

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> Standard Operating Procedures		
<b>Functional Area:</b> FACILITIES OPERATIONS	<b>Reference Number:</b> IIB01-0005	<b>Revises Previous Effective Date:</b>  12/15/05
<b>Subject:</b> VISITATION OF INMATES		
<b>Authority:</b> DONALD/DEPETRO	<b>Effective Date:</b> 7/01/06	Page 1 of  21

**I. POLICY:**

It is the policy of the Georgia Department of Corrections (GDC) to provide visiting programs 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 conducted under supervision, in strict accordance with the following procedures, which are designed to contribute to good public relations and provide a comfortable and secure visiting 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, IIB02-0003, IIB02-0004, IIB09-0001, IIB12-0002, IIB12-0003, IIB12-0004, IIB13-0003, IIB15-0001, IIB16-0001, IIC03-0002, IIC02-0003, IID04-0001, VD01-0014, VA01-0019, VG01-0008.
- 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: A member of an inmate's family that falls into one of the following relationships - parents, brothers, sisters, spouse, grandparents, grandchildren, children.

- B. Extended Family: A person related to an inmate beyond parent, brother, sister, biological children, grandparents or spouse by marriage. An extended family member would be a step-parent, step-sibling brother-in-law, sister-in-law, uncle, aunt, cousin, half-brother/sister, nephew, niece or step-son/daughter.
- 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 2 visitors in this category at any given time.
- D. Next of Kin: For purposes of this SOP, the person designated by the inmate to receive his or her remains or the person designated to make emergency medical decision 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 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. 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: The word INMATE, as used in this SOP, 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.

**V. ATTACHMENTS:**

Attachment 1 - Voluntary Consent To Be Searched

Attachment 2 - Inmate Visitors' Register

Attachment 3 - Significant Other Application for Visitation Privilege

Attachment 4 - Inmate Visiting Room Log

**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 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 visiting area where general population inmates may have contact visitation with their authorized visitors. Toilet facilities shall be provided for visitors in or adjacent to the visiting area. Each facility shall designate an area to allow for breast-feeding of babies. Videotaping of the visitation area is permitted as an added measure to ensure the safety, security and integrity of security operations during visitation periods. The videotapes 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 applicable standard operating procedures has occurred. If an investigation results from violations observed on the videotape, then the videotape 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. **Visiting Schedule:**

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

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 or Superintendent may request that the Field Operations Manager or his/her designee authorize modifications of the visiting 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 or Superintendent shall assure that all inmates are informed and that they so 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 as the mid-day count. The mid-day count time shall be posted in all living areas and in the visitation room. 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 regulations. 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 had their visits begun 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 visiting periods, providing there is sufficient time and space. However, if time and space do not allow adequate visitation for all inmates, individual visitors may be restricted to only one visitation period per weekend or weekend/holiday combination.
5. Special visits may be approved on an individual basis by the Warden or Superintendent or his/her designee. Under normal circumstances special visits require a minimum of forty-eight (48) hours advance notice but the Warden or Superintendent may deviate from this requirement due to the urgency and/or time sensitive

nature of the special visit request. 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. Other considerations for special visits may be when a family member lives far away, family members in the military on personal leave, a person that 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, incentive award programs may be developed to earn special visits. Special visits may be utilized for offender's immediate family that have recently been discharged from prison or are on probation or parole. 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 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" section of the Department's offender data management system.

6. Special Visits for "Sleepers" at Catchment Site Hospitals will be considered and scheduled on a case-by-case basis by the Warden 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/schedule for the visit.

#### **D. Authorized Visitors:**

**Note: As part of the process for authorizing a visitor, the Appointing Authority may require a prospective visitor to sign Attachment 5 (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 serve to assist in determining the approval or disapproval of a prospective visitor to a GDC Facility. This process may be used at the discretion of the Appointing Authority.**

1. The number of visitors on an inmate's approved visitor list is limited to twelve. Appropriate GDC staff, i.e., counselors, will enter the 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 shall be honored

unless extenuating circumstances come to light that would threaten the security and orderly operating of the receiving facility. If the determination is made to remove a visitor from the visitors 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 visiting list. The disapproval reason shall be clearly documented on the inmate's visitation request form as well as in the "Contacts" section 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 list should make this known to the inmate who may make the request to the Warden or Superintendent. All visitors are subject to approval or disapproval by the Warden or Superintendent of the facility or his/her designee. All visitors, regardless of age, shall be approved and listed on the inmate's visiting list. The only exception will be special visit is approved in advance by the Warden/designee. Categories of visitors may include the following:

- a. Members of an inmate's immediate family, (parents, brothers, sisters, spouse, grandparents, grandchildren, and children) upon request and after verification, may be placed on the inmate's approved visitor list.
  - b. Significant Relationship Visitors may also be included on the approved visitor list. These visitors may be defined in two (2) basic categories: pre-incarceration relationships and relationships formed after incarceration began, including friends and employers; or other relationships which have the potential for rehabilitative capabilities. The Significant Relationship Visitor must complete and submit the "Significant Relationship Visitor Application for Visitation Privilege," Attachment 3. Facility staff will review and approve or disapprove these applications. The term Significant Relationship does NOT imply automatic approval for visitation from romantic involvement. Rehabilitative potential must still be established. See definition on page one of this SOP. If a significant other request is disapproved, by the Warden/Superintendent or designee then the disapproval reason must be written on the significant other application and entered into the "Contacts" section of the Department's offender data management system.
2. Inmates, ex-inmates, probationers, and parolees require the approval of the Warden or Superintendent prior to being placed on the approved visitor list. Prior offenders must have clear GCIC reports for one 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" section in the Department's offender data management system.

3. After a person's name has been placed on the approved list, prior approval is not necessary on regular visiting days. Visitors under the age of sixteen must be accompanied by an adult on the visiting list.
4. One inmate's visitors will not be allowed to visit with another inmate or his/her visitors.
5. 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 18 years unless such person is the spouse, son, daughter, brother, sister, grandson, or granddaughter 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, permission for special visitation with the minor may be granted only by the court issuing such order.
6. Counselors will review all inmate administrative files to ensure compliance with section VI.C.5 of this SOP and make necessary corrections to the identified inmate(s) visiting list(s). The review will be documented on the Performance Recording Sheet of the administrative file.

E. **Visitor List Change:** An inmate may request to add or delete a name on his/her visitor list by contacting his/her counselor and providing the necessary information. The counselor will forward this request to the Warden or Superintendent or his/her designee who will be the authorizing agent for such changes. Visitor 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 requested. Address changes for visitors shall not be subject to the six (6) month review criteria and shall be done when the inmate supplies that information. During the six (6) month review the Counselor will verify and/or change 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 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 as a case note in the inmate's electronic file using the Department's offender data management system.
2. The facility shall notify any authorized visitor and the inmate when his/her name has been removed from an authorized visitor list and give reason thereof.
  - a. The Warden or designee will be responsible for notifying the visitor, in writing, of their removal from the authorized visitor 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 visitor 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 driver's license with picture, a picture identification card issued by the Department of Public Safety, or other acceptable photographic identification card will be required of visitors age sixteen and over.
2. A temporary driver's license issued by the Department of Public Safety will be acceptable when accompanied

by some other form of appropriate picture identification.

3. I.D.'s will be maintained in a secure area outside the actual visitation area and will be returned at the conclusion of the visit.

**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 or Superintendent's Office twenty-four 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 or 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 or Superintendent or his/her designee shall require the attorney to contact the Warden or Superintendent or his/her designee and identify the person desired to be sent in the attorney's stead.

- b. At each visit the Warden or 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.
- c. The Warden or 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 or 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 or 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 or 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 or 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. Searches of Visitors:**

1. All visitors are subject to a preliminary search of their person by electronic surveillance instruments (metal detectors, etc.). All items brought into the facility by a visitor will be searched. Where there is reasonable suspicion to conduct a more thorough search, the visit will not be permitted without consent from the visitor for this search, and then only after completion of the search. In all cases, reasonable suspicion must be based on facts that can be clearly articulated. It cannot be based on feelings or subjective impressions alone.

2. The Voluntary Consent to be Searched form (Attachment 1) will be used by correctional staff in each instance where the search of a civilian is necessary. This applies to "pat-down" searches as well as more thorough strip searches. Body cavity or invasive body searches are prohibited.
  - a. Searches of visitors age 16 or younger will be conducted in the presence of the accompanying adult. In the instance of a strip search of small children, the accompanying adult may assist the child with the removal of any clothing necessary.
3. Visiting room officers must be aware that when there is reasonable suspicion to search a visitor's person or vehicle, the visitor's permission or a search warrant, must be obtained prior to the search.
4. Before conducting any strip search, correctional staff shall obtain approval from the Warden or Superintendent or his/her designee. Any time a visitor is strip-searched it will be thoroughly documented in an Incident Report and forwarded through established channels for review.
5. Visitors will be strip searched only with reasonable suspicion that they are attempting to introduce illegal drugs or other dangerous contraband into the facility.
  - a. The circumstances for reasonable suspicion for drug related strip searches of inmate visitors are as follows:
    - 1) They are visiting inmates who are currently convicted of drug related offenses.
    - 2) They are visiting inmates currently under suspicion of consuming illegal drugs.
    - 3) They are visiting inmates currently under suspicion of dealing in drugs.
    - 4) Informant information indicates that the visitors are attempting to introduce drugs into the facilities.
    - 5) They themselves have been convicted of a drug related offense or are suspected of consuming or distributing illegal drugs.
  - b. The circumstances for reasonable suspicion for strip searches related to other contraband are as follows:
    - 1) Failure to clear electronic surveillance instruments.

- 2) Informant information indicates certain visitors are attempting to introduce dangerous contraband.
6. Strip searches will be conducted by staff of the same sex as the visitor being searched. During a strip search of a visitor two staff members of the same sex as the visitor should be present, one to perform the search and another to act as a witness. If after completion of the strip search, reasonable suspicion exists that contraband is present, the visit will be denied and the visitor's name may be removed from the inmate's approved visitor list.
7. If a person refuses to be searched, an incident report will be completed and this could be cause for removal from the inmate's approved visitor list.
8. If an individual refuses to be searched, exits the immediate area, returns, and then agrees to be searched, that person will not be permitted to visit. An incident report will be completed by the appropriate staff member giving all available information pertaining to the incident.
9. The introduction, or attempted introduction, of contraband items will be handled in strict compliance with State guidelines and the law.

**K. Special Visitation Requirements:**

1. Protective custody and administrative segregation 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.
2. Visitation of inmates under medical care will be governed by good medical practices and procedures.
3. 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 or his/her designee.

**L. Reporting for Visits:**

1. Inmates.
  - a. Inmates must have their I.D. card in their possession and report to the Visiting 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 visiting area. The Visiting Room Officer will make an entry on the "Inmate Visiting Room Log," Attachment 4, when the inmate enters. The Visiting Room Officer will take the inmate's ID

card upon entry to the visitation area, and return it upon the inmate's departure.

- b. Inmates will be clean and neat, have their hair neatly trimmed and male inmates will be clean shaven according to facility procedure. Shaving cards must be produced if a medical reason is given for not shaving.
- c. Inmates will be allowed to wear a religious medal on a necklace, and a wedding band/ring into the visiting room. Necklaces with no religious pendant are contraband per SOP IIB06-0001, "Inmate Property Standards." The officer admitting the inmate will make the appropriate notation on the Inmate Visitation Log as to what the inmate had on when he arrived and will check to insure that the inmate is not taking anything out of the visiting room when he leaves. No watches will be permitted to enter or leave the visitation area on the person of an inmate.
- d. Inmates will be properly dressed in their uniform. Inmates shall be permitted to wear soft shoes provided that they have a valid soft shoe profile pass that has been approved by the medical section. Their coat/jacket will not be taken or worn to the visitation area. They may possess the following:
  - 1) One plastic comb.
  - 2) One handkerchief.
  - 3) One necklace with religious medallion/pendant.
  - 4) One wedding band/ring.

## 2. Visitors.

- a. ALL VISITORS will be required to sign in and out on an Inmate Visitors Register (Attachment 2). 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 visitors 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 into the facility items identified by the facility (i.e., identification card, car keys).

1) No food or drink will be brought into the facility from the outside. Visitors will be allowed to bring a maximum of twenty dollars (\$20.00) in coins to be used for the vending machines.

2) Funds from visitors will be accepted only through the mail.

3) Musical instruments, radios, pets, cameras, or tape recorders will not be allowed in the visiting area.

d. Mothers shall be allowed to breast-feed in an area designated by the facility.

3. Inmates and visitors will be logged out as they depart the visitation area.

**M. Supervision of Visits:**

1. Visiting Room officers will supervise visits to insure strict compliance with all applicable regulations and procedures. This supervision shall include monitoring with a camcorder or closed circuit television 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 Visiting Room Officer will maintain an accurate accountability of all inmates and visitors present. Inmates will be accounted for prior to their visitor's departure.

**N. 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 visiting room. At this point the inmate/parent will assume responsibility for his or her children.

**O. 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

Visiting Room officer. Inmates and their visitor(s) will take a seat and will remain sitting except to go to the rest room, visitors 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 and/or inmates may not leave the visiting 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, kissing or other inappropriate behavior is strictly prohibited. If these behaviors are exhibited by an inmate and/or visitor and if after being warned, the inmate and visitor(s) refuse to comply with the rule, 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's action will be written in a case note while 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 visitor list.
4. All visitors will sit in an upright position with their shoes on. There will be no lying down across two or more 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 and/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. Visitors under the age of sixteen (16) will not be permitted to visit with any other inmate except the inmate being visited by the parent or guardian. All minors will be kept under the immediate control and jurisdiction of the adult who brought them to the facility.
7. Conspicuous inebriation or drinking of alcoholic beverages prior to visiting 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. Notation of such behavior by a visitor(s) will be noted in the "Comments" field in the "Contacts" section of the Department's offender data management system.

8. The use of narcotics or possession of same is strictly prohibited. The detection of narcotics will be grounds to disapprove and/or terminate any ongoing visit without warning.
9. The introduction, or attempted introduction, of any form of contraband into the visiting area or within the Facility's Guard Line will result in appropriate action being taken by both the Visiting Room and administrative staff.
10. Any violation of these regulations 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" section of the Department's offender data management system.

**P. Clothing:**

1. Inmates are required to wear full uniform issue and to be neat and clean in appearance in accordance with facility's guidelines. T-shirts may be worn under the dress shirt, but t-shirts may not be worn in the visiting area without the dress shirt. Inmates will keep on all items of clothing including shirts and shoes during the visitation period.
2. Visitors are also 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 Visiting 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).
3. Inappropriate clothing shall include, but not be limited to:
  - a. Dresses or tops with thin straps which expose shoulders or chest area in any manner;

- b. tube tops or halters of any type;
  - c. any type of clothing which reveals the stomach or midriff area;
  - d. any type of clothing that is made of sheer or transparent material;
  - e. shorts of any kind or any kind of slacks that are above the knee (twelve 12) years old and under may wear shorts);
  - f. dresses, skirts or other similar garments that are more than two (2) inches above the knees;
  - g. Females are required to wear foundation type garments such as bras, panties, and slip;
  - h. Male visitors are not permitted to wear tank tops or short tops of any kind, nor see-through tops made of net or mesh webbing. Shorts are not permitted (twelve 12) years old and under may wear shorts).
  - i. Any other type of clothing that is suggestive or revealing in any way shall be prohibited.
4. 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 visiting room or any of the visitor(s) jewelry or have in his possession anything owned by the visitor(s). This procedure will be strictly adhered to and will be enforced by the Visiting Room staff.

**Q. 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 or pets will be left in vehicles parked in the parking lot on State property for any reason.

**R. Disturbances:** Visitors may be barred from the facility during facility's disturbances or emergency situations.

- 1. **Denial of Visit:** The Visiting Room Officer possesses first authority to deny visits. When in doubt, the Visiting Room 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 visiting list, inappropriate dress, detection of use of alcohol or narcotics, or other situations that the Warden or his/her designee may feel will endanger the security of the facility. Any

visit that is denied must be documented on the Inmate Visitor Register (Attachment 2). 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" section of the Department's offender data management system.

- S. **Rights Of The 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, GDC may suspend or revoke an inmate's visitation privileges as a disciplinary sanction for violations of visitation rules. GDC 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 1,3 and 5 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. Attachment 2 of this SOP will be kept locally for one year and then destroyed.
  
- C. Attachment 4 of this SOP will be kept locally for one year and then destroyed.

VOLUNTARY CONSENT TO BE SEARCHED

\_\_\_\_\_  
Facility

\_\_\_\_\_  
Date

I, \_\_\_\_\_  
(name of individual to be searched)  
\_\_\_\_\_  
(street address)  
\_\_\_\_\_  
(city and state)

Visiting Inmate \_\_\_\_\_

on \_\_\_\_\_ knowingly volunteer to be searched by a staff member of the same gender  
prior to being permitted to visit the above named inmate.

I understand that whether or not I voluntarily submit to a search of my person or vehicle that I am subject to arrest.

Visitors Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

RETENTION SCHEDULE:

This completed form will be placed in the inmate case history file.

VIII. GEORGIA DEPARTMENT OF CORRECTIONS

IX. Application for Visitation Privilege  
"Significant Relationship Visitor"

Facility: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_, GEORGIA (Zip Code \_\_\_\_\_)

REGARDING: Inmate: \_\_\_\_\_ ID# \_\_\_\_\_

The inmate named above has requested that you be approved for visitation privileges with him/her at this Institution. Prior to making such approval, we must first confirm the following information obtained from you.

Legal Name: \_\_\_\_\_ Date of Birth: \_\_ / \_\_ / \_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Occupation: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

What is your relationship to this inmate: \_\_\_\_\_

How long have you known him/her? \_\_\_\_\_ Was it before his/her imprisonment? \_\_\_\_\_

Where did the relationship develop? \_\_\_\_\_

Explain how your relationship with the inmate will assist in and contribute toward his/her rehabilitation \_\_\_\_\_

Have you ever been convicted of a crime? If so, give the nature of conviction(s), date, county and state, sentence received: \_\_\_\_\_

Are you now on probation or parole? If so, give the probation or parole officer's name, location, and telephone number: \_\_\_\_\_

Are you related to any inmate at this institution other than the one named on page 1 of this form? If so, give the name of the inmate(s), relationship to you:

Do you correspond or visit with other inmates? If so, give the name of the inmate(s), their state ID number, relationship to you, and the institution they are housed in:

If checked below, documentation verifying your relationship and/or the status of your relationship is required:

- Birth Certificate
- Divorce Decree
- Notarized letter from you verifying your common law relationship.
- Other:

### CRIMINAL/DRIVER HISTORY CONSENT

I, \_\_\_\_\_, hereby authorize the Georgia Department of Corrections to receive any criminal history record information at any time pertaining to me which may be in the files of any criminal justice agency on the *National Crime Information Center/Georgia Crime Information Center* (NCIC/GCIC) network.

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent/guardian if under 18 years of age

\_\_\_\_\_  
Date

### RETENTION SCHEDULE:

This completed form will placed in the case history file.

**GCIC/NCIC CONSENT FORM FOR VISITORS OF GDC FACILITIES**

I hereby authorize the Georgia Department of Corrections to receive any criminal/driver's license history information, at any time, pertaining to me which may be in the files of any state or local criminal justice agency.

\_\_\_\_\_  
Full name printed

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_  
Sex

\_\_\_\_\_  
Race

\_\_\_\_\_  
DOB

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature






RETENTION SCHEDULE: This completed form will be kept locally for one year and then destroyed.