and rationale should be forwarded to the requesting party.
- C. If the decision is unsatisfactory to the offender, they may file a grievance.

FD04/10.04

Procedure: Court-Ordered Visiting for Child Sex Offenders/Child Abusers

- A. Court-Ordered visiting for child sex offenders/child abusers and all other Court Orders allowing victim visitation with minors should be barrier visits and should be monitored to prohibit possible further victimization.
 - 1. Court Orders must be specific to prison visiting policy and procedure.
 - 2. The unit Programming Sergeant should verify Court Order for specific conditions.
- B. Notification should be made to the Shift Commander, who will refer the Court Order through the chain of command.
- C. If the court has ordered contact visits and DPO Administration has safety/security concerns which justify a modification of the Court Order, the matter shall be referred to the AG's Office as soon as possible with a recommendation that the AG's Office petition the Court for a modification of the Court Order.

FD04/10.05

Procedure: Inmate Sex Offender/Physical Abuse Visiting File

- A. The DPO sex/physical abuse offender visiting files at all facilities should be standardized.
- B. The visiting computer file shall be flagged to indicate the status of the inmate.
- C. The inmate visiting file (hard copy) and card (if used) may be flagged to indicate the status of the inmate.

FD04/10.05

Procedure: Inmate Sex Offender Contact Visitation

- A. Contact visitation for offenders convicted of a sexual offense against a minor (regardless of relation), shall not be permitted with the following:
 - 1. Minor aged victims (regardless or relation) of offenders that have not been admitted into a UDC approved Sex Offender Treatment Program.

- B. Contact visitation for offenders convicted of a sexual offense against a minor (regardless of relation), may be permitted with the following:
 - 1. Minor aged victims (regardless of relation) of offenders while the offender is in a UDC approved Sex Offender Treatment Program, if the visit is approved by the Parent or Guardian, the Provider, and the Director of Institutional Programming.
- C. Consideration for approval shall be based upon treatment needs and readiness of the offender to participate in a visit with a minor (regardless of relation); potential impact upon the minor as well as the parent/guardian; and, the therapeutic value of the visit.
- D. Upon approval of offender visitation with a minor (regardless of relation), the following shall be required:
 - 1. Visit shall be in the presence of the parent/guardian and the provider
 - 2. All visits must be held in a private room for monitoring
 - 3. No physical contact is permitted between the offender and the minor (regardless of relation)
 - 4. Contact visits shall be limited to 60 minutes
 - 5. Provider shall process the contact visit with the offender within 72 hours of the conclusion of the visit and document session according to program policy.

FD04/11.00	FORMS
FD04/11.01	Special Visit Request and Authorization Form
FD04/11.02	Visitor Rules and Regulations
FD04/11.03	Documents Needed for Adult Visitors (Copies only)
FD04/11.04	Minor Visitation Request Form
FD04/11.05	Acknowledgement for Visitors with Service Dogs
FD04/11.06	Adult Visitor Application/Renewal/Change Form

SPECIAL VISIT REQUEST AND AUTHORIZATION FORM

Inmate Name: _____ Offender #: _____ HOUSING UNIT: _____

Date given to CHS or unit director (must be 5 days in advance): _____

Classification Level: _____ Assigned Case Manager: _____

Date/Time of Requested Visit: _____

Visitor _____

Visitor relationship to inmate: _____ Date of birth (month/day/year): _____

Street address: _____ City: _____ State: _____ Zip: _____

Social Security #: _____ Driver's License #: _____ State: _____

SPECIAL NOTE: Requests will be denied if sufficient information for BCI is not provided. Minors must be accompanied by their parent or approved immediate family member (on visitor's approved visiting list). Inmates with child sex offenses will not be allowed to visit minors that have not been screened.

State thoroughly the reason(s) for the special visitation request: _____

SPECIAL NOTES:

(1) Inmate must clearly understand falsification of any information requested may result in disciplinary action and/or the permanent suspension of requested visitor(s) from the visiting program.

(2) Adult visitors must be prepared to produce at least one form of picture I.D.

GENERAL INFORMATION REGARDING VISITORS (TO THE BEST OF YOUR KNOWLEDGE):

1. Is the visitor currently on probation or parole? _____
2. Is the visitor currently on another inmate _____
3. Does the visiting request violate any visiting regulations? _____
4. Are you aware of any felony convictions on the visitor? _____
5. Is the visitor currently being processed to be placed on your approved visiting list? _____

BCI completed on _____ by _____ with the following results: _____

* Signature of Unit Manager: _____

* Signature of Security Deputy Warden/designee: _____

Approved: _____ Denied: _____

Special instructions for visiting: _____

* **ALL SIGNATURES MUST BE OBTAINED OR THE SPECIAL VISIT MAY *NOT* TAKE PLACE!!**

Utah State Prison

Visitor Rules and Regulations

The Visitor has the responsibility of reading visiting policy and procedures are available on the UDC web page or through the visiting department. Not all the rules for visiting are listed below. There may be area's that have additional rules and procedures.

Visiting Regulations:

- * Visitation is a privilege, not a right, afforded to inmates/visitors under the jurisdiction of the UDC.
- * Visitors shall comply with all UDC rules, policy and procedures.
- * Visitors are subject to search of their person, personal belongings, or vehicle upon entering all DPO facilities. Visitation may be denied for failure to submit to such search request.
- * Illegal and nuisance contraband is strictly prohibited. (e.g. tobacco, lighters, electronic devices, controlled substances, etc.)
- * Falsification of any visiting forms may result in a visiting suspension.
- * Visitors who have questions regarding the rules, regulations and procedures are responsible to ask visiting staff questions in order to thoroughly understand them.
- * Visitors not in compliance with visiting rules shall be warned and/or required to leave the visiting area.
- * Visiting rules apply without exception to all Utah Correctional facilities. In addition, due to the security problems unique to maximum-security facilities and off property medical locations, further and more specific visiting procedures apply in those areas.
- * All adult visitors shall submit a renewal form annually. If it has been identified by visiting staff that a visitor has exceeded the 12 months without submitting a renewal form, the visiting staff shall notify the inmate. If visiting staff have not received a renewal form within 30 days, they shall remove the visitor from the inmate's visiting list.
- * All minor visitors will be automatically removed from an inmate's visiting list, without notification, on the minor's 18th birthday. It is the responsibility of the inmate to submit an adult application prior to the minor's 18th birthday.
- * Visitors with a medical condition that may set off the metal detector must provide documentation from a doctor detailing the condition prior to the first visit. This would include: medical implants (explaining exact location), wheelchair confinement, use of a walker/cane, etc.

General Visitor Rules:

If you need a reasonable accommodation based on a disability please contact the Warden prior to attending. Draper site Warden's Office, [801-576-7425](tel:801-576-7425); Central Utah Correctional Facility Warden's Office, [435-528-6103](tel:435-528-6103).

- * Visitors shall access only those areas specifically designated as visiting areas.
- * Visitors and inmates should remain seated during their visit, and they should remain three feet or more from any wall or door in the visiting area unless directed otherwise by visiting staff.
- * The inmate and visitor shall conduct themselves in a quiet, responsible manner.
- * Visitors shall leave promptly when the visit is over.
- * Visitors shall not be permitted to leave and re-enter the visiting area during a visit.
- * Visitors' restroom facilities shall be off-limits to inmates.
- * Visitors are not permitted access to inmate restroom facilities.
- * Children shall not be allowed to use restrooms without supervision by the visiting parent or other approved adult.

- * Any visitor found in possession of nuisance or illegal contraband may have their visiting privileges suspended, restricted or revoked and their name removed from the inmate's visiting list pending a review. Visitors with illegal contraband shall be referred to the Shift Commander for criminal prosecution.
- * Visitors with babies shall bring no more than one transparent baby bottle and no more than two diapers into the visiting area, no sippy cups, blankets etc. allowed.
- * Sanitation problems caused by children shall be taken care of immediately by the visitor.
- * Tobacco products, matches, and lighters are prohibited in the visiting areas.
- * Food items (gum, candy, etc.) from outside the prison shall not be allowed.
- * Visitors shall not be permitted to bring pets or other animals onto prison property. Service animals are permitted with prior approval.
- * Visitors shall not be permitted to bring electronic devices into the visiting area.
- * Visitors shall visit with only the inmate they are approved to visit; inmates and visitors shall not visit with other visitors or other inmates during their visiting time.
- * Those visitors who have approval to be on more than one inmate's visiting list shall only visit with one inmate per visiting session. The Warden/designee shall make exceptions in writing, on a case-by-case basis.
- * In those areas that drinks are permitted, there will be no sharing between visitor and inmate.

Visitor Conduct:

- * Sexual conduct between inmates and visitors such as petting, fondling, prolonged kissing or bodily contact is prohibited.
- * Any visitor/inmate who displays inappropriate or abusive behavior, foul and/or abusive language, or refuses to comply with UDC rules, policies or procedures, shall be denied entry into the visiting room or, if already in the visiting room, shall be required to leave the area immediately.
- * Any visitor who exhibits characteristics that indicate they might be under the influence of drugs or intoxicants shall be detained and the matter referred to the Shift Commander.
- * Inmates and the escorting adult visitor are responsible for the behavior of visiting children.

Visitor Dress Standard:

- * All attire must be conservative to enhance a family atmosphere.
- * All visitors shall adhere to the following visitor dress standard:
 - + visitors must be fully clothed;
 - + visitors must wear shoes or sandals;
 - + all clothing shall be knee length or longer when standing (i.e. shorts, capris, dresses, skirts including slits in the garments);
 - + buttons and zippers must remain fastened; and
 - + adult female visitors and physically-mature minor female visitors must wear a bra and undergarments.
- * The following types of clothing shall **not** be allowed:
 - + any clothing, which resembles inmate-issued clothing;
 - + camouflage-patterned items (i.e. military-type clothing or military fatigues);
 - + transparent, sheer clothing, including "burn-out" fabrics;
 - + + any item that may not pass the metal detector i.e. wired bra's, excessive jewelry, etc.;
 - + open weave sweaters or blouses (i.e. lace);
 - + medical clothing (i.e. scrubs);
 - + strapless, tube tops, halter, low cut/backless, spaghetti straps or tops that expose the midriff; sleeveless tops/dresses, tank tops that expose the chest and back, wrap-around dresses/shirts;.
 - + layered clothing may be approved on a case-by case basis;
 - + tight fitting clothing(i.e. spandex, leggings & Jeggings);
 - + attire displaying obscene/offensive, derogatory language or drawings;

- + attire displaying gang association/gang-related depiction;
- + hats, hoods, caps, shawls, or scarves; and/or
- + clothing fads that expose excessive amounts of skin (i.e. grunge, ripped, distressed, fatigued, destroyed, etc.).

- * Children under the age of ten (10) may wear shorts and/or sleeveless shirts.
- * Personal property such as purses, wallets, paper money, coats, sweaters (used as an outer garment), blankets, writing paper, writing instruments, pictures, letters, etc. are not permitted in the visiting area.
- * Coins for vending machines should be contained in a clear plastic coin purse or clear zip lock bag, no coin rolls allowed.
- * Visitors may not be permitted to bring in more than two keys (vehicle keys only). The keys should be on a small key ring.
- * The Department shall not be responsible for the loss of personal items brought on UDC property.

Processing Visitors Entering Visiting Area:

- * Visitors 16 years of age and older shall present a governmental issued identification, i.e. ID card, DL or school ID with picture, prior to being permitted to visit.
- * Visitors shall be screened with a metal detector, and must clear the metal detector, prior to visiting. Visitors with implanted devices, which trigger the metal detector, may be asked to submit to a clothed pat search prior to the beginning of each visit.
- * Visitors are subject to a search (i.e. ionizer, property, vehicle search) upon entering the prison and/or visiting area. Visitation may be denied access for failure to submit to a search request. Visitors may refuse a search at any time, but shall immediately leave the Prison and shall not be allowed to visit.
- * Visitor access should not be permitted during any scheduled visiting session if less than 30 minutes remain in the visiting session.
- * A maximum number of five visitors, including minors, will be allowed to visit an inmate per visiting session.

General Visiting Times and Duration:

- * Visiting times shall be scheduled and posted in advance.
- * Visitors shall not exceed two hours per visit per day.
- * Level I and Level II inmates shall not exceed one and one-half hours per visit.
- * The Inmate's Privilege Matrix Level shall determine the number of visits allowed per week/month.
- * Exceptions shall be evaluated on a case-by-case basis.

Level I and Level II Inmate Visiting:

- * All visits shall be barrier.
- * Inmates and visitors shall remain seated on the chairs/benches provided during visits.
- * Additional rules unique for maximum security include:
 - + Visitors shall present themselves to the VDS (Vehicle direction Station) officer for clearance to the Uinta facility.

DOCUMENTS NEEDED FOR ADULT VISITORS (COPIES ONLY)		
All Visitors	RELATIONSHIP TO THE INMATE (You are the inmate's...)	COPIES OF DOCUMENTS REQUIRED ***SEE NOTE 1***
	Adults	ID, SS
	Minors	SS, VBC (16 and over need an ID)

ABBREVIATIONS KEY		
ID	Government-issued Identification	
SS	Social Security Card	
VBC	Minor Visitor's Birth Certificate	

NOTES
1. All documents provided must be copies of official documents issued by a government entity (county, State or federal). Birth certificates for minors must have the file number of official seal visible. Copies of these documents must be legible.
2. Visitors will not be allowed to turn in request forms and visit the same day. Visits are permitted only after the Visit Request is processed and approved. The Visiting Office will notify the inmate of the approved or denied request. It is the inmate's responsibility to notify the visitor whether the request is approved or denied. Visitors who wish to be notified may include a stamped self-addressed envelope with their Visit Request.
3. Visitors may not bring minor with them until they have completed the Minor Visit Request form and the inmate or visitor has been notified whether the request is approved. Minor Request Forms are available online or at Visitor Control Center.
4. Any questions the inmate may have regarding the visiting process, request form or visiting status should be referred to the inmate's programming sergeant. Any questions the visitor may have about completing the Visitor Request Form should be referred to the Visiting Office.
5. A visitor clearance expired 1 year from the day the application is approved. Visitors with expired clearances are removed from the inmate's visiting list. It is the visitor's responsibility to fill out and submit a Renewal Form to the Visiting Office before a clearance expires.
6. If you have a medical device implant that may set off the metal detector, you need to provide a written notice from your doctor specifying which parts of your body may set off the detector (i.e. hip or knee replacements). It is important to do this before your first visit to prevent the possibility of being denied a visit.

<p>It is the policy of the Department that <u>visitation is a privilege, not a right</u>, afforded to inmates/visitors at its facilities. Visitors and inmates shall comply with all Department visiting rules and policies. It is the responsibility of the inmate/visitor to know and understand all Visiting Rules prior to the first visit. Copies of the Visitor Rules and Regulations can be obtained from the Visitor Control Center or online at corrections.utah.gov</p>	<p>Send the completed Visitor Request Form with copies of the required documents to:</p> <p>VISITING OFFICE P.O. Box 250 Draper, UT 84020 -or- P.O. Box 898 Gunnison, UT 84634</p>
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UTAH STATE PRISON Minor Visitation Request Form

Inmate's LAST Name

Inmate's FIRST Name

Inmate's Offender Number

Inmate's Housing Unit

MINOR'S NAMES Last, First, Middle	DOB mm/dd/yy	SSN	GENDER	
			<input type="radio"/> Male	<input type="radio"/> Female
			<input type="radio"/> Male	<input type="radio"/> Female
			<input type="radio"/> Male	<input type="radio"/> Female
			<input type="radio"/> Male	<input type="radio"/> Female
			<input type="radio"/> Male	<input type="radio"/> Female
			<input type="radio"/> Male	<input type="radio"/> Female
			<input type="radio"/> Male	<input type="radio"/> Female
			<input type="radio"/> Male	<input type="radio"/> Female

List all minors who will be brought into visiting

Name of visitor who will bring minor(s) to visit *

Visitor's relationship to minor(s)

*Minor visitors shall be accompanied by their parent or legal guardian.

*Minor visitors may be accompanied by the minor's grandparent or adult sibling only when the written and notarized permission of the custodial parent/legal guardian is submitted to visiting. Proof of the minor's relationship with the grandparent or adult sibling must be established with legal documents (birth certificates, adoption papers, etc).

Grandparents and adult siblings must be approved on the inmate's visiting list prior to submitting the Minor Visitation Request Form. The minor's step-parent, setp-grandparent, and step-sibling are not approved to accompany the minor under this policy, any appeals to this policy should be made to visiting in writing and shall be evaluated on a case-by-case basis.

*Notification of the visitor's approval or denial of visiting privileges is made to the inmate. It is the inmate's responsibility to notify the visitor.

DOCUMENTATION:

1. Birth Certificate and Social Security Card for each minor. Include a Drivers License or State-issued picture ID for minors over 16.

2. If the visitor is not the parent of the minor(s), legal documentation must be submitted showing guardianship for **EACH** minor, or the minor(s) will be **DENIED**.

NOTES:

1. Visitors may NOT bring in this form and/or documentation to visiting, and vist the same day. All paperwork must be submitted to visiting beforehand.

2. If the offender listed above is currently registered as a sex offender, the visitor personally acknowledges that the minor(s) listed above are not the victim(s) of the offender, nor are they immediately related to any vistim(s) of the offender (i.e., brother, sister, step-brother, step-sister, half-brother, half-sister)**3. On the minor's 18th birthday, they will automatically be removed from an inmate's visiting list without prior notice. If is the visitor's or inmate's responsibility to apply for regular visitation prior the minor's 18th birthday.**

UTAH DEPARTMENT OF CORRECTIONS

ACKNOWLEDGEMENT FOR VISITORS WITH SERVICE DOGS

I wish to bring my service dog to visits. My dog is required because of my disability and is trained to perform the following work or tasks for me:

1. I acknowledge that my service dog is required to be on a leash, Harness or tether at all times while on facility property, unless this would interfere with the tasks it performs, in which case is must me under my voice control
2. I acknowledge that my service dog may be excluded from entering or may be removed from the facility if it is out of control and I do not take effective action to control it; if it presents as aggressive or interferes with staff, other visitors, prisoners, other persons, or other dogs; if it is not house broken; or if its behavior otherwise presents a risk of injury or property damage. I also acknowledge that my service dog may be excluded based on past incident of behavior at this facility or another facility that presented a risk of injury or property damage.
3. I acknowledge that if my service dog is excluded before the visit begins, I may visit without the dog, provided the dog is removed from facility property. I acknowledge that if my service dog is removed during the visit, I must leave with the service dog, and I will not be allowed to return to complete the visit.
4. I acknowledge that if my service dog is excluded or removed from the facility, it will not be allowed in the facility again unless I apply in writing to the Warden/designee; the Warden/designee will decide in his/her complete discretion whether the service dog may be admitted to the facility in the future.
5. I acknowledge that I will be liable for all injuries or property damage caused by my service dog while on facility property
6. I acknowledge that I must comply with the visitation rules, and dress standards (available on the Department's website and at the facility), and at the instruction of staff.

Visitor Signature	Visitor Printed Name	Date
Staff Signature	Staff Printed Name	Date

DEPARTMENT OF CORRECTIONS

ADULT Visitor Application / Renewal / Information Change Form

Utah State Prison, Attn: Visiting, P.O. BOX 250, Draper, UT 84020 / uspvisiting@utah.gov / fax 801-576-7015
 Central Utah Correctional Facility, Attn: Visiting, P. O. Box 898, Gunnison, UT 84634 / cucfvisiting@utah.gov

(Check One) NEW Application Annual Update/Renewal Information Change

INMATE SECTION

INMATE NAME (Last, First, Middle Initial) OFFENDER NUMBER

***NEW Applications will need to submit a photocopy of their ID and SS card**

VISITOR NAME (Last, First, Middle Initial) SOCIAL SECURITY # DATE OF BIRTH

ALL PREVIOUS USED NAMES (ALIAS OR MAIDEN NAMES)

ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 PHONE NUMBER: _____
 DRIVER'S LICENSE ID # / STATE: _____
 RELATIONSHIP TO INMATE: _____

**Failure to answer the following questions will result in a DENIED application*

- | | | |
|---|------------------------------|-----------------------------|
| 1. Are you a current employee of the Utah Department of Corrections? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Are you an ex-employee of the Utah Department of Corrections? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Are you currently a volunteer, contractor, or student intern for the Utah Department of Corrections? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Are you an ex-volunteer, ex-contractor, or ex-student intern for the Utah Department of Corrections? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Are you a victim of the inmate you are approved to visit? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Are any of your children a victim of the inmate? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Are any of the children you may escort to visiting a victim of the inmate? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**Answering YES to any of the questions will require a written explanation.*

***I, _____ have read and understand the visiting rules and regulations and I agree to comply with them.**

Visitors Printed Name

Visitors Signature

Date

*****FALSIFICATION OF ANY INFORMATION SHALL BE GROUNDS FOR DENIAL*****

**VISITOR SECTION
 CONSENT FORM**

STAFF SECTION

BACKGROUND CHECK:

LICENSE:	VALID	SUSPENDED
STATE:	NO RECORD	RECORD
NATION:	NO RECORD	RECORD
WARRANTS:	NO RECORD	RECORD
DATE RECEIVED STAMP:		

FBI NUMBER(S): _____
 SID NUMBER(S): _____
 COMMENTS: _____

 OFFICER'S SIGNATURE: _____

All visitors shall adhere to a visitor dress standards. In General:	
Visitors shall not wear clothing that resembles what the inmates wear:	Initials
>White top and White pants	
>Maroon top and Maroon pants	
>Orange top and orange pants	
Visitors shall not wear:	
>Shirts with metal buttons	
>Underwire bras	
>Excessive jewelry	
>Pants with excessive buttons or zippers	
Visitors shall not wear clothing that exposes skin on the visitor's:	
>Leg above the knee when standing	
>Midriff or stomach area	
>Shoulders	
>Back	
Layered clothing is not allowed, exceptions may be made on a case-by-case basis.	
Layered clothing is not allowed, exceptions may be made on a case-by-case basis. Some examples of layered clothing may include:	
>Bulky shirts that resemble a jacket or coat	
>Bulky sweaters or sweatshirts with zippers, buttons or hoods	
>Clothing that exposes under clothing below the top of the chests, shoulders, back or legs	
The following clothing is not allowed:	
>Hooded clothing	
>Scrubs	
>Camouflage patterned clothing	
>Military type clothing	
>Police type clothing	
>Hats	
>Scarves	
>Shawls	
>Tight, form fitting clothing such as spandex	
>Clothing fads that expose excessive amounts of skin such as "burn-out" fabrics, distressing, ripped, destroyed, etc.	
>Sunglasses	
>Attire displaying obscene/offensive or derogatory language or drawings	
>Attire displaying gang association/gang related depiction	
A visitors dress must be conservative and modest, to enhance a family atmosphere.	
ALL clothing decisions shall be at officer discretion.	