

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Functional Area: FACILITIES OPERATIONS	Reference Number: IIB01-0005	Revises Previous Effective Date: 07/01/2006
Subject: VISITATION OF INMATES		
Authority: OWENS/JACOBS	Effective Date: 6/15/2014	Page 1 of 18

I. POLICY:

It is the policy of the Georgia Department of Corrections (Department) to provide visitation programs for inmates that are conducive to the establishment and maintenance of positive relationships with family and significant others. Visitation is a privilege for inmates and should not be considered a right. Visits are to be scheduled and supervised, in strict accordance with the following procedures, which are designed to contribute to good public relations and provide a comfortable and secure visitation environment.

II. APPLICABILITY:

State Prisons, County Correctional Institutions, Probation Detention Centers, Transitional Centers, and Private Prisons.

III. RELATED DIRECTIVES:

A. O.C.G.A.42-5-56.

B. GDC Rules: 125-2-4-.15, 125-3-2-.02, 125-3-2-.04(f)(6), 125-3-4-.02, and 125-4-7-.03.

C. GDC-SOPs: IIA05-0001, IIA07-0007, IIA10-0001, IIB01-0013, IIB01-0022, IIB02-0004, IIB09-0001, IIB09-0002, IIB09-0003, IIB09-0004, IIB12-0002, IIB12-0003, IIB12-0004, IIB15-0001, IIB16-0001, IIC03-0002, IIC02-0003.

D. ACA Standards: 3-4255, 3-4272, 3-4440, 3-4445, 3-4441, 3-4149, 3-4420, 3-4442, 3-4443, 3-4444, 3-4446, 3-4452.

IV. DEFINITIONS:

A. Immediate Family: For purposes of this SOP, a member of an inmate's family that falls into one of the following relationships - parents, siblings, spouse, grandparents, grandchildren, or children.

B. Extended Family: For purposes of this SOP, a person related to an inmate beyond an immediate family member. An extended family member would be a step-parent, step-

Functional Area: Facilities Operations	Prev. Eff. Date: 7/01/06	Page 2 of 18
	Effective Date: 5/6/2014	Reference Number: IIB01-0005

sibling, step-child, brother/sister-in-law, uncle, aunt, cousin, half-brother/sister, nephew, or niece.

C. Significant Relationship Visitor: A person having a meaningful relationship with the inmate to provide support and encouragement in a rehabilitative capacity. This would include friends, employers, pastors, and other relationships that have the potential for rehabilitative support. An inmate visitation list will be limited to only two (2) visitors in this category at any given time. The term Significant Relationship does NOT imply automatic approval for visitation because of romantic involvement. Rehabilitative potential must still be established.

D. Next of Kin: For purposes of this SOP, the person designated by the inmate to receive his/her remains or the person designated to make emergency medical decisions in the event the inmate is unable to make medical decisions. In the event the inmate fails to so designate, the person reasonably designated by Department staff.

E. Designated Beneficiary: The person designated, by the inmate, to receive the inmate's personal property and funds which are left under the custody and control of the Department in the event of the inmate's death.

F. Sexual Offense: As used in the Code section, the term sexual offense means a violation of Code Section 16-6-1, relating to the offense of rape; Code Section 16-6-2, relating to the offenses of sodomy and aggravated sodomy; Code Section 16-6-5.1, relating to the offense of sexual assault against a person in custody; Code Section 16-6-22, relating to the offense of incest; or Code Section 16-6-22.2, relating to the offense of aggravated sexual battery, when the victim was under 18 years of age at the time of the commission of any such offense; or violation of Code Section 16-6-3, relating to the offense of statutory rape; Code Section 16-6-4, relating to the offense of child molestation and aggravated child molestation; or Code section 16-6-5, relating to the offense of enticing a child for indecent purposes, when the victim was under 16 years of age at the time of the commission of any such offense.

G. Inmate: For purposes of this SOP, the word inmate is meant as a generic term to encompass all inmates and probationers incarcerated at facilities or centers designated in the Applicability Section of this SOP.

H. Contraband: For purposes of this SOP, any item or article that poses serious threat to the security of the facility. Examples of contraband include guns, knives, tools, chemicals, controlled substances, narcotics, alcohol, tobacco, and cellular telephones. This is not an all-inclusive list and other items may be deemed contraband.

V. ATTACHMENTS:

Attachment 1 - Inmate Visitation Register

Functional Area: Facilities Operations	Prev. Eff. Date: 7/01/06	Page 3 of 18
	Effective Date: 5/6/2014	Reference Number: IIB01-0005

Attachment 2 - Application for Visitation Privilege

Attachment 3 - Inmate Visitation Room Log

Attachment 4 - GCIC/NCIC Consent Form for Visitors of GDC Facilities

VI. PROCEDURE:

A. Diagnostic Inmate Visitation:

Inmates will not be allowed visitation during the diagnostic process. They will provide next of kin emergency contact information only. If the diagnostic process is not complete after 60 days a list of the inmate's immediate family will be completed and reviewed for visitation approval. This list will be used for visitation at the diagnostic facility until the inmate is placed in a permanent assignment.

1. The initial approved visitation list will be obtained, verified and approved at the first permanent placement facility consistent with the method provided for in the policy. This task will not be a part of the diagnostic process.

B. Visitation Area:

The facility shall maintain a visitation area where inmates may have contact visitation with their authorized visitors. Restroom facilities shall be provided for visitors in or adjacent to the visitation area. Each facility shall designate an area to allow mothers to breast-feed children.

Video recording of the visitation area is permitted as an added measure to ensure the safety, security and integrity of security operations during visitation periods. The video recordings for visitation should be reviewed by the Deputy Warden of Security/Assistant Superintendent or Chief of Security by the end of the first business day following the visitation period. The Warden/Superintendent will be notified immediately if anything unusual or outside the parameters of this standard operating procedure or any other applicable standard operating procedures has occurred. If an investigation results from violations observed on the video recordings, then the video recording will not be reused until complete resolution of the investigation. Any videotapes that have been reviewed and do not reveal any unusual circumstances or security value may be reused after a period of sixty days.

C. Visitation Schedule:

1. A minimum of six (6) hours shall be allotted each day for visitation periods on Saturdays, Sundays and holidays.

Functional Area: Facilities Operations	Prev. Eff. Date: 7/01/06	Page 4 of 18
	Effective Date: 5/6/2014	Reference Number: IIB01-0005

- a. State facilities will observe days proclaimed by the Governor of Georgia as legal state holidays.
 - b. County institutions will observe legal holidays that are recognized by their local governing authority.
 - c. Private Prisons will observe days proclaimed by the Governor of Georgia as legal state holidays.
2. A Warden/Superintendent may request that the Field Operations Manager or his/her designee authorize modifications of the visitation days and/or hours for his/her facility if justified by special circumstances (i.e. small inmate population, low or high usage of privileges, infirm inmates, etc). If an exception is approved in writing, the Warden/ Superintendent shall make sure that all inmates are informed and that the inmates advise their potential visitors.
 3. Normally, there will be no restrictions placed on the length of visits during the facility's established visitation periods. However:
 - a. In order to have the inmate in the visitation area during the mid-day count, visitors must arrive at the facility one (1) hour prior to the time that is designated by the Warden/Superintendent as the mid-day count. The mid-day count time shall be posted in all living areas and in the visitation area. All inmates shall be advised of this condition in writing as well as advised when the facility orientation is conducted for new inmates.
 - b. The shift supervisor has the authority to adjust the length of visitation times allotted to individual inmates, or to terminate visits, during times of overcrowding.
 - c. The shift supervisor may also terminate individual visits because of improper conduct or failure to abide by procedures. An Incident Report shall be completed documenting the reason(s) for the termination of the visit.
 - d. If an inmate has more than one visitor on a given day, individual visitors may be limited to a time of less than four (4) hours.
 - e. If overcrowding requires the termination of visits, inmates who began their visits first will normally be the first to have their visits terminated. However, such factors as relationships, frequency of visits, distance traveled, etc. will be taken into consideration.
 4. Each inmate may receive the same visitor(s) during all visitation periods, providing there is sufficient time and space. However, if time and space do not

Functional Area: Facilities Operations	Prev. Eff. Date: 7/01/06	Page 5 of 18
	Effective Date: 5/6/2014	Reference Number: IIB01-0005

allow adequate visitation for all inmates, individual visitors may be restricted to only one visitation period per weekend or weekend/holiday combination.

5. Visitation of inmates under medical care will be governed by good medical practices and procedures.
6. Protective Custody, Administrative Segregation, and Tier I inmates shall in general have the same rights to visitation as general population inmates unless this is not feasible. Non-feasibility must be documented. An example would include inmates with documented assaultive and destructive behavior.
7. Inmates who have documented protective custody needs may be required to visit at times when other potentially threatening inmates are not in the visitation area. The Warden/Superintendent may take into consideration the inmate's institutional conduct when making the decision to approve or disapprove that visit.
8. Inmates in Disciplinary Isolation will receive no visitation in accordance with SOP IIB02-0004.
9. Inmates in Tier II or Tier III will receive visitation in accordance with appropriate SOPs.

D. Authorized Visitors:

Note: In order to help ensure the safe and secure operation of all Departmental facilities, the Appointing Authority will require a prospective visitor to sign Attachment 4 (GCIC/NCIC Consent form for Visitors of GDC Facilities), authorizing the release of driver and criminal history information to the Georgia Department of Corrections. This information may be obtained annually thereafter. This information may serve to assist in determining the approval or disapproval of a prospective visitor to a Department facility.

Additionally, prospective visitors will have to complete Attachment 2 (Application for Visitation Privilege). Any change in information provided on this form MUST be updated as it occurs. Failure to sign Attachment 4, and update changes as they occur may result in the denial/revocation of visitation privilege.

1. All Visitors must complete and submit Attachment 2 (Application for Visitation Privilege). Facility staff will review and approve or disapprove these applications. If a visitation request is disapproved by the Warden/Superintendent or his/her designee, then the disapproval reason must be written on the Application for Visitation Privilege and entered into the "Contacts", and "Case Notes" sections of the Department's offender data management system.

Functional Area: Facilities Operations	Prev. Eff. Date: 7/01/06	Page 6 of 18
	Effective Date: 5/6/2014	Reference Number: IIB01-0005

2. Each visitor shall update any change in their personal information as soon as the change occurs. Failure to update information may result in revocation of visitation privileges. If visitation privileges are revoked, the reason and length of the revocation must be clearly written on the visitation list and shall also be entered as a note under the “Contacts”, and “Case Notes” sections in the Department’s offender data management system.
3. Each visitor may be subject to ongoing Rapid ID scans, prior to entry at each visitation.
4. Each visitor may be subject to annual GCIC/NCIC.
5. Each visitor will be subject to having their photo made and maintained in the “Contacts” section of the Department’s offender data management data system.
6. The number of visitors on an inmate's approved visitation list is limited to twelve (12). The appropriate Department staff member will enter all necessary information into the “Contacts” section of the Department’s offender data management system. All of the data fields **MUST** be completed, and when a visitor is approved for visitation, then the appropriate box in the “Contacts” section must be checked. When an inmate is transferred to another facility, his previously approved visitation list shall be honored unless extenuating circumstances come to light that would threaten the security and orderly operation of the receiving facility.
7. If the determination is made to remove a visitor from the visitation list, the Warden/Superintendent or his/her designee will immediately contact the visitor and notify them of the decision and the reason for their removal from the inmate’s approved visitation list. The disapproval reason shall be clearly documented on the inmate’s visitation request form; as well as in the “Contacts”, and “Case Notes” sections of the Department’s offender data management system. Inmates having large families will be considered on an individual basis. Persons who are not immediate family members and yet would like to be on the approved visitation list should make this known to the inmate, who may make the request to the Warden/ Superintendent. All visitors are subject to approval or disapproval by the Warden/Superintendent of the facility or his/her designee.
8. All visitors, regardless of age, shall be approved and listed on the inmate's visitation list. The only exception will be if a special visit is approved in advance by the Warden/Superintendent or his/her designee.
9. Categories of visitors may include the following:

Functional Area: Facilities Operations	Prev. Eff. Date: 7/01/06	Page 7 of 18
	Effective Date: 5/6/2014	Reference Number: IIB01-0005

- a. Members of an inmate's immediate family, (parents, siblings, spouse, grandparents, grandchildren, or children) and members of an inmate's extended family (step-parent, step-sibling, step-child, brother/sister-in-law, uncle, aunt, cousin, half-brother/sister, nephew, or niece,) upon request and after verification, may be placed on the inmate's approved visitation list.
- b. Significant Relationship Visitors may also be included on the approved visitation list. These visitors may be defined as:
 - 1) Pre-incarceration relationships, which formed prior to the inmate being incarcerated.
 - 2) Post-incarceration relationships which formed after incarceration began.

These relationships may include friends and employers or other relationships which have the potential for rehabilitative capabilities. The term Significant Relationship does NOT imply automatic approval for visitation because of romantic involvement. Rehabilitative potential must still be established.

10. Former inmates, probationers, and parolees require the approval of the Warden/Superintendent prior to being placed on the approved visitation list. Prior inmates must have clear GCIC reports for one (1) year since release from prison or since being placed on probation or parole. If an individual is disapproved, then the reason must be clearly written on the visitation list and shall also be entered as a note under the "Contacts", and "Case Notes" sections in the Department's offender data management system.
11. After a person's name has been placed on the approved visitation list, prior approval is not necessary on regular visitation days. Visitors under the age of sixteen (16) must be accompanied by an adult also on the visitation list.
12. One inmate's visitors will not be allowed to visit with another inmate or his/her visitors.
13. Any inmate with a current or prior conviction for any sexual offense as defined in the Definition Section of the SOP, shall not be allowed visitation with any person under the age of 18 years old, unless such person is an immediate family member (parents, siblings, spouse, child, grandparent, grandchild) of the inmate and such person is not the victim of a sexual offense for which the inmate was convicted. If visitation with a minor is restricted by court order,

Functional Area: Facilities Operations	Prev. Eff. Date: 7/01/06	Page 8 of 18
	Effective Date: 5/6/2014	Reference Number: IIB01-0005

permission for special visitation with the minor may be granted only by the court issuing such order.

14. Counselors will review all inmate administrative files to ensure compliance with section J. Special Visitation Requirements of this SOP and make necessary corrections to the identified inmate(s) visitation list(s). The review will be documented in the “Case Notes” section in the Department’s offender data management system.

E. Visitation List Change:

An inmate may request to add or delete a name on his/her visitation list by contacting his/her counselor and providing the necessary information. If the inmate is requesting to add a visitor(s), the visitor(s) must complete all necessary paperwork prior to approval. The counselor will forward this request from the inmate, and applicable paperwork from the visitor(s) being added, to the Warden/Superintendent or his/her designee who will be the authorizing agent for such changes. Visitation lists may only be changed when the inmate arrives at his/her first permanent facility or during the months of May and November. An inmate may not change his/her visitation list in less than six (6) months’ time. The results of these requested revisions shall be completed and forwarded back to the inmate within fourteen (14) working days from the date of the request. Address/personal information changes for visitors shall not be subject to the six (6) month review criteria and shall be done when the visitor supplies that information.

During the six (6) month review, the Counselor will verify that the Designated Beneficiary and Next of Kin are listed in the comments field of the “Contacts” section in the Department’s offender data management system. The Counselor will also make any necessary changes to the Designated Beneficiary and Next of Kin. The words Beneficiary and Next of Kin shall be completely spelled out in the comments field and shall not be abbreviated. The inmate may request to change these designations at any time. Once all approvals and signatures have been obtained, the handwritten visitation list that is submitted by the inmate shall be forwarded to the facility file room and maintained in the inmate’s administrative facility file. There is no need for computer generated visitation list copies to be placed in the file.

F. Notification of Loss of Visitation Privilege:

1. The loss of visitation privileges shall be entered in the Comment field of the “Contacts” section and as a Case Note in the inmate’s electronic file using the Department’s offender data management system.

Functional Area: Facilities Operations	Prev. Eff. Date: 7/01/06	Page 9 of 18
	Effective Date: 5/6/2014	Reference Number: IIB01-0005

2. The facility shall notify any authorized visitor and the inmate when the authorized visitor's name has been removed from an inmate's authorized visitation list and give the reason for removal.
 - a. The Warden/Superintendent or his/her designee will be responsible for notifying the visitor, in writing, of their removal from the authorized visitation list. The notification shall include the reason for and length of the removal.
 - b. A copy of the visitor notification shall be:
 - 1) Forwarded to the inmate and
 - 2) Placed in the inmate's facility administrative file.

3. When an inmate has lost visitation privileges for any reason a person on his/her authorized visitation list may be notified by the inmate on a form letter provided by the facility so that potential visitors may avoid the inconvenience and frustrations associated with an unproductive trip.
 - a. Such form letters shall be provided to the inmate at the conclusion of the disciplinary hearing.
 - b. Postage on this form letter will be provided by the inmate unless he or she is indigent.
 - c. If the United States Mail would not reach the family in time to prevent an unnecessary trip, the inmate may request that notification occur by collect call. Postal notice will also be given.

G. Visitor Identification:

Visitors are required to present positive identification prior to their admission for visiting.

1. A valid driver's license with a picture, or identification card with a picture issued by the Department of Driver's Services or equivalent agency in another State. Other acceptable picture identification may also be accepted, this includes, but is not limited to, a Department of Defense issued identification card, or a valid passport. Valid photographic identification will be required of all visitors age sixteen (16) and over.

2. Visitor's identification will be maintained in a secure area outside the actual visitation area and will be returned to the visitor at the conclusion of the visit.

Functional Area: Facilities Operations	Prev. Eff. Date: 7/01/06	Page 10 of 18
	Effective Date: 5/6/2014	Reference Number: IIB01-0005

H. Attorneys:

1. For the purpose of visitation, the term attorney includes an inmate's attorney of record or any other attorney licensed to practice in State or United States Courts, Court of Appeals, or the Supreme Courts with whom the inmate has or is attempting to establish an attorney-client relationship. (GDC Rule 125-3-4-.07 and SOP IIA14-0001)
 - a. An attorney must produce an active State Bar Card and a driver's license or an acceptable photograph identification card.
 - b. Attorneys shall be permitted to visit their clients at the facility during prescribed visiting periods with prior approval.
 - c. In addition, reasonable flexibility shall be exercised in permitting attorneys, by prior appointment, to visit with their clients during normal business hours.
 - d. Inmates shall be instructed to advise their attorneys that appointments are required to visit except in bona fide emergencies.
 - e. Appointments must be made through the Warden's/ Superintendent's Office twenty-four (24) hours in advance.
 - f. Surveillance and general supervision during the visit shall be maintained by correctional staff. The correctional staff member shall be positioned so as to permit the attorney and client to converse privately and maintain the privileged nature of their relationship.
 - g. No special provisions will be made for attorneys during normal visiting hours.
2. By prior arrangements with the Warden/Superintendent or his/her designee, the inmate may be visited by a paralegal, investigator or law assistant employed by an attorney.
 - a. Before allowing such a visit, the Warden/ Superintendent or his/her designee shall require the attorney to contact the Warden/ Superintendent or his/her designee and identify the person desired to be sent in the attorney's stead.
 - b. At each visit the Warden/Superintendent, or his/her designee, will require the presentation of a letter, dated no later than one week prior to presentation, signed by the attorney, and identifying the holder and the inmate to be visited. This letter should be placed in the inmate's file.

Functional Area: Facilities Operations	Prev. Eff. Date: 7/01/06	Page 11 of 18
	Effective Date: 5/6/2014	Reference Number: IIB01-0005

- c. The Warden/Superintendent or his/her designee may refuse permission for these visits for cause. Cause may include misrepresentation made by the attorney, paralegal or investigator concerning the visits, as well as, the existence of facts, which give the Warden/Superintendent or his/her designee reason to believe the visit would pose a threat to facility security.

I. Other Visitors and Facility Tours:

1. The Warden/Superintendent or his/her designee, at his/her discretion and in consideration of the purpose and the effects of the visit on the facility, may authorize individuals or groups such as representatives of civic groups, church committees, students or rehabilitative groups to visit the facility. Prior to any such visit, the Warden/ Superintendent or his/her designee will establish procedures necessary to govern the visit, safeguard the visitors and provide for security of the facility. Tour group members must be at least twelve (12) years of age unless prior approval has been obtained from the Field Operations Manager or higher authority.
2. The Commissioner or his/her designee, at his/her discretion and in consideration of the purpose and effects on the facility, may authorize the media to visit the facility. Prior to any such visit the Warden/Superintendent or his/her designee will establish the procedures necessary to govern the visit, safeguard the visitors and provide for security of the facility.

J. Special Visitation Requirements:

1. Special visits may be approved on an individual basis by the Warden/Superintendent or his/her designee. Under normal circumstances special visits require a minimum of forty-eight (48) hours advance notice but the Warden/Superintendent may deviate from this requirement due to the urgency and/or time sensitive nature of the special visit request.
2. Other considerations for special visits may include, but are not limited to, when a family member lives far away, family members in the military on personal leave, a person who brings a family member because the family member is unable to drive, significant other, child advocacy groups bringing children, clergy, change in family that relatives want to inform the inmate of, i.e. death, birth, marriage, extreme illness.
3. Special visits may be utilized for an inmate's immediate family that has recently been discharged from prison or is on probation or parole.

Functional Area: Facilities Operations	Prev. Eff. Date: 7/01/06	Page 12 of 18
	Effective Date: 5/6/2014	Reference Number: IIB01-0005

4. Special visits will be limited to no more than two (2) visitors at any one time. Special visits will be reviewed on a case-by-case basis by the Warden/Superintendent or his/her designee. If the special visit is disapproved, a detailed explanation must be written on the request form stating the reason for disapproval and shall be clearly documented in the "Contacts", and "Case Notes" sections of the Department's offender data management system.
5. Special Visits for Sleepers at Catchment Site Hospitals will be considered and scheduled on a case-by-case basis by the Warden or his/her designee at the Catchment Site. This visit is to be only for immediate family members indicated on the visitation list and only after the attending physician has determined that the inmate is in the last hours/days of life and recommends that the inmate receive the visit. Family members will communicate with the Catchment Facility Warden or designee to finalize a plan and schedule for the visit.

K. Reporting for Visits:

1. Inmates.
 - a. Inmates are required to wear their full Department issued uniform. The uniform is to be neat and clean in appearance in accordance with Department procedures. T-shirts may be worn under the dress shirt, but t-shirts may not be worn in the visitation area without the dress shirt. Inmates will keep on all items of clothing including shirts and shoes during the visitation period. Inmates shall be permitted to wear soft shoes provided that they have a valid soft shoe.
 - b. Inmates must have their Department issued I.D. card in their possession and report to the Visitation Room Officer after their visit has been announced. Inmates will be positively identified and are subject to a personal search of their body and personal effects when entering and leaving the visitation area. The Visitation Room Officer will make an entry on the "Inmate Visitation Room Log," (Attachment 43) when the inmate enters. The Visitation Room Officer will take the inmate's I.D. card upon entry into the visitation area, and return it upon the inmate's departure from the visitation area.
 - c. Inmates will be clean and neat in appearance, and have their hair neatly styled or trimmed.
 - d. Male inmates will be clean shaven according to Department procedures. Shaving cards must be produced if a medical reason is given for not shaving.

Functional Area: Facilities Operations	Prev. Eff. Date: 7/01/06	Page 13 of 18
	Effective Date: 5/6/2014	Reference Number: IIB01-0005

- e. Inmates will be allowed to wear a religious medal on a necklace, and a wedding band/ring into the visitation area. Necklaces with no religious pendant are contraband per SOP IIB06-0001, "Inmate Property Standards." No watches will be permitted to enter or leave the visitation area on the person of an inmate.
- f. Inmates may not take or wear their coat/jacket in to the visitation area.
- g. Inmates will remain properly dressed in their Department issued uniform throughout visitation.
- h. Inmates may possess the following items during visitation:
 - 1) One plastic comb.
 - 2) One handkerchief.
 - 3) One necklace with religious medallion/ pendant.
 - 4) One wedding band/ring.
- i. The officer admitting the inmate into the visitation area will make the appropriate notation on the "Inmate Visitation Room Log" as to what the inmate has on when he/she arrives and will check to insure that the inmate is not taking anything out of the visitation area when he/she leaves.

2. Visitors.

- a. All visitors will be required to sign in and out on an "Inmate Visitation Register" (Attachment 21). Any small child incapable of signing in will be signed in by the adult visitor who is responsible for the child. The register shall be dated and countersigned by the correctional officer in charge and subsequently shall be maintained on file at the facility.
- b. Each page of the Inmate Visitation Register shall reflect the statement contained in GDC Rule 125-3-4-.06-(3). In addition, the statement contained in this rule will be posted on a sign in a visible area at the entrance of the facility for all visitors to read.
- c. Visitors can only bring the following items into any facility
 - 1) An appropriate form of picture identification,

Functional Area: Facilities Operations	Prev. Eff. Date: 7/01/06	Page 14 of 18
	Effective Date: 5/6/2014	Reference Number: IIB01-0005

- 2) A maximum of forty dollars (40.00) in coins to be used for the vending machines, and
- 3) A set of car keys
- d. No food or drink will be brought into the facility from the outside.
- e. Funds for inmates from visitors will be accepted only through the Consolidated Banking Unit, and may not be brought into a facility.
3. Inmates and visitors will be logged out as they depart the visitation area.

L. Supervision of Visitation:

1. Visitation Room Officers will supervise visits to make sure strict compliance with all applicable procedures is followed. This supervision shall include monitoring with a camcorder, closed circuit television system or other video monitoring system.
2. Specific areas of the facility are designated for visitation. Inmates and their visitors are required to remain in the area to which they are assigned. Any violation of these parameters may result in the immediate termination of the visit.
3. During visitation, the Visitation Room Officer will maintain an accurate accountability of all inmates and visitors present. Inmates will be accounted for prior to their visitor's departure.

M. Conduct and Responsibility of Inmates and Visitors:

1. Visitation is a privilege for inmates and should not be considered a right. Inmates or visitors that provide misleading information to the facility or act out in any way are subject to suspension and or removal of visitation privileges.
2. Inmates may greet their visitor(s) after identification and clearance has been made by the Visitation Room Officer. Inmates and their visitor(s) will take a seat and will remain seated except to go to the restroom. Visitors may get up to get something from the vending machines or to speak to the officers. No visiting from table to table or corner to corner will be permitted. Once the visit begins, visitors or inmates may not leave the visitation area unless they desire to terminate the visit.
3. Personal contact such as hand shaking, embracing or kissing is permitted only at the beginning and conclusion of the visit. Excessive, frequent or prolonged embracing, hand holding, kissing or other inappropriate behavior is strictly

Functional Area: Facilities Operations	Prev. Eff. Date: 7/01/06	Page 15 of 18
	Effective Date: 5/6/2014	Reference Number: IIB01-0005

prohibited. If these behaviors are exhibited by an inmate or visitor and if after being warned, the inmate or visitor(s) refuse to comply with the procedure, the visit will automatically be terminated and the inmate will receive a disciplinary charge commensurate with the offense. Incidents that result in such actions will be documented in the Department's offender data system. The information pertaining to the inmate and visitor's actions will be written in a Case Note. Additionally, the actions of the visitor will be entered in the "Comments" field in the "Contact" sections. Repeated offenses may result in the visitor's name being removed from the inmate's approved visitation list.

- 4 . All visitors will sit in an upright position with their shoes on. There will be no lying down across chairs; no leaning or lying across inmates or visitors; no sitting between one another's legs; nor placing one's feet in the lap of another individual. Also, any other behavior that can be considered to be intimate physical contact shall be prohibited.
- 5 . No jackets, coats, etc. will be permitted to be draped across the laps of inmates or visitors. Such items must be worn in a normal manner or folded neatly and put away during the visit.
- 6 . Visitors will be responsible for keeping children under their control and within the bounds of the visitation area. All minors will be kept under the immediate control and supervision of the adult who brought them to the facility.
- 7 . Conspicuous inebriation or drinking of alcoholic beverages prior to visitation will not be permitted nor will the introduction of alcoholic beverages be allowed within the facility's guard lines. Detection of any use of alcoholic beverages will result in disapproval of the visit and/or termination of any visit in progress without warning. Notation of such behavior by a visitor(s) will be noted in the "Comments" field in the "Contacts", and "Case Notes" sections of the Department's offender data management system.
- 8 . The use of narcotics or possession of same is strictly prohibited. Detection of narcotics, or the use of narcotics, will result in disapproval of the visit and/or termination of any visit in progress without warning. Notation of such behavior by a visitor(s) will be noted in the "Comments" field in the "Contacts", and "Case Notes" sections of the Department's offender data management system.
- 9 . The introduction, or attempted introduction, of any form of contraband into the visitation area or within the facility's guard line will result in appropriate action being taken by the Front Entry Officer, Visitation Room Officer or administrative staff.

Functional Area: Facilities Operations	Prev. Eff. Date: 7/01/06	Page 16 of 18
	Effective Date: 5/6/2014	Reference Number: IIB01-0005

10. Any violation of these procedures may result in immediate termination of the visit. Inmates are responsible for advising visitors of all current visitation policies. Notation of such behavior by a visitor(s) will be noted in the “Comments” field in the “Contacts” and in “Case Notes” sections of the Department’s offender data management system.

N. Visitor Clothing:

1. Visitors are required to wear appropriate attire. Shoes are required of all visitors, including children, at all times. Male visitors will be required to wear shirts and full-length trousers. If a visitor is wearing clothing not considered appropriate by the Front Entry or Visitation Room staff, they shall immediately notify the shift supervisor/assistant shift supervisor. The shift supervisor/assistant shift supervisor shall have the authority to do the following:
 - a. Require the prospective visitor to change into appropriate attire,
 - b. Ask the visitor to wear a cover-up such as a sweater, jacket, or other type of concealing garment during the visit,
 - c. Terminate the visit entirely, especially if the visitor refuses to cooperate with staff in this matter. (In the event the visit is terminated the shift supervisor/assistant shift supervisor shall notify the institutional Duty Officer). Notation of such behavior by a visitor(s) will be noted in the “Comments” field in the “Contacts” section and in “Case Notes” section of the Department’s offender data management system.

2. Inappropriate clothing shall include, but is not limited to:
 - a. Dresses with thin straps which expose shoulders or chest area in any manner;
 - b. Dresses, skirts or other similar garments that are more than two (2) inches above the knees;
 - c. Tops, such as tank tops or any other top which exposes shoulders or chest area in any manner;
 - d. Tube tops or halter tops of any type;
 - e. Any type of clothing which reveals the stomach or midriff area;
 - f. Any type of clothing that is made of sheer, net, mesh or transparent material;

Functional Area: Facilities Operations	Prev. Eff. Date: 7/01/06	Page 17 of 18
	Effective Date: 5/6/2014	Reference Number: IIB01-0005

- g. Shorts of any kind or any kind of slacks that are above the knee (children twelve (12) years old and under may wear shorts);
 - h. Leggings, jeggings, or any other skin tight pants, unless worn at least partially covered by another garment, such as a skirt or long top that is no more than two (2) inches above the knee;
 - i. Females are required to wear foundation type garments such as bras, panties, and slip;
 - j. Any other type of clothing that is suggestive or revealing in any way shall be prohibited;
3. Inmates may not allow any visitor to wear any of the inmate's clothing at any time. Inmates may not wear any of the visitor's clothing while in the visitation area or any of the visitor's jewelry or have in his/her possession anything owned by the visitor(s). This procedure will be strictly adhered to and will be enforced by the Visitation Room staff.

O. Parenting Program:

Children brought into the facility by a caretaker/guardian to visit an inmate/parent as part of a parenting program (if available), shall remain with the caretaker/guardian until the inmate/parent arrives in the visitation room. At this point the inmate/parent will assume responsibility for his or her children.

P. Vehicles:

- 1. All visitors' vehicles will be parked in the facility's designated visitor parking lot. All windows must be closed and doors locked. Visitors will not park in any of the restricted areas, which have been marked.
- 2. No persons, including those who may have given the visitor a ride, or those who may have been denied visitation will be allowed to wait in vehicles parked in the parking lot or on State property for any reason.
- 3. No animals will be left in vehicles parked in the parking lot or on State property for any reason.

Q. Disturbances:

Functional Area: Facilities Operations	Prev. Eff. Date: 7/01/06	Page 18 of 18
	Effective Date: 5/6/2014	Reference Number: IIB01-0005

Visitors may be barred from the facility during facility disturbances or emergency situations.

R. Denial of Visit:

The Front Entry and Visitation Room Officer(s) possesses authority to deny visits. When in doubt, the Officer should request guidance from the shift supervisor or Duty Officer. Denial of visit may be the result of a visitor not being on the approved visitation list, inappropriate dress, detection of use of alcohol or narcotics, or other situations that the Warden/Superintendent or his/her designee may feel will endanger the security of the facility. Any visit that is denied must be documented on the Inmate Visitation Register (Attachment 1). Use at least two lines on the log: one for the inmate and one for each visitor denied. State the name of the inmate to be visited, the visitor's name, action taken and the reason for denial of visit. Also, document questionable visits allowed by the shift supervisor. Forward a copy of the log to the Deputy Warden/Security whenever visits have been denied. In addition, notation of such behavior by a visitor(s) will be noted in the "Comments" field in the "Contacts", and "Case Notes" sections of the Department's offender data management system.

S. Rights Of Georgia Department of Corrections:

Under the rules of the Board of Corrections, visitation is a privilege and not a right. Georgia Department of Corrections has the right to refuse visitation to anyone who is suspected of, is caught on the premises with contraband, attempts to or introduces contraband onto/into the premises of Georgia Department of Corrections facilities, or who has been repeatedly warned about a particular action. Moreover, the Department may suspend or revoke an inmate's visitation privileges as a disciplinary sanction for violations of any institutional rules or procedures that have resulted in the inmate receiving a Disciplinary Report. The Department also may temporarily suspend visitation privileges to meet special security needs of the facility.

T. Display:

This SOP will be posted prominently and permanently in the Visitation Area.

VII. RETENTION SCHEDULE:

- A. Attachments 2 and 4 of this SOP, upon completion will be placed in the inmate case history file and will be kept according to the official retention schedule for case history files.
- B. Attachments 1 and 3 of this SOP will be kept locally for one year and then destroyed.