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I. POLICY

A. Authority

1. 730 ILCS 5/3-7-2.
2. Administrative Directive 05.01.106
3. 20 IL. Adm. Code 525A
4. 42 USCA Section 12101 et seq.

B. Policy Statement

It is the policy of the Lawrence Correctional Center that in order to maintain the security of the facility, Offender visitor access shall be carefully controlled.

II. PROCEDURE

A. Purpose

The following Institutional Directive has been established to ensure a written procedure in regard to offender visitor access.

B. Applicability

This directive is applicable to the Lawrence Correctional Center.

C. Facility Reviews

A Facility Review of this directive will be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definition

Adult Visitor – For the purpose of this directive shall include visitors 17 years of age and older.

Government Official – For the purpose of this directive shall include, but is not limited to, law enforcement officers, social service workers, and employees of the United States or Illinois Attorney General. It shall not include attorneys or their associates who are defending the offender.

Inappropriate Behavior - For the purpose of this directive, shall refer to a violation of a facility regulation, Department Rule, State law or Federal law.

Legal Visits - for purposes of this directive, includes visits relating to the legal representation of the offender by the offender's attorney or an associate attorney, student lawyer certified under Supreme Court Rule 711, paralegals, or investigators. An associate, student lawyer, paralegal or investigator

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must be acting on behalf of the offender's attorney and be associated with the attorney's law firm or government agency. It shall not include social workers, psychiatrists, or psychologists, etc. employed or contracted by the law firm or government agency for legal purposes nor does it include attorneys or their associates that request to interview an offender as a possible witness in another individual's case.

Permanent Restriction - A restriction of a visitor for an indefinite period of time in excess of six (6) months.

Temporary Restriction - A restriction of a visitor for up to six (6) months.

Strip Search - A complete search by removal of all items of clothing from the body and checking each item. All body areas and cavities are visually checked.

F. General Provisions

1. During reception to the Department and during orientation to each newly assigned facility, each offender shall be required to complete an Offender Visiting List, DOC 0004, indicating adults, **excluding** children under 17 years of age, government officials, and legal visitors, with whom the offender wishes to visit. A form shall be completed and signed by every offender even if no visitors are requested. If the offender refuses to sign, a staff member shall so indicate and sign and date the DOC 0004.
 - a. Offenders, except for adult offenders designated as extremely high escape risks, shall be limited to 20 adults on the visiting list. For adults designated as extremely high escape risks, adult visitors listed shall be limited to 10 in accordance with Administrative Directive 05.03.105, Identifying and Monitoring Escape Risks.
 - b. The offender may change the names on the list no more than once a calendar month except in emergency situations.
 - c. Each time the offender wishes to add or remove a visitor, an entire new list (DOC 0004) must be completed.
2. The DOC 0004 shall be reviewed and each requested visitor shall be approved or denied in accordance with Department Rule 525:Subpart A prior to admittance to the facility.
3. Offenders shall be advised that to be afforded a legal visit, special arrangements must be requested by the offender's attorney or those working under the attorney's supervision at least two days prior to the visit with an adult offender.
4. On the initial visit to any correctional facility
 - a. Adult visitors, excluding legal visitors and government officials, shall be required to complete a Prospective Visitor's Interview, DOC 0148, all visitors are required to complete a new Prospective Visitor's Interview, DOC 0148, two years from the date the visitor signed the previous form and

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NOTE: Legal visitors and government officials who request to visit an offender for the purpose of conducting business on behalf of the Department or other government agency shall be exempt from completing the DOC 0148.

- b. All adult visitors shall be required to produce a current photo identification, such as a driver's license, a state identification card, or acceptable documentation of non-US citizen including a current passport, Visa, or Matricula, and documentation that includes their date of birth.
5. On all visits, visitors shall be required to show photo identification and provide vehicle information and other pertinent data, such as, government identification, official credentials, attorney registration or law student certification.
6. Legal visitors and government officials shall be required to list only their name and business address on the gatehouse sign-in sheet. All other visitors shall complete the gatehouse sign-in sheet in its entirety.
7. Offender visitors, their vehicles, and their property are subject to search in accordance with Administrative Directive 05.01.109, Searches of Persons, Vehicles, and Property and Administrative Directive 05.01.107, Use of Contraband Detection Equipment. Any visitor who refuses to submit to such searches shall be denied access to the facility and shall be subject to being placed on visitor restriction.
8. Any detection of contraband shall be documented and visiting privileges shall be reviewed in accordance with Department Rule 525: Subpart A and appropriate directives. Any person who brings contraband into a penal institution or possesses contraband in a penal institution shall be subject to prosecution in accordance with 720 ILCS 5/31.A. et seq.
9. Prior to admittance of each approved visitor, the Visitor Tracking System (VTS) shall be checked to determine whether there are any visiting restrictions or special search requirements for the visitor or any restrictions on the offender visiting list, DOC004.
10. A visitor who is not on the offender's approved visiting list DOC004, shall not be permitted to visit without the approval of the Chief Administrative Officer.

G. Requirements

The Chief Administrative Officer at Lawrence Correctional Center shall ensure that a written procedure is established for visits and for restricting future visits by a visitor who has displayed inappropriate behavior while visiting an offender. The written procedure shall include, but not limited to, the following:

1. The Chief Administrative Officer shall ensure the established visiting rules, including the maximum numbers of visits per month, the maximum length of visits, and the visiting hours, are accessible to offenders and that visits in Closed Maximum and Maximum Security facilities, not including legal visits, shall be limited to:
 - a. Five visits per month, and

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- b. A maximum of four hours in length per visit.

NOTE: Visitors who travel extensive distances may request extended visits by submitting a request to the Chief Administrative Officer in advance of the visit. Approval shall be at the discretion of the Chief Administrative Officer.

2. Offenders may receive special visits when his or her immediate family is larger than the number of visitors generally allowed during a single visit . However, the visitors must seek prior approval from the Warden's Office prior to the date of visit. The Warden's Office will submit documentation to the Gatehouse staff notifying staff of the visit.
3. Procedures for providing reasonable accommodations under the Americans with Disabilities Act (ADA) to qualified visitors with a disability.
 - a. The Department shall comply with all provisions of the Americans with Disabilities Act [42 USCA Section 12101 et seq.] that prohibits discrimination against qualified individuals with disabilities on the basis of their disability.
 - b. The Department shall provide reasonable accommodations to qualified visitors with a disability. However, the Department shall not be required to make accommodations that cause an undue hardship, including, but not limited to, those that would fundamentally alter the nature of a service, program or activity; would result in undue financial and administrative burden; or would pose a threat to the safety or security of the facility.
 - c. Visitors requiring accommodation for a disability shall be subject to the same search procedures as other visitors.
 - d. Inquiries and requests for accommodation for a disability received in advance of a visit shall be referred to the facility ADA Coordinator. The ADA Coordinator shall, as necessary, meet with the visitor for interactive dialogue and consult with operational and administrative staff to ensure the accommodations are feasible or to identify effective alternatives.
 - e. Requests for accommodation received at the time of visit shall be directed to gatehouse staff or, if the request presents a concern, be immediately referred to the facility ADA Coordinator, or if not available, the Shift Supervisor who shall consult with the Duty Administrative Officer. Any determination resulting in a denied accommodation shall be forwarded to the facility ADA Coordinator who shall review the request in accordance with Paragraph II.G.3.d. above.
 - f. Final determinations by the facility ADA Coordinator to deny a request for accommodation shall be approved by the Chief Administrative Officer and the requester shall be notified in writing. Documentation pertaining to requests for accommodation based on a disability shall be maintained by the facility for a minimum of five years.

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4. Items that a visitor may possess inside the visiting room. Typically, unless otherwise approved by the CAO, permitted items shall include:
 - a. Any item approved for an ADA request for reasonable accommodation
 - b. For adult visitors, excluding legal visitors:
 - (1) One Identification card;
 - (2) One key fob or car door key without remote attachment;
 - (3) One locker key, if issued;
 - (4) One vendor debit card not to exceed \$50 in value.
 - (5) One jacket or coat appropriate for the weather (must be hung on hook during visit);
 - (6) Religious headgear approved in accordance with 20 Ill. Adm.Code 525; and
 - (7) Lifesaving medication. Any required medication shall be delivered to and held in the officer's station in the visiting room.
 - c. If required for an infant or toddler:
 - (1) Three diapers and wipes (Gatehouse staff will issue a new diaper upon initial search and will provide further diapers upon request);
 - (2) One blanket;
 - (3) Two filled clear plastic bottles or two sealed containers of baby food or a combination of one bottle and one sealed container of baby food;
 - (4) One change of clothes;
 - (5) One bib;
 - (6) One pacifier;
 - (7) One plastic spoon;
 - (8) One empty cup with lid;
 - (9) One coat or jacket and one hat (must be hung on hook during the visit);
 - (10) One pair of gloves or mittens during appropriate weather.

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(11) Infant Carseat

NOTE: All items shall be stored in a clear bag or plastic container.

5. If any inappropriate behavior of a visitor is observed by an employee or if contraband is detected, the employee shall immediately notify the Shift Supervisor who shall determine whether to terminate the visit.
 - a. The reporting employee and any other employee who witnessed the incident shall immediately prepare an Incident Report, DC 434, fully outlining the exact details; and
 - b. The Shift Supervisor shall contact the Duty Administrative Officer who may issue a temporary restriction on the visitor.

6. After a review of all written reports, the Chief Administrative Officer and/or Duty Administrative Officer shall determine whether a written warning or a temporary or a permanent restriction shall be issued in accordance with Department Rule 525A.
 - a. If it is determined that a written warning will suffice, the Chief Administrative Officer shall prepare a letter to the visitor with a copy to the offender, outlining the incident and indicating that any future occurrences may result in either a temporary or a permanent visiting restriction. A copy of the letter shall also be placed in the offender's master file.
 - b. If it is determined that a temporary or a permanent restriction is warranted, the Chief Administrative Officer shall prepare a letter to the visitor, with a copy to the offender, outlining the incident and indicating the type of restriction. A copy of the letter shall also be placed in the offender's master file. The restriction, whether temporary or permanent, shall be input into VTS.

7. A review of restrictions for possible restoration of visiting privileges need only be conducted upon written request of the restricted visitor or offender provided requests are submitted after six months of restriction, after a year of restriction, or on an annual basis thereafter. However, the Chief Administrative Officer may review and restore visiting privileges at any time.

NOTE: The review shall be conducted by the facility that placed the offender on restriction. If the offender who was involved in the original incident that resulted in a visitor restriction has been released or discharged and the restricted visitor requests to visit another offender, the facility that initiated the restriction shall conduct the review.

- a. If visitor privileges are reinstated, a copy of the notice of reinstatement shall be placed in the master file of the offender who was involved in the original incident and a copy shall be provided to or be retained by the facility that originally issued the restriction. The visitor restriction shall be inactivated on the Visitor Tracking System.
- b. If visitor privileges are not reinstated, a letter denying reinstatement shall be sent to visitor. The facility shall keep a record of all denials.

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8. Prior to allowing the visit, appropriate staff shall do a "name search" and a "date of birth search" on VTS. Any visitor who has been restricted from one facility shall be restricted from all facilities within the Department.

H. Non-Contact Visits

1. Visits shall be restricted to non-contact visits for offenders:
 - a. In disciplinary segregation;
 - b. Designated as extremely high escape risks; or
 - c. Determined by the Chief Administrative Officer to be a threat to safety, security or order.
2. Visits shall be restricted to non-contact for a minimum of six months for offenders:
 - a. Found in possession of illegal drugs;
 - b. Who have failed a drug test;
 - c. Involved in STG activities;
 - d. Found guilty of assaulting a Department employee; or
 - e. Determined by the Chief Administrative Officer to be a threat to safety, security or order.

I. Master Roster of Visitor Restrictions

1. All visitor restrictions at all facilities within the Department shall be maintained on VTS.
2. On a daily basis, facilities shall update notification of all new visitor restrictions and reinstatements in VTS. The notification of new visitor restrictions and reinstatements shall include the following available information:
 - a. The name, gender, race, home address, date of birth and driver's license number (if applicable) of each visitor restricted, the type of restriction, the reason for the restriction, and the date the restriction was issued.
 - b. The name, gender, race, home address, date of birth and driver's license number (if applicable) of each visitor who has had their visiting rights restored, the type of previous restriction, the reason for the restriction, and the date the restriction was issued.
3. An electronic back-up of the Active Stop Order Report, OERVI 101 shall be maintained by each

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facility. The electronic backup report shall be updated no less than once per month and serve only as a back-up when VTS is down; it shall not be used for routine checks of visitors.

J. Visitor Restriction Guidelines

1. The following guidelines are to be used when an offender's visitor has been confirmed as testing positive for contraband with the ion scan or other approved detection equipment. Restrictions for other reasons may be more or less stringent as determined necessary by the Chief Administrative Officer or as otherwise directed by the respective Deputy Director or Assistant Deputy Director or above.
 - a. First Occurrence - Visiting privileges shall be restricted for a minimum of six months.
 - b. Second Occurrence:
 - (1) If within one year of the first occurrence, visiting privileges shall be restricted permanently.
 - (2) If more than one year after the first occurrence, visiting privileges shall be restricted for a minimum of six months as a first occurrence.
2. Any deviation in visiting restriction requires the approval of the Director or Chief of Operations.
3. When a visitor is restricted, a review shall be conducted to determine any security concerns regarding the involved offender.
4. Visiting privileges may be temporarily suspended by the Chief Administrative Officer during an institutional emergency or lockdown and for a reasonable time thereafter, upon the approval of the Director.
5. The Chief Administrative Officer or his designee may deny, suspend, or restrict visiting privileges, either temporary or permanent, based among other matters upon the following:
 - a. Security and safety requirements;
 - b. Space available;
 - c. Disruptive conduct of the committed person or visitor;
 - d. Abuse of the visiting privilege by the committed person or visitor; or
 - e. Violation of State or Federal law or Departmental Rules by the committed person or visitor.
6. A temporary restriction covers a period of up to six (6) months. The following conduct, when properly reported and documented, may cause visitors to be temporarily restricted from visiting offenders at this facility and other facilities within the Department. Any of the following actions can result in temporary restriction of visitors:

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- a. Disruptive conduct of a minor nature.
 - b. Disobeying an order or posted rule.
 - c. Refusal to submit to search.
 - d. Possession of drugs when the visitor has demonstrated there was no intent to conceal and/or introduce drugs into the facility.
 - e. Possession of alcohol when the visitor has demonstrated there was no intent to conceal and/or introduce alcohol into the facility.
 - f. Being under the influence of alcohol or drugs.
 - g. Possession of other contraband as defined under State, Federal or local laws or other Departmental Rules not specifically outlined in this sub-part.
7. A permanent restriction may be for any indefinite period of time in excess of six (6) months. Any of the following actions on the part of a visitor may result in permanent restriction from visiting offenders at this facility and other institutions within the Department.
- a. Assaultive behavior on any individual (e.g., physical assault, verbal threat to do bodily harm);
 - b. Sexual misconduct (e.g., sexual intercourse, masturbation, fondling of genitals);
 - c. Possession of weapons (e.g., gun, knife, bullets);
 - d. Possession of drugs or drug paraphernalia unless the visitor demonstrates they did not intend to conceal and/or introduce drugs or drug paraphernalia into the facility;
 - e. Unauthorized possession of money;
 - f. Possession of escape paraphernalia;
 - g. Possession of alcohol unless the visitor demonstrates they did not intend to conceal and/or introduce alcohol into the facility;
 - h. Providing false identification or information;
 - i. Disruptive conduct of a major nature;
 - j. Violation of State, Federal or local law during a visit, including arrest and/or conviction based on any action committed during a visit; and
 - k. Any recurrence of an action that previously resulted in a temporary restriction.
8. An employee who has been involved with a committed person or a former employee who has either resigned or has been terminated as result of involvement with a committed person, may be permanently restricted from visits if it is determined they may be a threat to safety or security.
9. If contraband is discovered in the possession of a committed person, either during or after a

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visit, it will be assumed that the committed person's visitor introduced the contraband.

10. Visits of committed persons hospitalized in any community may be restricted to the immediate family and shall be subject to the general visiting policies of the hospital.

K. Visiting Hours/Guidelines

1. General Population Offenders

- a. Visiting hours are 8:30 a.m. – 5:30 p.m. Visiting hours are 7 days a week. Visitors will be processed beginning at 8:00 a.m. No visitors will be processed after 4:30 p.m.
- b. Offenders are allowed six (6) visits per month, however only two (2) visits per month are permitted on a weekend.
- c. Length of visit is unlimited. A time limit of two (2) hours will be imposed on those occasions when overcrowding occurs in the visiting room and when additional visits are being processed in the Gatehouse. The oldest visit will be terminated after two hours and so forth until at which time all visits have been processed.

2. Segregation, Administrative Detention & General Population Non-Contact Offenders

- a. Visiting hours are 8:30 a.m. – 2 p.m. Visiting hours are seven (7) days a week. Visitors will be processed beginning at 8:00 a.m. No visitors will be processed after 1 p.m.
- b. Segregation offenders are allowed two (2) visits per month, however only one (1) per month is permitted on a weekend.
 - (1) Segregation offender visits are limited to one (1) hour.
- c. General population non-contact offenders are allowed six (6) visits per month, however only two (2) per month are permitted on a weekend.
 - (1) General population non-contact offender visits are limited to two (2) hours.
- d. Only one (1) adult and one (1) lap size child will be allowed to visit. Split visits will be utilized for more than 1 visitor for General Population offenders only.
- e. Administrative Detention Offenders will receive visits in accordance with Institutional Directive 05.12.101. Phase I offenders will not be afforded split visits. Phase II and Phase III offenders will be allowed two adult visitors at a time.
- f. A split visit will count as two visits.

3. Healthcare/Infirmary Offenders

- a. Visits to be conducted in the Infirmary shall be pre-approved and coordinated in advance through the Chief Administrative Officer & Healthcare Unit Administrator.
 - (1) Visiting hours are 9 a.m. – 2 p.m. Visiting hours are seven (7) days a week. Visitors will be processed beginning at 8:00 a.m. No visitors will be processed after 1 p.m.

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- b. All other visits follow General Population Visiting hours/Guidelines.
- 4. Extremely High Escape Risk Offenders (Level E)
 - a. Shall be Non-Contact visit
 - b. Visiting hours are 9 a.m. – 2 p.m. Visiting hours are seven (7) days a week. Visitors will be processed beginning at 8:00 a.m. No visitors will be processed after 1 p.m.
 - c. Offenders are allowed six (6) visits per month, however only two (2) per month are permitted on a weekend.
 - d. Length of visit is limited to two (2) hours.

L. Limitations

- 1. On weekends and holidays offenders may only receive one (1) visit per day. On weekdays offenders are allowed multiple visits, however, one visit must be terminated before the next visit is allowed. Offenders may only receive multiple visits from different visitors. Visitors shall not be permitted to visit more than one time per day. Offenders shall be strip searched again prior to the second visit.
- 2. Visits are restricted to three adults at one time. The number of children allowed in on a visit shall be restricted to available seating at the visitor's table. At no time are children to be left unattended during the visit.
 - a. Four - (4) table seating will be utilized with a limit of three (3) visitors and a maximum of three (3) lap sized children.
 - b. Lap-sized children are considered to be those children six (6) years of age and younger.
 - c. Offenders are allowed to hug children at entry/exit of visit with visitor and children. At no time can an offender hold a child during the duration of the visit.
- 3. Visitors that are denied a visit must leave institutional grounds provided they have transportation. Visitors that do not have transportation shall remain in the gate house foyer. Visitors who are denied a visit due to misconduct or temporary restriction shall not be permitted to return to Lawrence C.C. to visit any offender until a review of the incident is completed.
- 4. Persons seventeen (17) years of age or older must be listed on the approved list in order to visit.
 - a. When visiting, persons under the age of seventeen (17) years must be accompanied by a person who is seventeen (17) years of age or older and who is an approved visitor, unless prior written approval has been granted by the Chief Administrative Officer.
- 5. Persons under seventeen (17) years of age need not be on the approved list. However, such persons may visit only;
 - a. When accompanied by a parent or guardian who is an approved visitor;

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- b. When prior notarized written consent has been given by a parent or guardian who is in the free community for the child to visit when accompanied by the person(s) designated in writing who is an approved visitor and who is at least seventeen (17) years of age; or
 - c. As otherwise approved by the Chief Administrative Officer.
- 6. When visiting, anyone under the age of 17 years must be accompanied by an approved visitor who is 17 years of age or older, unless prior written approval has been granted by the Chief Administrative Officer.
- 7. Visitors under 12 years of age may only be permitted to visit:
 - a. When accompanied by a parent or guardian who is an approved visitor;
 - b. When prior written consent has been given by a parent or guardian who is in the free community for the child to visit when accompanied by an approved visitor designated in writing who is at least 17 years of age.
 - c. As otherwise approved by the Chief Administrative Officer.
- 8. In determining whether an exception shall be granted, the Chief Administrative Officer may consider, among other factors, the person's age, emancipation and relationship to the committed person, whether a legal guardian has been appointed for the person, the inability of an approved visitor to accompany the person, and any applicable court order.
- 9. An individual 12 years through 16 years of age who is not a member of the offenders immediate family may only visit with the written consent of his /her parent or guardian. Immediate family shall include children, brothers, sisters, grandchildren, whether step, adopted, half, or whole, and spouses.
 - a. Permission to Allow Visitation of a Minor Child, DOC0330, shall be completed by the parent or legal guardian, notarized, and returned upon the next visit for permission of minor to be escorted by a person who is of majority and will be visiting said offender.
- 10. A proposed visitor who has criminal charges pending, including, but not limited to, an individual on bond, parole, mandatory supervised release, or probation or an ex-offender, may visit a committed person only with the written approval of the Chief Administrative Officer. In determining whether to approve or deny a request, the Chief Administrative Officer may consider, among other matters, the following:
 - a. The nature, seriousness, and the date of commission of the offense.
 - b. The proposed visitor's criminal history.
 - c. The proposed visitor's relationship to the committed person.
 - d. The date of discharge from parole, supervision, or probation or of completion of service of a term of incarceration.
 - e. A visitor who has completed probation shall be allowed to visit absent other circumstances.

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11. The Chief Administrative Officer will either grant or deny permission for entrance.
 - a. A letter will be sent to the requesting individual indicating either permission or denial.
 - b. A copy of the letter of permission from the Chief Administrative Officer is to be forwarded to the Gatehouse and attached to the visiting list record.
12. Split visits are allowed to accommodate multiple visits. The first half of the visit must be terminated prior to admitting the second half of the visit.

M. Admission of Visitors to the Lawrence Correctional Center

1. The 7-3 Shift Gatehouse Staff will be responsible for the following:
 - a. Complete a thorough search of the visitor waiting area, restrooms, and lockers.
 - b. Direct visitors to sign their full name, title, or relationship, nature of business, and address on the visitors' sign-in sheet.
 - c. Direct visitors that are on their initial visit to fill out the Prospective Visitors Interview Form DOC 0148.
 - d. Review the offender's approved Offender Visiting List DOC 0004 to ensure the prospective visitor is listed on the offender's approved visiting list.
 - (1) When Offenders transfer from Lawrence Correctional Center, Visiting Lists shall be forwarded to the institution the Offender is transferring to.
 - (2) A list of Offenders transferring shall be provided to the Gate House staff in advance.
 - e. Review offender's visiting record in VTS to assess the number of visits available.
 - f. Notify the Visiting Room Officer giving the offender's name, identification number, and number of adults and minors on the visit.
 - g. The Visiting Room Officer shall contact the designated Housing Unit, to inform staff that the offender has a visit.
 - h. Upon visitors arriving and entering with contraband items (i.e. phones, electronic items, watches, cigarettes), they will be required to return them to their vehicles. The only exception to the contraband policy will be if visitors arrive on the bus and have no other means to secure said items, then the lockers will be utilized.
 - i. Coin operated lockers shall be made available for placement of valuables, excess keys, excess I.D. cards, etc. not to exceed value of \$30, or items not permitted in the facility. Lockers are available at the cost of 50 cents.
 - j. Vending machines for food and drink are located in the visiting room.
 - k. Diapers and baby wipes will be provided by Lawrence Correctional Center. No other

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diapers will be allowed into the facility. All babies will be changed before leaving the Gatehouse to visit.

- l. Immediate life care medication may be taken to the Visiting Room by the visitor. Examples of such medication may include: Nitroglycerin pills, asthma spray and immediate care medication, it will be inspected by Gatehouse staff and, if necessary, by medical personnel. The Shift Supervisor must be notified prior to admittance of medication into the Visiting Room. A written statement by a personal physician indicating medical necessity must be furnished prior to admittance of any medication being allowed into the Visiting Room. All medication, except insulin, must be stored and administered at the Visiting Room Officer's desk for the duration of the visit. Insulin syringes must be secured at the main gate and main gate staff notified. Visitors will be allowed to return to the main gate for the purpose of administering an insulin injection if needed. Syringes must be removed from the facility at the end of the visit.
 - m. No person will be admitted who appears to be under the influence of drugs or alcohol. The Shift Supervisor should be notified immediately when such occurs.
 - m. Persons attempting to bring in contraband will not be allowed to visit and will be reported to the Chief Administrative Officer and/or Duty Administrative Officer for possible revocation of visiting privileges. Contraband will be confiscated.
 - o. Persons found to possess illegal materials will be detained and the State Police notified. The Lawrence Correctional Center will sign a criminal complaint, if needed.
 - p. Direct visitors to shakedown room for a physical search. All purses, bags, or sacks will be placed in lockers.
- NOTE: Debittek machine: Advise the visitor to purchase an electronic money card for up to \$50.00 which can be used in visiting room to purchase vendor machine products.
- q. Stamp the back of the visitor's left hand with invisible detector ink.
 - r. Direct visitors to the Administration Building visiting room.
 - s. Ensure that admitted visitors are accounted for prior to the end of the shift by contacting the Visiting Room Officer and comparing logs. Visitor sign-in sheets must balance with visiting room logs.
 - t. Check the left hand of visitors leaving the premises under ultraviolet lamp for detector ink stamp mark.
 - u. Ensure that any visitor leaving the premises signs the Visitor's Sign-in Log in the space provided for signing out.
 - v. Complete a Visitation Denial Notification, LAW0611 when a visit is denied from this facility. Information will include: Shift Supervisor name, date of denial, name of offender, number of offender, visitor(s) names and addresses being denied, reason(s) for visit denial, staff members name who denied visit and DAO who approved the visit denial.
 - w. Notify the Zone Lieutenant of any unusual behavior by visitors and prepare incident reports, if necessary. Whenever a visit is denied, an Incident Report (DC 434) is to be

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submitted.

2. The 3-11 Shift Gatehouse Officer will follow the same procedure for admission of visitors plus the following:
 - a. Ensure that at the end of visiting hours the Visitor's Sign-in Log has been completed, all visitors have signed out, and visits terminated in O.T.S.
 - b. Ensure that the completed Offender Visitor and Official Business Visitor Sign-in Logbooks are forwarded to the Armory to be filed for a period of one year.

3. Visitor Dress Code (Refer to Attachment A)
 - a. Visitors must be dressed appropriately for a correctional environment or the visit will not be allowed. Clothing which is determined to be sexually explicit that reveals the buttocks and/or breasts is not allowed. Coats/jackets will be allowed into the visiting room, but will be hung up until the termination of the visit (the only exception will be dress suits).
 - b. Religious headwear may be worn by visitors if:
 - 1) There are no safety or security concerns; and
 - 2) The headgear has been removed and thoroughly searched; and
 - 3) The visitor has indicated that the headgear has religious significance such as:
 - a) The headgear is a kaffiyeh, yarmulke, turban, habit, or fez; or
 - 4) A written request to wear headwear other than those listed above will be submitted to the Chief Administrative Officer at least 10 days prior to the visit and the Chief Administrative Officer shall review and approve or disapprove such requests. Failure to submit a timely request shall result in a denial of the request.
 - c. Any jewelry with names, initials, or words will not be allowed. No watches will be allowed. No lockets or any jewelry with pictures will be allowed. Women may not wear men's jewelry into the institution. Any jewelry that is perceived as a security threat group will be denied. Jewelry that is extremely heavy in weight or that is intimidating to any person, i.e., replicas of any guns, knives, ammo, drugs or drug paraphernalia, will not be allowed. Visitors may possess one bracelet, two rings (inclusive of one wedding ring), and one necklace. Any belt buckles may be subject to thorough inspection.
 - d. The following items are inappropriate dress for visitors:
 - (1) Halter tops
 - (2) Spaghetti straps/tank tops
 - (3) Swim tops or suits

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- (4) See-through clothing
- (5) Short shorts (cannot be shorter than the knee)
- (6) Short dresses or skirts (cannot be shorter than the knee)
- (7) Extremely suggestive skirts or dresses
- (8) Any clothing with tears or holes in suggestive areas
- (9) Females with no bras
- (10) Visitors with no underwear
- (11) All visitors must wear a shirt
- (12) Clothing that allows underclothing to be seen
- (13) Spandex/Stretch Denim
- (14) Body suits
- (15) Clothing colors or jewelry which promotes gang activity
- (16) Clothing that advertises or suggests illegal substance or products or sexual material
- (17) Dark glasses, hat, gloves, scarves, or headbands.

4. The Visiting Room Officer will have the following duties
 - a. Document offender's name and number, housing unit, and number of adult and minor visitors on the visiting room log.
 - b. When, for any reason, there is a delay of more than thirty (30) minutes in a visit beginning, the cell house Zone Supervisor and Zone 3 Supervisor shall be notified. The Supervisor shall investigate the delay and ensure the Visitors are advised of the reason for delay.
 - c. Document the starting time of the visit.
 - d. Direct visitors to an assigned table and seat.
 - e. Notify parties involved five (5) minutes prior to the termination of the visit.
 - f. Direct offender to designated shakedown room after termination of the visit.
 - g. The 3-11 shift Visiting Room Officer shall ensure that all visits have been terminated by 5:30 p.m. daily.
 - h. Notify Gatehouse staff and Shift Supervisor of the termination of all visits.

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- i. Maintain a file of completed visiting room log sheets, visiting room shakedown inventory sheets, log books, etc., and file in the Armory for a period of one (1) year.
 - j. The 3 - 11 Visiting Room Officer shall shakedown the Visiting Room.
 - k. The 3 - 11 Visiting Room Officer is to ensure that all trash receptacles are emptied and trash removed, via the front of the institution.
5. The Visiting Room Shakedown Officer will have the following duties:
- a. Strip-search the offender prior to the visit. During the search, the Visiting Room Shakedown Officer will log all approved items on the visiting room shakedown inventory. Approved items include I.D. card, glasses, ring, watch, necklace, and legal papers (for attorney visits). If the offender has any non-approved items, he will be directed to return those items to his room prior to the visit.
 - b. Direct the offender to the visiting room.
 - c. Each time an offender must use the restroom during a visit, the restroom shall be searched prior to the offender entering the restroom and the offender shall be strip searched before and after the use of the restroom.
 - d. Strip-search the offender after termination of the visit. The offender can only have what items are listed on the visiting room shakedown inventory.

N. Attorneys, Clergymen, and Special Visits

1. Licensed attorneys and any investigators, law students, or paralegal working under their supervision may visit a committed person during regularly scheduled visiting hours, unless permission has been granted by the Chief Administrative Officer or his/her designee to visit during other hours. Attorneys who wish to visit their clients in their professional capacity are to notify the Assistant Warden of Programs' office at least two days in advance of the visit. Arrangements will be made for a visit in one of the small interview rooms in the Administration Building and will not count towards the offender's allotted monthly visits. Duty Wardens will approve the attorney visits when necessary. A memo will be forwarded to the Gatehouse indicating name of the attorney, date, time, name and number of the offender, etc.
2. Investigators, law students, or paralegals shall be required to present a written statement from a registered attorney indicating that they are working under the supervision of an attorney who is representing an offender and indicating the name of the offender they are authorized to visit.
3. Clergy/pastors/spiritual advisors who present themselves at the institution shall be allowed access to the institution during regularly scheduled visiting hours and during other hours as approved by the Chief Administrative Officer or designee for the purpose of visiting offenders, provided they are listed on the offenders approved Offender Visiting List DOC 0004. Clergy/pastors/spiritual advisors are allowed three visits per month per offender, and these visits will not count toward that offender's allotted monthly visits. Clergymen will be permitted to enter the facility with one Bible, Koran, or other Holy book. The Bible, Koran, or other Holy book will be searched prior to entering the facility, and Clergymen must take the Bible, Koran, or other Holy book with them when he or she leaves the facility. Duty Wardens and institution Chaplains will be responsible to approve such visits when necessary.

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- a. If there are questions concerning the denomination, the Duty Warden must be notified.
 - b. The Duty Warden will later instruct the Chaplain to research the clergymen/pastor's denomination to see if he/she represents a recognized religious community. This information must be forwarded to the requesting Duty Warden.
3. Related offenders wishing to visit with the same relative simultaneously shall request such through their designated Housing Unit Counselor prior to the visit.
 - a. After verification of the said relationship, the correctional counselor(s) will contact the Assistant Warden of Operation's Office advising of said request.
 - b. The Assistant Warden of Operation's Office will contact the offenders' counselor (s) and advise if the visit is permitted and when the visit is scheduled.
 4. Approved requests for dual visits shall be forwarded to both offenders, Gate House Officer, Visiting Room Officer, appropriate Housing Unit Lieutenant, Housing Unit Counselor, and Zone four Lieutenant.
 5. There will be no shared visits unless prior approval has been obtained from the Assistant Wardens or Duty Warden.

O. Visiting Room

1. Rules for the Visiting Room:
 - a. Seating will be limited to 3 adults and 3 lap size children. Offender will be required to sit on the seat designated with the letter "I" for Inmate. The remaining seats will be numbered 1 through 3. When there is only 1 visitor present, the number "1" seat will be used. When there are 2 visitors present, the number "1" and "2" will be used. The only time the number "3" seat will be used is when there are 3 visitors present during a visit. At no time will an Offender visitor designate seating arrangements.
 - b. Ensure visitors coats/jackets are hung prior to being seated. Visitors are not allowed to return to their coat/jacket until the visit is over.
 - c. Offender clothing will be worn appropriately during the entire visit (i.e. Shirts tucked into the pants and shoe laces tied.) State blue shirts, pants, and boots or gym shoes are required to be worn in the visiting room unless pending court, discharge, or MSR. Thermal underwear is prohibited.
 - d. Offenders are allowed to hug children at entry/exit of visit with visitor and children. At no time can an offender hold a child during the duration of the visit.
 - e. Visitors may kiss and embrace at the beginning and end of the visit, but no other fondling or intimate behavior is allowed. The only other physical contact will be touching hands and arms that are positioned above the table. Interlocking of legs is unacceptable. Feet must remain on the floor at all times. Feet are not allowed on the furniture/seats.
 - f. No rearranging of furniture in the visiting room is allowed. Offenders shall remain in

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designated seating unless using the restroom, or exiting the visiting room.

- g. Visitors are responsible to monitor their children's behavior so that other visits are not disturbed. Example: No running around the visiting room, loud yelling, and when playing, must conduct themselves in an orderly fashion. No child or infant shall be on the tables at any time.
- h. Disruptive behavior by offenders and/or visitors will be cause for the termination of visiting privileges. Prior to any termination of a visit, the Shift Supervisor after consultation with the Duty Administrative Officer will advise of approval for termination. The Visiting Room Officer will also be responsible to notify the assigned Zone Lieutenant and complete a DC434, Incident Report. The Visiting Room Officer will have the discretion of giving one (1) warning for a minor violation of visiting rules but MUST report any further disruptive behavior immediately to the Shift Supervisor, and followed up with an Incident Report.
- i. Offenders cannot at anytime handle or be in possession of currency or debit cards for use in the vending machines. Upon entrance to the Visiting Room, offenders will be allowed to view the contents of the vending machines. This shall be done without the presence of visitors and only upon entry.
- j. There will be no gambling allowed during the visit.
- k. Visitors will not be allowed to bring in any items (personal property, food items, clothing, musical instruments, etc.) to offenders. Visitors and offenders shall not exchange any kind of property during the visit.
- l. Persons attempting to bring in contraband will not be allowed to visit and will be reported to the CAO and DAO for possible revocation of visiting privileges or criminal action. Contraband will be confiscated.
- m. Clergy behavior, which is not appropriate to pastoral care and ministry, will be cause for termination of visiting privileges.
- n. Visitors and committed persons shall not be permitted to exchange any item during a visit, except with prior approval of the Chief Administrative Officer.
- o. Lawrence Correctional Center is a smoke free facility. This policy will be strictly enforced, and violations of this policy may result in the visit being terminated and/or issuance of a disciplinary report.
- p. Visitors and offenders shall not visit with other visitors and offenders in the visiting room. Shared visits are not allowed.
- q. Visitors must return to the gatehouse for restroom use. Visitors choosing to use the restroom during the course of their visit will be subject to search following use of the restroom.
- r. At any point a visitor exits the visiting room and returns back to the gatehouse, other than to use the restroom, the visit will be terminated unless extenuating circumstances prevail.

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- s. All visitors must conduct themselves in a polite and courteous manner. Any misconduct or verbal outburst toward staff, inmates, or other visitors may result in future restriction of visiting privileges.
- t. At no time shall minors be unaccompanied or left with an offender i.e. using the restroom in the gatehouse, vending machines, water fountain.
- u. No food items, drinks or pictures may leave the visiting room at any time.
- v. Offender visitors are subject to monitoring and/or tape recording of any conversation made within the visiting room, except legal visits. This notice shall be prominently posted within the visiting area. Offender visitors shall be orally advised of this policy and acknowledgement by their signature shall be obtained prior to processing them for their visit. The use of the visiting area by offender visitors shall be interpreted as having given their consent to monitoring and/or recording of conversation and may occur at any time without any further warning after the visitor's arrival to the visiting area.

P. Volunteer Visits

1. Appropriate staff shall do a "name search" and a "date of birth search" on VTS and check for any "STOP ORDERS" prior to a volunteer entering the institution. A restricted volunteer shall not enter the facility without the written approval of the Warden.
2. Any individual or volunteer group whose conduct has resulted in temporary restriction or termination from one facility shall be temporarily restricted or terminated from participation in volunteer activities at all facilities or program sites.
3. A volunteer shall not be permitted to perform volunteer services at a facility where he or she visits an offender on a personal basis or provides legal representation to an offender except by special permission from the Director. A volunteer must report any visit to an offender at any facility to the volunteer coordinator at his or her parent facility.

Q. Hospital Visits

Visits of critically ill offenders hospitalized at the local hospital will be handled in accordance with the following:

1. When possible, the family should make prior arrangements to visit through the Assistant Warden of Operations.
2. When advance notice is not possible and visitors arrive at the facility to visit a critically ill offender, the Duty Warden may approve a local hospital visit.
3. If a visit is approved, the visitor will be requested to report to the Lawrence Correctional Center to sign in for a local hospital visit. The Shift Supervisor will send appropriate staff to the local hospital to conduct a body search of the visitor in a private area of the hospital.
4. Once the visitor has been searched, the visitor will not be allowed to leave the hospital and then re-enter (i.e., go to vending machines, go outside the hospital building, etc.).
5. The visitors will be allowed a two-hour visit within the visiting hours set by the local hospital.

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6. Visitors will not be allowed to bring any items or packages in to the offender at the local hospital. Visitors will be permitted to bring in a billfold. No large purses will be allowed. The Correctional Officer is to monitor the visit at all times.
7. When the visit has ended, the Correctional Officer assigned to the local hospital shall inform the visitor that he/she will need to return to the facility in order to be timed out. If, due to extenuating circumstances, this cannot be accomplished, the security staff at the hospital will notify the institution to inform the Gatehouse Officer to log the time out on the Visitor's Log.
8. The Correctional Officer assigned to the local hospital should also document the visit in the daily log.
9. Visitors requesting information on the condition of the offender should contact the Health Care Unit for updated information, not the hospital.

Authorized by:

Steve Duncan, Warden
Lawrence Correctional Center

Supercedes I.D. 05.01.106 dated 03/01/16

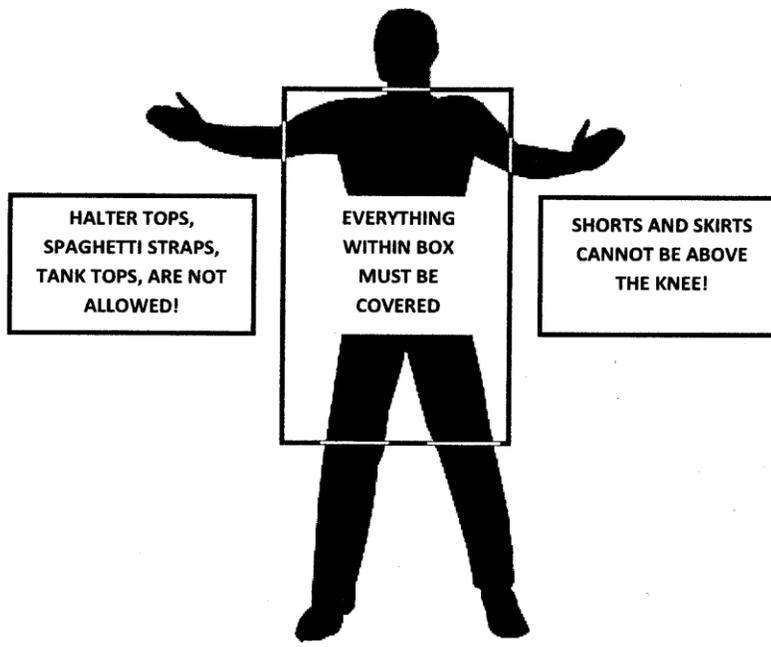
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Attachment A

Visitor Clothing Guidelines

The following items are inappropriate dress for visitors:

1. Halter tops
2. Spaghetti straps/tank tops
3. Swim tops or suits
4. See-through clothing
5. Short shorts (cannot be shorter than the knee)
6. Short dresses or skirts (cannot be shorter than the knee)
7. Extremely suggestive skirts or dresses
8. Any clothing with tears or holes in suggestive areas
9. Females with no bras
10. People with no underwear
11. All visitors must wear a shirt
12. Clothing that allows underclothing to be seen
13. Spandex
14. Body suits
15. Clothing colors or jewelry which promotes gang activity
16. Clothing that advertises or suggests illegal substance or products or sexual material
17. Dark glasses, hat, gloves, scarves, or headbands (except approved religious headgear)



**Any visitor wearing one of these prohibited items will be turned away from the institution and
WILL NOT BE ALLOWED TO VISIT ON THAT DAY!**