



*State of North Carolina
Department of Correction
Division of Prisons*

POLICY & PROCEDURES

Chapter: D
Section: .0200
Title: **Visitation Policy/
Procedure**
Issue Date: 10/12/07
Supersedes: 12/01/06

.0201 GENERAL

Visiting performs a vital function in the correctional process and should be as free and open as security considerations permit. Inmates should be encouraged to maintain a close contact with members of their families and desirable friends through visitation privileges.

.0202 VISITATION APPLICATIONS

- (a) Each visitor shall be required to submit a completed application, Form DC-949 unless otherwise stated within this policy.
- (b) It is the inmate's responsibility to send blank applications to people they wish to visit with them while in prison. The inmate should not be allowed more than 18 blank forms upon their entry into prison. Additional forms should be provided to inmates who want to add to their list as vacancies occur. The number of approved regular visitors will never be more than 18.
- (c) The completed application must be returned to the Facility Head where the inmate is currently housed by US mail prior to the visitor being allowed to visit. Applications are not to be sent directly to the inmate. Visitors that have not been approved will not be allowed to visit. Applications must be original blank forms and cannot be copied. Copies will not be accepted. Copies can be determined by looking at the bottom of Page 1 of the application in the section marked "DOP USE ONLY". If this section is dark and illegible, the form has been copied and should not be accepted.
- (d) Inmates will be allowed to have visitors added to their visiting list until the number of approved visitors reaches 18. The maximum number of 18 includes adults, and minors. It does not include clergy, law enforcement, consular officials, legal visitors, i.e., lawyers and paralegal assistants who are appointed by a court of law or designated by an inmate to represent him/her in a matter pending or which may be pending before a court of law, human services, special visitors, etc.
- (e) Applications do not have to be resubmitted each time an inmate transfers from one facility to the next. Approved visitors at the transferring facility will be automatically approved at the receiving facility. If staff at the receiving facility have knowledge of incidents or reason to suspend a visitor, they will be required to suspend that visitor in accordance with .0209 (a).

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- (f) Regular visitors may not be approved for visiting privileges with more than one inmate. Immediate family members shall be interpreted for the purposes of this policy to mean grandparents, parents, spouse, children, brothers, or sisters. The term “those who have acted as immediate family” shall be interpreted to mean those who have served as parents in the absence of natural or adopted parents. Clergy, legal, family services, law enforcement, or special visitors are allowed to visit with more than one inmate for official purposes only.
 - (g) Clergy shall be required to submit a completed application, DC-949P, Visitor Application Minister/Pastoral Care. Additional information appears in section .0203 (c) of this policy.

.0203 VISITORS

- (a) **Regular.** For the purpose of this policy a regular visitor is a member of the inmate’s immediate or extended family, a friend, or some other person having a meaningful relationship with an inmate.
- (b) **Legal.** Attorneys and their paralegal assistants who are appointed by a court of law or designated by an inmate to represent him/her in a matter pending or which may be pending before a court of law will be allowed entrance to prison facilities at any reasonable hours. Prior to the visit, the attorney involved must send a letter to the Facility Head on law firm letterhead indicating that his/her purpose complies with this rule. The letter must include the name and title of the proposed visitor and that person’s driver’s license number. The attorney or paralegal must present that same license as identification upon arrival at the facility. The attorney or paralegal assistant is to be admitted to discuss pending legal proceedings only. He/she may visit only the inmate or inmates designated in the letter. Solicitation attempts will not be tolerated. When an attorney or his/her legal assistant's previous behavior indicates that he/she seeks entry for disruptive purposes, visitation privileges will be denied.

The attorney or paralegal’s name, work information, and driver license is to be entered into the OPUS system upon the first request to visit. The first visit and all subsequent visits will be logged in OPUS as those visits occur. Legal visitors will not be counted in the 18 approved visitors and are allowed to visit with more than one inmate for legal proceedings only.

- (c) **Clergy.** Clergy and other personal spiritual advisors of approved religious groups may be admitted at the request of an inmate. It must be recognized, however, that no minister has a vested right to visit any inmate in prison. Accordingly, clergy may be excluded for legitimate security reasons pertaining to regular visitors. Clergy will be required to complete a DC-949P application and submit it for approval. Clergy will be not counted in the 18 approved visitors.

The inmate must request a blank DC-949P from the facility clergy staff or designee. Copies of the form will not be accepted. Clergy and other personal spiritual advisors will

not be allowed to visit until the application is approved. Completed applications must be returned to the Facility Head where the inmate is currently housed.

Division clergy staff or designee will be responsible for entering the DC-949P application into the OPUS VTS system. They will also be responsible for validating credentials prior to the application being approved by the Facility Head or designee.

The Division recognizes the important roll that the clergy has on an inmate's rehabilitation. When a clergy visit is scheduled, the facility should allow the visit to be conducted in a private setting if possible. The clergy visit should not be counted as the standard one visit per week that inmates are allowed. Clergy may be approved to visit on more than one inmate's visitation list, however, they will not be able to visit with more than 1 inmate at a time. Each inmate may have only 1 approved clergy visitor on his/her list at a time.

- (d) **Local and State Family Services or Juvenile Court Services.** Employees of local and state family services or juvenile court services including foster parents and group home leaders will be allowed to bring approved children to visit inmates and must supervise the visit at all times. These employees will be required to submit a request on office letterhead indicating that his/her purpose complies with this rule. The letter must include the name, work information and title of the proposed visitor and that person's driver's license number. The employee must present that same license as identification upon arrival at the facility. This employee will only be required to complete this application upon initial application even though that employee may bring different children to visit. An application will be required for the minor children that the family or court services employee is bringing to visit. The minor child(ren) will count as part of the 18 approved visitors, however; the family or court services employee will not.
- (e) **Law Enforcement and Other Government Officials.** These individuals have a need in the normal course of their responsibilities to meet with and interview inmates. Under normal circumstances, these officers and officials should provide 24 hours notice prior to the visit. They will not be required to complete at DC-949 Visitor Application, however, the staff member scheduling the visit should obtain the following information and record in the VT02 Visitation Application screen in OPUS.
- (1) Name(s) of officer/official
 - (2) Official employee identification number
 - (3) Date and time of the visit
 - (4) Agency name
 - (5) Work address and phone number
 - (6) Inmate to be interviewed

If 24 hour notice is not provided, facility staff should attempt to accommodate the request and should record the above noted information when the official calls or upon the arrival of the official.

All law enforcement officers and governmental officials must provide their agency/government photo identification card/badge before entering the facility. The numeric identifier required for the OPUS visitation database will be the agent/employee identification number found on the identification card. If the identification card does not have a number displayed on the card then the agent/employee will provide their official employee identification number in writing with their signature on any document (business card, agency letter, etc.) so that the facility may maintain this on file. If the officer/official does not have the agency/government photo identification card then they can present another form of photo ID such as a drivers license along with their badge and the official employee ID number.

The visit and all subsequent visits will be logged in OPUS as those visits occur. Law Enforcement visitors will not be counted as part of the 18 approved visitors and are allowed to visit with more than one inmate.

- (f) **Consular Officials.** Consular officials may visit with Foreign National inmates. Consular officials will sign in for a visit and present their U.S. State Department issued consular or diplomatic officer identification card. The authenticity of these cards or the identity and status of the official can be verified by calling the State Department's office or Protocol telephone number. Consular officials are exempt from completing a DC-949 Visitor Application form so long as their status can be confirmed by identification. Additional guidelines for visitation by consular officials is detailed in policy C.0700 (Consular Notification and Access).
- (g) **Special Visitors.** Other special visitors may be admitted at the request of the inmate for personal reasons if admission would not be contrary to the security considerations pertaining to regular visitors. Occasional visits may be allowed to protect the inmate's financial resources. Inmates, however, will not be allowed to use visitation privileges to actively engage in a business enterprise.

Special procedures are required for certain categories of special visitors. The following procedures should be followed if each of these conditions apply:

- (1) The visitor is not on the inmate's approved visitor's list as a personal visitor;
- (2) The visitor is not the inmate's attorney or the attorney's paralegal;
- (3) The visitor is not clergy or a personal spiritual advisor.

Examples of special visitors may include, but are not limited to, an attorney who does not represent the inmate visited, the Department of Social Services, and representatives of various criminal justice consulting organizations.

To be approved for a special visit under this provision, the visitor must communicate directly with the inmate he/she wishes to visit prior to the visit. The inmate must then make a written request to allow the special visit. If the inmate requests the special visit, facility staff will arrange the special visit unless admission of the special visitor would be contrary to the security considerations that pertain to regular visitors. These procedures are designed to ensure that a special visitor communicates with the inmate he/she wants to visit and the inmate has agreed to the visit.

Once approved to visit, the visitor will provide name, work information and title of the proposed visitor and his or her driver license number. The visitor must present that same driver license as identification upon arrival at the facility. This information will be entered onto the inmate's OPUS visiting file but will not be counted as one of the inmates approved 18 visitors.

- (h) News Media. Request for visitation by news media should be referred to the Division's Public Relation Policy D .0505.
- (i) **Other.** Any time that a legal, law enforcement, clergy or special visitor wishes to visit with an inmate as a regular visitor, the DC-949 and additional rules and requirements for regular visitors will be in effect. The facility must update the visitor type code on the VT02, Visitation Application screen, to show the appropriate visitor type status. An example is an attorney whose is visiting with an inmate to provide legal services. Later the attorney has a family member incarcerated for which the attorney would like to have a regular visit. The attorney's visitor type would change from legal to legal/regular and a DC-949 application would be on file with the attorney's personal information. The attorney would be counted as part of the relative inmate's 18 visitor but would not be counted for the inmate who is receiving legal services.

.0204 VISITORS WHO ARE VICTIMS OF THE INMATE

- (a) Victim Issues. In cases where a victim of the inmate wishes to visit, the completed application shall be electronically routed to the facility's Victim Information Coordinator prior to routing to the approving authority. An investigation and comments on OPUS by the VIC are required prior to approval. The VIC shall make contact with the victim to assess the following: relationship between the offender and victim, history of violence, any coercion of the victim by the offender especially in cases of domestic violence and sexual assault. This information and the VIC's recommendation shall then be forwarded to the Facility Head for final decision. Visitation decisions involving adult crime victims shall be made on a case-by-case basis at the discretion of the Facility Head.

- (b) Prison facilities will not knowingly allow minors (age 17 and below) that are crime victims of an offender to visit with the offender. Exceptions must be approved at the discretion of the Facility Head in consultation with the Department of Social Services in the county in which the victim resides. Documentation of these cases should be entered into OPUS on the appropriate screens by the facility VIC.
- (c) Upon a facility's request, the Office of Victim Services shall serve as a resource for assistance in screening victim visitation cases and providing a recommendation.

.0205 PARTNERS IN CRIME, EX-OFFENDERS & PROBATIONER/PAROLEES

- (a) Partners in crime and co-defendants will not be allowed to visit in any facility. Exceptions may be made by the Facility Head for immediate family members as defined in section .0202 (f) of this policy.
- (b) Former inmates must be released for 12 months prior to being approved to visit any facility. Exceptions may be made by the Facility Head for immediate family members. A former inmate, no matter how long ago he/she was incarcerated should answer yes to the "inmate location" question on page 2 of the application for visiting privileges. Failure to do so will be considered an incomplete application and visitation will not be approved until such information is provided by the applicant. Incorrect answering to the question could be considered falsification of information and visitation disapproved.
- (c) Visitors who are on probation, parole, or supervised release will not be approved to visit until 6 months after such supervision is completed. Exceptions may be made by the Facility Head for immediate family members. Current or former probation/paroles, no matter how long ago he/she was release from supervision should answer yes to the "probation/parole/supervision question on page 2 of the application for visiting privileges. Failure to do so will be considered an incomplete application and visitation will not be approved until such information is provided by the applicant. Incorrect answering to the question could be considered falsification of information and visitation disapproved.

.0206 EX-EMPLOYEE VISITATION

- (a) Ex-employees will not be allowed visitation privileges at any prison facility if they were dismissed or resigned under circumstances to include:
 - (1) Engaging in undue familiarity with inmates;
 - (2) Writing or discussing his or her personal affairs with an inmate;
 - (3) Borrowing anything from or lending anything to, or accepting gifts or personal services from, or bartering or trading with any inmate to include cards, letters, and telephone calls;

- (4) Bringing in drugs or contraband;
 - (5) Using their knowledge of the prison system to circumvent policy;
 - (6) Other acts of misconduct or personal behavior that undermines security or corrective treatment.
- (b) Suspension of visiting privileges for ex-employees who are dismissed or resign under circumstances described in (a) above, will be considered a permanent suspension of privileges. The normal appeal process described in this policy in section D .0209 (b) will apply.
- (c) Ex-employees who resign under normal circumstances other than those described in (a) above, will not be allowed visitation privileges at the facility where they were employed and will not be allowed visitation privileges at any facility within six months of their resignation/dismissal date.
- (d) These guidelines are not intended to restrict visiting privileges of employees or ex-employees who may have an immediate family member or personal friend in prison and whose relationship clearly developed outside the scope of employment.
- (e) An ex-employee that was visiting prior to the Director of Prisons 07/01/00 memorandum regarding ex-employee visitation may continue to visit subject to standard policy D .0200. Any subsequent violation of visiting guidelines by these ex-employees may be grounds for a permanent suspension of visitation privileges and should be determined on a case by case basis.
- (f) Documentation of these cases should be entered into OPUS on the appropriate screens.

.0207 APPROVALS

- (a) Approval of the Application. The information from the completed visitor application DC-949/949P shall be entered into the OPUS system (VT02). Once this information has been entered into OPUS, the application will be electronically routed to the Facility Head or designee for approval or disapproval. All applications should be reviewed and questionable visitors investigated prior to approval. The applications will be filed in the inmate's field jacket after being entered in OPUS.
- (b) Applicants that provide incomplete information will not be considered for visitation until the incomplete information is provided and application approved.

.0208 DISAPPROVALS

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- (a) The facility has a right to disapprove any application based on reasonable grounds. Comments explaining the disapproval must be entered in OPUS. Reasonable grounds for which to disapprove an application are as follows:
- (1) The visitor provided false information on their application.
 - (2) The visitor was a participant in the criminal activity for which the inmate is incarcerated.
 - (3) The visitor is an ex-offender that has not been released for a minimum of 12 months.
 - (4) The visitor is on probation/parole or supervised release or has not been off probation or supervised release for a minimum of 6 months.
 - (5) The visitor has already been approved to visit with another inmate and is not an immediate family member, clergy, special visitor, legal or law enforcement visitor.
 - (6) The visitor's presence in the prison facility would undermine security consideration or corrective treatment.
 - (7) The visitor has previously had his/her visiting privileges terminated under the old system (pre 10/1/04) indefinitely with reinstatement by the Director of Prison or his/her designated representative.
 - (8) Prior Criminal Record. The fact that a visitor has a prior criminal record may be grounds for disapproval of the visitor's application. If visitor was a partner or co-defendant in the crime with the inmate, or the visitor is an ex-offender whose release has been within the last 12 months, or the visitor is on probation, parole, or supervised release. However, an exception may be granted for immediate family members. The fact that there has been no previous relationship between the inmate and the visitor prior to incarceration will not, in of itself, be grounds for denial of visitation privileges. Likewise, marital status of the inmate or the visitor will not be determinative. Normally, visits between inmates and the immediate family members of other inmates will not be allowed.
- (b) Disapprovals are normally made for visitors who have never been allowed to visit with the inmate, however, there are grounds in which a visitor should be disapproved in OPUS after visitation has occurred.
- (1) The inmate has requested that the visitor be removed from the visitation list.
 - (2) The visitor has requested to be removed from the inmate's visitation list.

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- (c) Disapproved visitors may contact the Facility Head or his/her designated representative regarding the disapproval.

.0209 VISITOR SUSPENSION

- (a) Visitors who have been originally approved and have subsequently demonstrated reasonable grounds for suspension shall be notified in writing by the Facility Head or designee that their visiting privileges have been terminated. The Facility Head or designee shall advise the visitor of the reason for the termination of the visiting privileges and whether the visiting privileges are terminated for a designated period of time or permanently. Reasonable grounds for suspension are as follows:
- (1) The visitor has been disruptive during previous visits.
 - (2) The visitor has attempted to visit while under the influence of alcohol or drugs during previous occasions or has attempted to bring alcohol or drugs or other contraband into the prison facility.
 - (3) The visitor has refused to submit to a routine search or show proper identification during a prior visit.
 - (4) The visitor was a participant in the criminal activity for which the inmate is incarcerated.
 - (5) The visitor's continued presence in the prison facility would undermine security considerations or corrective treatment.
 - (6) It was later discovered the visitor provided false or incomplete information on their application.
- (b) Permanent termination of visitation privilege is generally reserved for serious violations of Division of Prisons policy. Examples of these types of violations may include, but are not limited to, assisting with an escape or escape attempt; smuggling or attempting to smuggle contraband, that is a threat to security, into the facility (drugs, alcohol, weapons, etc.); or participating in an act of violence towards staff, inmates, or other visitors. Visitation privilege will be permanently suspended for any visitor that refuses to submit to a routine search prior to or during regular visitation. The driver of a vehicle that refuses to submit to a search of their vehicle, property or person during a drug interdiction will have their visitation privilege permanently suspended. An ex-employee whose visitation privilege is terminated in accordance with D.0206 (b) of this policy will have their visitation privilege permanently suspended. Suspended visitors shall be advised that they may appeal in writing to the Director of Prisons or his/her designated representative requesting restoration of visiting privilege and their justification for this action. The Director of Prisons or his/her designee may modify any suspension or

termination of visiting privilege. Facility staff are responsible for entering all visiting terminations into OPUS including detailed comments.

.2010 VISITATION LIST

- (a) Notification to Inmate – A list will be provided for the inmate, indicating those visitors who have been approved and/or disapproved. The basis for which a visitor may be disapproved must be reasonable.
- (b) Upon receipt of the visitor's list, each inmate will be responsible for advising those visitors who have been approved and disapproved
- (c) The inmate will receive a copy of the suspension letter for the visitor's whose visitation privileges have been temporarily or permanently suspended.
- (d) Inmates will be allowed to have visitors added to their visiting list until the number of approved visitors reaches 18. At that time, changes to the visiting list or "open enrollment" will be only allowed every six months based on the inmate's admission date into prison. Inmates will be allowed to add or delete visitors from their list during the month they were admitted into prison and six months later, e.g., inmate admitted February 20. His "open enrollment will be February and August of each year. An inmate admitted on November 2 has "open enrollment" in November and May of each year, etc.

.0211 VISITS TO INMATES NOT IN THE REGULAR POPULATION

- (a) Hospitalized Inmates. No quarantined inmate will be allowed visits. Other inmates determined by the prison physician to be in serious or critical condition will be allowed visits by members of their immediate families on any day of the week during hours to be specified by the Facility Head of the respective facility. The time allowed for visiting hospitalized inmates may be limited for legitimate custodial and rehabilitative purposes.
- (b) Inmates in Administrative Segregation. Inmates in administrative segregation will be allowed visiting privileges. Visiting times, frequency of visits, and the number of visits may be altered when necessary to provide security.
- (c) Inmates in Disciplinary Segregation. Inmates in disciplinary segregation will be allowed to have visits from attorneys and their assistants and clergy in accordance with these rules. Personal visitation privileges may be limited consistent with security requirements.
- (d) Control Status Inmates. Inmates in Control Status, with the exception of Protective Control, will generally be restricted to non-contact visitation. This includes inmates on Disciplinary and Administrative Segregation. This is in accordance with DOP policy C.1215 (Conditions of Confinement) and section D.0212 (b) (1) of this policy. Visiting times, frequency of visits, duration of visits and the number of visits may be altered, at the discretion of the Facility Head, based on security and/or operational considerations.

.0212 NON-CONTACT VISITATION

- (a) Definition- Non-contact visitation is a security measure, which prohibits physical contact between an inmate and his/her visitor(s).
- (b) There are two authorized categories of Non-Contact Visitation within the Division of Prisons. These categories are:
 - (1) Non-Contact Visitation for special management populations. -- Special management populations at institutions may, based on security considerations, be restricted to non-contact visitation. Restriction of any special management population to non-contact visitation must be approved by the Director of Prisons.
 - (2) Non-contact visitation for individual inmates based on behavior detrimental to the security of the institution. --- Non-Contact Visitation is not imposed as punishment for misconduct, but is rather a security measure designated for inmates in response to behavior that constitutes a threat to the security of the institution. Non-contact visitation is designed to deter the entry of contraband into the facility and is authorized, at facilities capable of supervising non-contact visitation, for inmates that have been convicted of disciplinary offenses that are drug/alcohol related or for refusal to submit to drug/alcohol tests. Individual inmates may also be restricted to non-contact visitation for convictions of other serious acts of misconduct that occur during visitation including, but not limited to, participating in a sex act with a visitor or assaulting a visitor.
- (c) At the discretion of the Facility Head non-contact visiting may be designated for individual inmates that have demonstrated behavior detrimental to the security of the institution for a period of up to six months. The inmate shall be notified of the restriction in writing and told that this initial restriction carries no right of appeal. At the end of the initial period of restriction, the Facility Head shall review the individual case and determine whether the restriction can be lifted or whether it is to be continued. The inmate will receive written notification of the decision. Any continuance of the restriction shall be for a period of up to a maximum of six months and reviews shall continue at those intervals until the restriction is lifted. Inmates have a right to appeal a decision to continue the non-contact visitation restriction beyond the initial six-month period of restriction. Whenever the restriction is continued beyond the initial period of restriction and at each subsequent review, the inmate will be notified in writing that he/she may appeal in writing to the Director of Prisons or his/her designated representative requesting restoration of contact visitation privileges or justification for the continuance.

.0213 SECURITY THREAT GROUP VISITATION

- (a) Inmates validated as either security threat group members or security threat individuals Level two will be allowed contact visits with approved immediate family members.

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- (b) Inmates validated as either security threat group members or security threat individuals level three will be allowed non-contact visits with approved immediate family members as defined in D. 0212 (b).
 - (c) Visitors who are not immediate family members shall be notified in writing by the Facility Head or designee that their visiting privileges will not be approved or have been terminated based on the inmate's security threat level. The visitor shall reapply after the inmate is not longer in a security threat level two or three.
 - (d) These Security Threat Group procedures are detailed in the DOP Security Manual .1706 (e)(10) (11).

.0214 RULES FOR VISITING

- (a) Identification and Search. All visitors must be properly identified utilizing the identification included with the application. The ID number will be part of the OPUS report utilized during visiting and available to staff assigned to registration. Attorneys, clergy, law enforcement, consular officials, and other special visitors may be required to show professional credentials as well as personal identification. All necessary precautions shall be taken to ensure that no contraband is carried into prison facilities. Visitors may be subjected to routine searches in accordance with departmental policy and procedure on Operational Searches (F.0100).
- (b) Visiting Hours, Number of Visitors, Age of Visitors, Frequency and Duration of Visits. Normally, inmates will be allowed no more than one visiting session per week not to exceed two hours. Normally, the maximum number of visitors per inmate per visiting session will not exceed three approved visitors. Children (minors) under 18 years of age may be allowed to accompany the adults provided the adults and minors are on the approved visitor list and the minors remain under the immediate supervision of the adults during the visit. Facility Heads have the discretion, based on operational issues and space considerations, to modify the number of visitors that are allowed to visit at any one time. In these instances, the decision as to whether or not additional visitors are allowed to swap in and out of visitation will be at the discretion of the Facility Head. If the Facility Head allows visitors to swap in and out of visitation, a visitor will generally not be allowed to return to the visitation area once they have swapped out with another visitor. Whenever possible the appropriate setting should be made available for clergy, legal, and law enforcement visits. These visits should not be counted as the standard one visit per week that inmates are allowed.
- (c) Visiting hours will be established by the Facility Head and approved by the Region Director. Facilities that conduct visitation by appointment should designate at least some appointment times over the weekend period for visitors who can not come to visitation during the week.
- (d) Facilities with special control requirements may develop visiting periods and other visiting procedures to establish secure operations and proper supervision of the visiting

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- area. Visitation will not occur on holidays unless special visits are approved by the Facility Head. Regular visitation periods may be modified to meet unusual security or operational considerations. Under routine visiting circumstances, general population inmate movement will not be restricted during visiting periods except from the visiting area. Inmates who pose a disruption to visitation may have their movements restricted. In the event that inmate disturbances reoccur, appropriate restrictions on general inmate movement may be imposed at the facility where the disturbances occur, subject to approval by the Region Director.
- (e) Food and beverages. Facility Heads at minimum-security facilities have the discretion to allow visitors to bring foodstuff and picnic baskets for visitation that is conducted in outside visiting areas. Foodstuff and picnic lunches will not be authorized at medium or close security facilities. Visitors will not be allowed to bring beverages into any visiting area at any prison in the Division of Prisons. Vending machines are authorized in any visiting area at the discretion of the Facility Head.
 - (f) Inmate Funds. Visitors are prohibited from giving money in any form, including but not limited to, cash (including coins and currency), checks, or money orders, to inmates. All deposits to the inmate trust fund account shall be in the form of certified checks or money orders. Certified checks and money orders must be received through the U.S. mail at the facility where the inmate is assigned.
 - (g) Visiting Areas and Supervision of Visits. The Facility Head shall choose the visiting area at each facility. The area chosen should be as comfortable and pleasant as security requirements permit. An officer shall be present in the visiting area at all times to supervise visits and ensure institution safety. Before and after every visiting period within the confines of a facility, a search of the room or area where the visits are held will be made to assure that no contraband has been concealed in or under any structure, equipment and furniture.
 - (h) At facilities where physical contact is allowed during visitation, the contact between inmate and visitor(s) is limited. Inappropriate displays of affection or sexual activity are not allowed. The inmate and his/her visitors may embrace (kiss and hug) only upon arrival and departure from the visiting areas. Inmate and their visitors may be allowed to "hold hands"; however, they must do so with the hands clearly visible at all times. If an inmate or visitor does not follow the rules concerning physical contact, they will be warned and upon repeat occurrence the visit may be immediately terminated. The inmate may face possible disciplinary action and the visitor's visitation privileges may be suspended.
 - (i) Records. A record of all visits, regular and special, regardless of a visitor's status, shall be recorded in OPUS on the VT07 Screen. A visit should not occur unless there is an approved application listed in OPUS, however, if an exception is made, the visitor must first complete an application before visiting and the application and record of visit will be processed as soon as possible. Visits that were recorded prior to an approved application or recorded for visitors that are not approved will generate a procedures alert on OPUS to
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the facility superintendent. The visiting record screen VT07 will automatically update OPUS as to who has visited and date of that visit.

- (j) Violations of Visiting Privileges. Visits shall be conducted in a quiet, orderly manner. In the event any inmate or visitor becomes unruly, emotional, or creates a disturbance, the visit may be terminated and the participants removed from the visiting area. Any efforts to circumvent or evade these regulations may result in disciplinary action against the inmate and appropriate administrative and/or legal proceeding against the visitor. (G.S. 14-258.1).

.0215 APPROPRIATE STANDARDS OF DRESS FOR VISITORS

- (a) The following requirements for visitors apply at all facilities and will be strictly enforced. It will be the responsibility of the inmate to communicate these standards to his/her visitors. Should staff have any question as to whether a visitor is dressed appropriately, the Officer-in-Charge should make the decision.
- (1) Shirts and shoes are mandatory.
 - (2) Halter tops, bare midriffs, strapless tops, tube tops, body suits, underwear-type tee-shirts, tank tops, sleeveless shirts or dresses that are inappropriately revealing (a sleeveless shirt or dress is considered inappropriately revealing when the female breast or lingerie can be seen), fish net shirts, or any type of shirt or pants made with see-through fabric are NOT allowed to be worn by any visitor (male or female).
 - (3) Visitors may wear Bermuda-length shorts provided they are not more than three (3") inches above the kneecap. Shorts for pre-teens may be shorter than three (3") inches above the kneecap.
 - (4) Females may wear dresses or skirts. Dresses or skirts may not be more than three (3") inches above the kneecap. Slits in skirts and dresses may not be more than three (3") inches above the kneecap. Dresses and skirts for pre-teens may be shorter than three (3") inches above the kneecap.
 - (5) Any shirt or other articles of clothing with a picture or language that may be considered profane or offensive by current public standards or DOC standards, or considered STG (gang) related will not be allowed.
 - (6) Wave caps, doo rags, and bandanas are not allowed.
 - (7) Slacks and pants are to be worn at or above the waist.
 - (8) Spandex clothing is prohibited.

Boyd Bennett 10-12-07

Director's Signature

Date

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