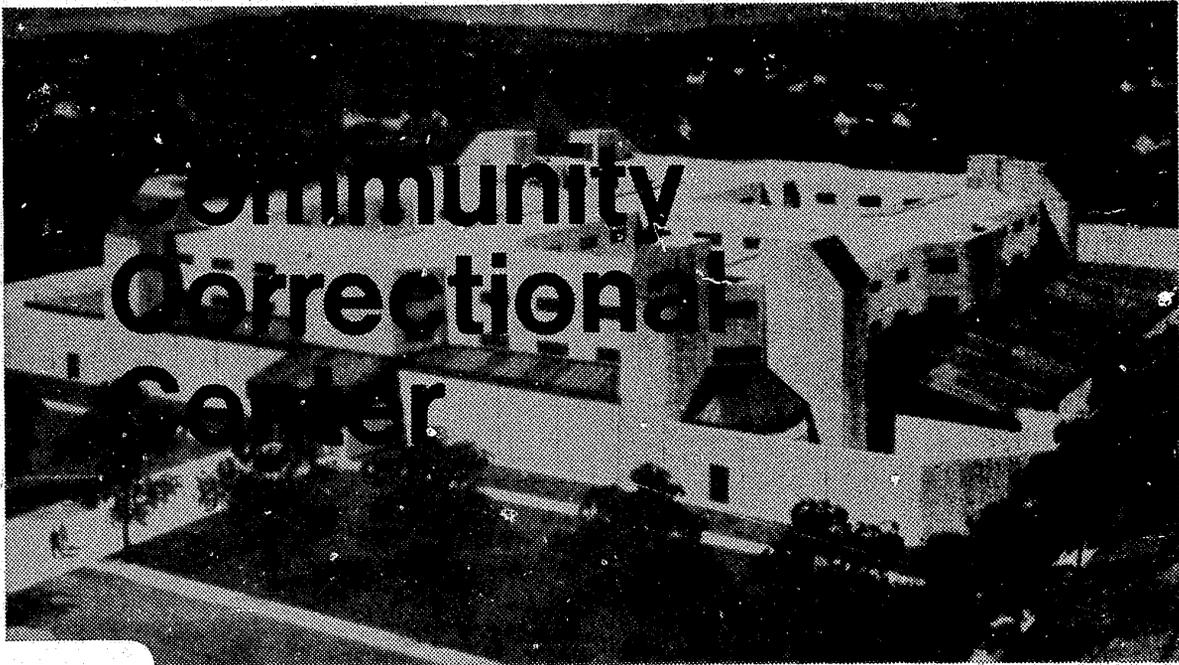


VISITING PROCEDURES

in the



63931

U.S. Department of Justice



**national institute
of corrections**

320 First Street, N.W.
Washington, D.C. 20534

Jail Resource Center
Information Profile

~~V~~ISITING PROCEDURES
in the ~~C~~
Community Correctional Center - New Haven

This report was prepared under Grant No. AU-1 from the National Institute of Corrections, U.S. Department of Justice.

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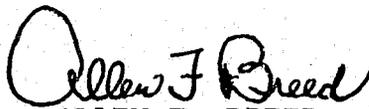
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June 1979

FOREWORD

This report is one in a series of descriptive profiles that introduce the reader to the progressive programs in operation at the New Haven Community Correctional Center in New Haven, Connecticut. The Correctional Center is one of six jails that were funded by the National Institute of Corrections to provide service and assistance to local jailers.

It is our hope that these Area Resource Centers will serve to promote the exchange of knowledge and experience among jail practitioners and thereby assist other jail systems in realizing progressive change.



ALLEN F. BREED

Director

National Institute of Corrections

CONTENTS

<u>Section</u>	<u>Page</u>
I Agency Overview	1
II Program Background	6
III Program Operation	9
SECURE VISITS	12
Operational Procedures	15
Handling Personal Property During Visits	17
OPEN VISITS	22
Processing Applications for Open Visits	24
Operational Procedures for Open Visits	29
CHILD VISITS	34
Processing Application for Child Visit	35
Operational Procedure for Child Visit	37
EXTENDED VISITS	40
Processing Application for Extended Visit	41
Operational Procedure for Extended Visit	42
PROFESSIONAL VISITS	44
Operational Procedures for Professional Visits	45
Procedure for Off-hour Official Visitors	48
IV Program Assessment and Accomplishments	52
V Considerations in Planning and Implementation	54
Appendix	57

CONTENTS continued

<u>Figure</u>		<u>Page</u>
1	New Haven Community Correctional Center	5
2	Visiting Flowchart	11
3	Visiting Area Diagram	14
4	Secure Visit Flowchart	19
5	Procedures for Processing Applications for Open Visits	27
6	Open Visits Procedure	31
7	Child Visit Flowchart	38
8	Extended Visit Flowchart	43
9	Professional Visit Flowchart	49

Section 1

AGENCY OVERVIEW

The Community Correctional Center (CCC) - New Haven is part of the statewide Connecticut Department of Corrections (DOC). Connecticut's DOC operates six community correctional centers (jails). The Department also operates one minimum- and one maximum-security adult male institution, an institution for younger male offenders (16-21 years), and one women's secure institution.

Administration of the overall Department is carried out in Central Office Headquarters in Hartford, Connecticut. This includes the operation of a centralized training facility in Haddam, Connecticut, and provision of parole services through regional parole offices. The correctional philosophy of the Department is embodied in a set of published assumptions and goals aimed at providing for the needs of the offender, the community, and the correctional staff.*

The operation of CCC - New Haven is guided by the primary objective of providing those incarcerated with safe and humane conditions, while observing their rights and meeting their individual needs. The Center is located approximately two miles from downtown New Haven, in close proximity to Yale University. It was opened in 1976 to replace an antiquated facility that served the greater New Haven area since 1857.

* Connecticut Department of Corrections - Philosophy, Assumptions and Goals. CDC #79.01. Conn. Dept. of Correction, Hartford, Conn. 06511

The Center serves 13 cities and 14 towns with an overall population of roughly 770,000 people. The area is metropolitan, encompassing the major cities of New Haven and Waterbury. A collegiate atmosphere characterizes the area due to the existence of a large state university and five other universities and colleges within a 10 mile radius of the Center.

CCC - New Haven has a capacity of 366 inmates; the average daily population during 1978 was 327. The all-male population consists of a slightly greater number of pre-trial than sentenced inmates and a small percentage of federal inmates. (Both pre-trial and sentenced women are housed in a separate state-operated facility.)

The racial breakdown of the inmate population is approximately 44 percent white, 47 percent black, and 9 percent Spanish-speaking. The Center houses inmates as young as 16 years old; the average age represented by the population is 29.96 years and the median age 25.5 years. The facility normally serves pre-trial persons and those sentenced for less than one year.

A variety of programs and services are available to the inmates. They include general counseling, addiction services, educational and library services and programs, religious services, and community release (including educational and work release, pre-release programs, and a furlough program for both home visit and re-entry.)

Community service organizations are used extensively to augment the services provided by the Center in meeting the individual needs of inmates. A strong complement of volunteers also provides service.

CCC - New Haven has a staff of 126 employees. There are 96 uniformed staff, 17 administrative and support personnel, and 13 full-time treatment staff. In addition to full-time personnel, a number of part-time contractual professionals and civilian volunteers augment the treatment teams. A recent development is the incorporation of female uniformed staff; there are now 5 females employed in this capacity at the Center.

New employees undergo a three-week Connecticut Department of Corrections orientation program before assignment to the facility. Once assigned, the new employee receives further on-the-job orientation to the Center's operational policies and procedures. All employees continue to receive annual in-service training at the Center. Additional training for administrative, supervisory, and counseling personnel is supplied by the Connecticut Justice Academy, a centralized inter-agency training facility. Civilian volunteers working in the facility also undergo orientation training and participate in in-service training programs arranged by the volunteer services division of the Department of Corrections.

CCC - New Haven operates on an annual budget of approximately two million dollars. In addition to functioning as an Area Resource Center for the National Institute of Corrections, the Center, in conjunction with the Connecticut DOC, adopted the United Nations Minimum Standards in 1974 and is presently working towards accreditation by the Commission on Accreditation for Corrections.

CCC - New Haven is one of Connecticut's newest correctional centers. Finished in 1976, it contains many state-of-the-art innovations, including a personal emergency warning system, a

complete fire detection and alarm system, and central information panels which monitor all mechanical and emergency systems.

The Center maintains dual intercom systems, one for officer-to-inmate and station-to-station communications, and a second for administrative, supervisory, and priority override communications. A central control room receives information from all of these systems, as well as the facility's closed circuit television system.

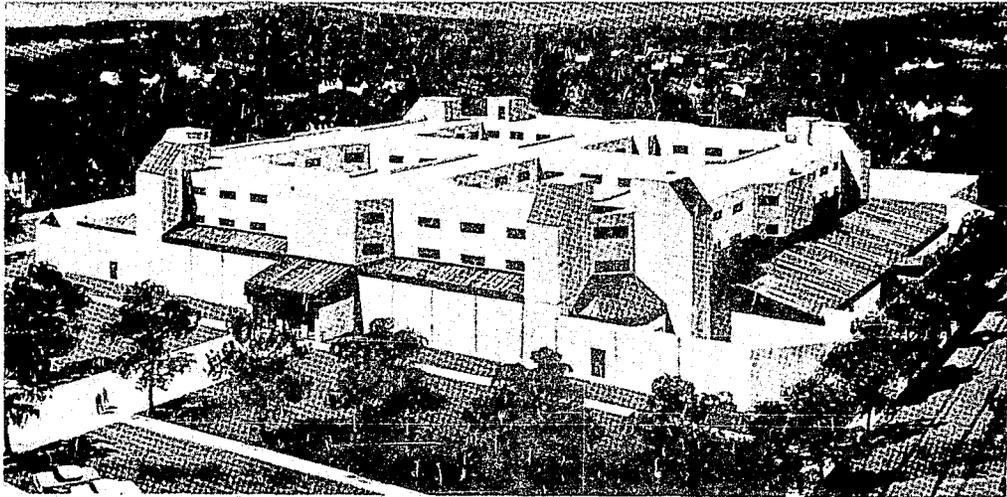
The layout of the 3½-story, 8.75-million-dollar complex also reflects some of the latest thinking in correctional facility design. The main floor contains all administrative, business, and personnel offices, as well as the central control room and treatment and operations facilities. The mezzanine houses the facility's mechanical equipment, and the second and third stories contain the inmate housing units. Design of the housing units permits subdivision of the inmate population into small independently functioning living modules.

An artist's rendition of the facility design, as well as a simplified floor plan of a typical housing unit level, appear in Figure 1.

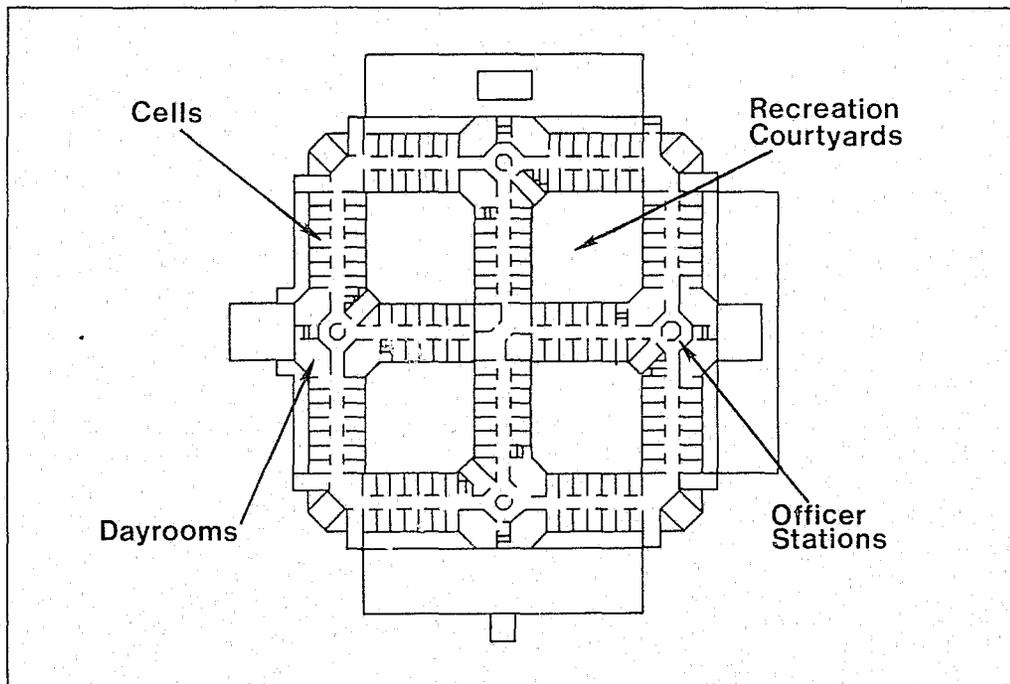
Figure 1. New Haven Community Correctional Center

- a. Artist's Rendition of the Center
- b. Typical Housing Unit Level

a.



b.



Section 2

PROGRAM BACKGROUND

The visiting area at the new Community Correctional Center - New Haven, contrasts sharply with the one used in the old building. The original facility, because of its age and design, and the significant changes in correctional philosophy since its construction, was ill-equipped to handle contemporary visiting procedures.

Space in the old center was very limited. This necessitated tight scheduling of visits, which severely limited visiting time and the number of visits an inmate could have. Visiting time was limited to 15 minutes, two days per week. No separate facilities existed for legal visits, which necessarily took place in the same area as the regular visits and sometimes simultaneously. Since additional staff was not available during evening hours, visits were scheduled for days only. These limitations on visiting also restricted the use of community resources that were available to aid the offender.

Visiting in the old center also posed a significant security problem. All inmates used the same visiting area, regardless of classification or trial status. Inmates were separated from visitors by a wire mesh screen which provided inadequate protection against the introduction of contraband. The large number of inmates and visitors, and limited staff, made effective search and shakedown difficult. An awareness of these problems and a decision to overcome them is evident in the design and operation of the new Center's visiting area.

A major revision in the visiting policy and procedures took place with the opening of the new Center. Development of the facility involved the commissioner and deputy commissioners of corrections, facility administrators, and the DOC engineering services division. Development of the actual visiting procedures was completed by facility administrators and supervisory staff prior to opening the new facility.

Objectives set for the visiting program were to: 1) provide longer and more frequent visiting periods, 2) increase the number of people who could visit those confined, 3) and provide inmates with greater access to legal assistance and community resources. The goal of the visiting program was to strengthen the inmates' community and family ties, increase the overall inmates' morale, and ease tensions in the facility.

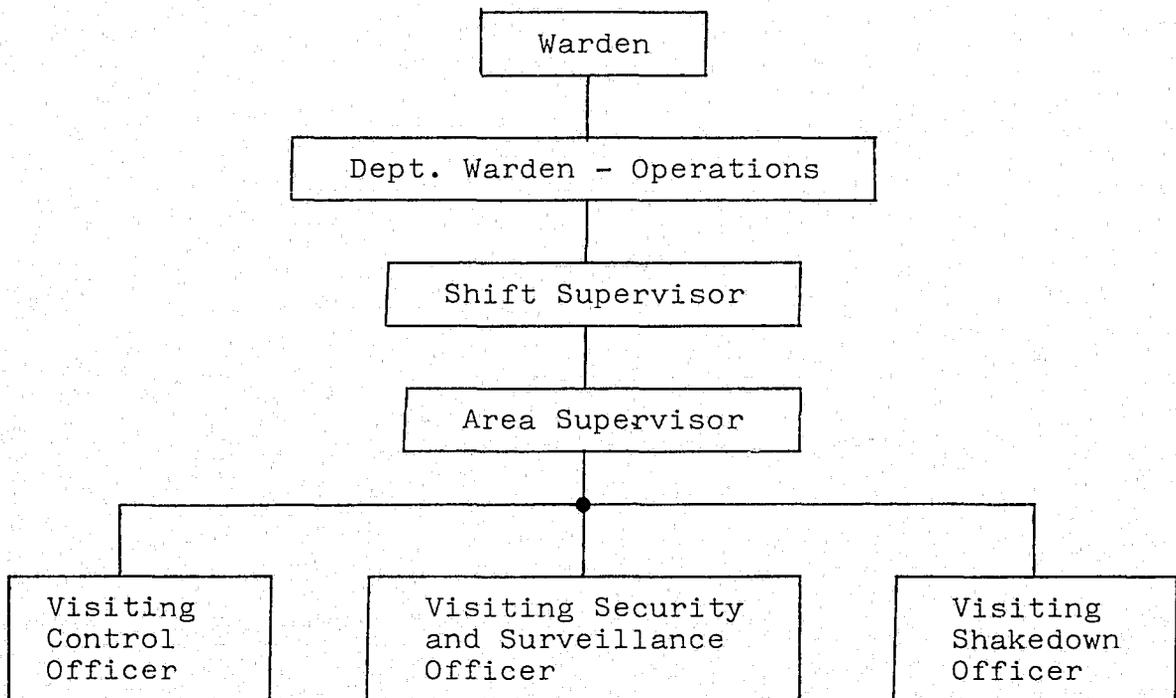
When the new facility opened in May 1976, the visiting schedule provided for both day and evening "secure" visiting each weekday. Secure visiting refers to visits which do not allow physical contact between inmates and visitors. A major change in the visiting procedures occurred in November 1976 with the incorporation of "open" visits during the day on Saturdays and Sundays.

Through a system of classification and security procedures, this visiting arrangement allows for more personal contact between inmates and their visitors. The present schedule allows for visiting each weekday from 9 A.M. to 11:30 A.M. and 1 P.M. to 3:30 P.M. as well as from 6:30 P.M. to 10 P.M. The Saturday visiting period is from 1 P.M. to 3:30 P.M.; Sunday hours are from 9 A.M. to 11:30

A.M. and 1 P.M. to 3:30 P.M. This schedule allows each inmate a maximum of 13½ hours of visiting per week.

The visiting program is staffed by three Correctional Officers. A Visiting Control Officer ensures proper identification of visitors and controls the flow of visitors to and from the visiting area. The Visiting Shakedown Officer monitors the flow of inmates to and from visits and maintains contraband control. The Visiting Security and Surveillance Officer observes the secure visiting area and is responsible for security of professional visits and open visiting on weekends. The posts are not permanent, but are rotated on a weekly basis.

All visiting area staff come under the direct control of the Area Supervisor (usually a lieutenant) who reports to the Shift Supervisor.



Section 3

VISITING PROGRAM OPERATION

Upon admission to CCC - New Haven, all inmates are issued an inmate handbook. The handbook section dealing with visiting reads:

Visiting

Visiting at the New Haven Correctional Center will take place in two ways - closed and/or open. All men detained at the Center will be eligible for closed visiting, and those approved by the Classification Committee will be eligible for open visiting.

Visiting will take place in accordance with the following regulations:

- (1) Visits are permitted with any five (5) individuals over 16 years of age whom you place on your visiting list. Your visiting list is compiled and controlled by your counselor.
- (2) Visits by your children who are under 16 years of age must be arranged for by request to the Deputy Warden for Treatment and Training.
- (3) Closed visiting may take place Monday through Friday during the hours of 9:00 to 11:30 A.M., 1:00 to 3:30 P.M., and 6:30 to 10:00 P.M.,
- (4) Open visiting may take place on Saturday from 1:00 to 3:30 P.M., and Sunday from 9:00 to 11:30 A.M. and 1:00 to 3:30 P.M.
- (5) A thirty (30) minute visit is allowed to each man in good standing. However, the duration of the visit may have to be adjusted depending on the number of visitors at a given time during visiting hours.
- (6) Any special visiting requests must be directed to the Deputy Warden for Treatment and Training.

Center policy precludes visits on the first day of admittance.

This serves two purposes: 1) it allows adequate time for proper admitting and processing procedures and, 2) it permits close observation of all new inmates.

An orientation program for all new admittants is conducted at 8:30 A.M. each weekday. The program is presented in the school by

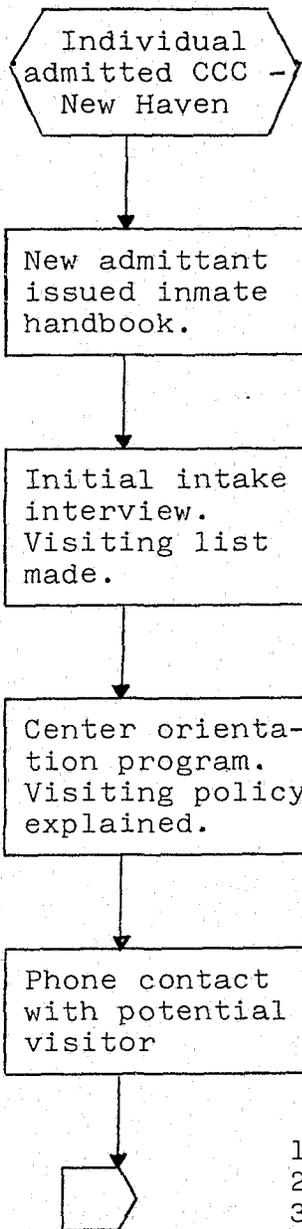
the education department and covers, among other things, the Center's visiting policies and procedures.

Normally, within 24 hours after arriving at the Center, all new inmates are given an initial intake interview by a member of the counseling staff. Under no circumstances is the intake interview delayed more than 72 hours. During the intake interview the inmate's visiting list is developed. Inmates are allowed to place up to five people on their visiting list who meet the criteria set forth in the Center's policy and procedure manual which also details the different types of visits available (see Exhibit A). Five basic types of visits discussed are: 1) security (closed), 2) open, 3) child, 4) extended, and 5) professional (includes legal and community support visits).

In addition to developing the visiting list, the intake counselor answers any questions the inmate may have concerning the Center's visiting policy and allows the inmate a telephone call to one of the persons named to the visiting list. The call serves to notify the contacted person that they are on the visiting list and request them to contact the other people named on the list.

Once the visiting list is established and the potential visitors are contacted, the inmate may be visited by anyone on the list who requests to see him during normal visiting hours. The procedure for disseminating visiting information and establishing the visiting list is charted in Figure 2.

Figure 2. Visiting Flowchart



1. Security visits - see Figure 4 page 19
2. Open visits - see Figure 5 page 27
3. Child visits - see Figure 7 page 38
4. Extended visits - see Figure 8 page 43
5. Professional visits - see Figure 9 page 49

SECURE (CLOSED) VISITS

Secure visits are available to all inmates in the facility. Inmates may visit with any or all persons on their visiting list during normal visiting hours Monday through Friday. The secure visiting area accommodates up to 16 inmates and their visitors at any one time. Each inmate may see up to five people during any one visiting period, but each visitor is limited to one 30-minute visit per day.

In the secure visiting area, inmates are separated from visitors by a glass security barrier. The solid barrier extends completely across the visiting room from floor to ceiling minimizing the possibility of contraband exchange. Inmates communicate with their visitors via individual telephone stations.

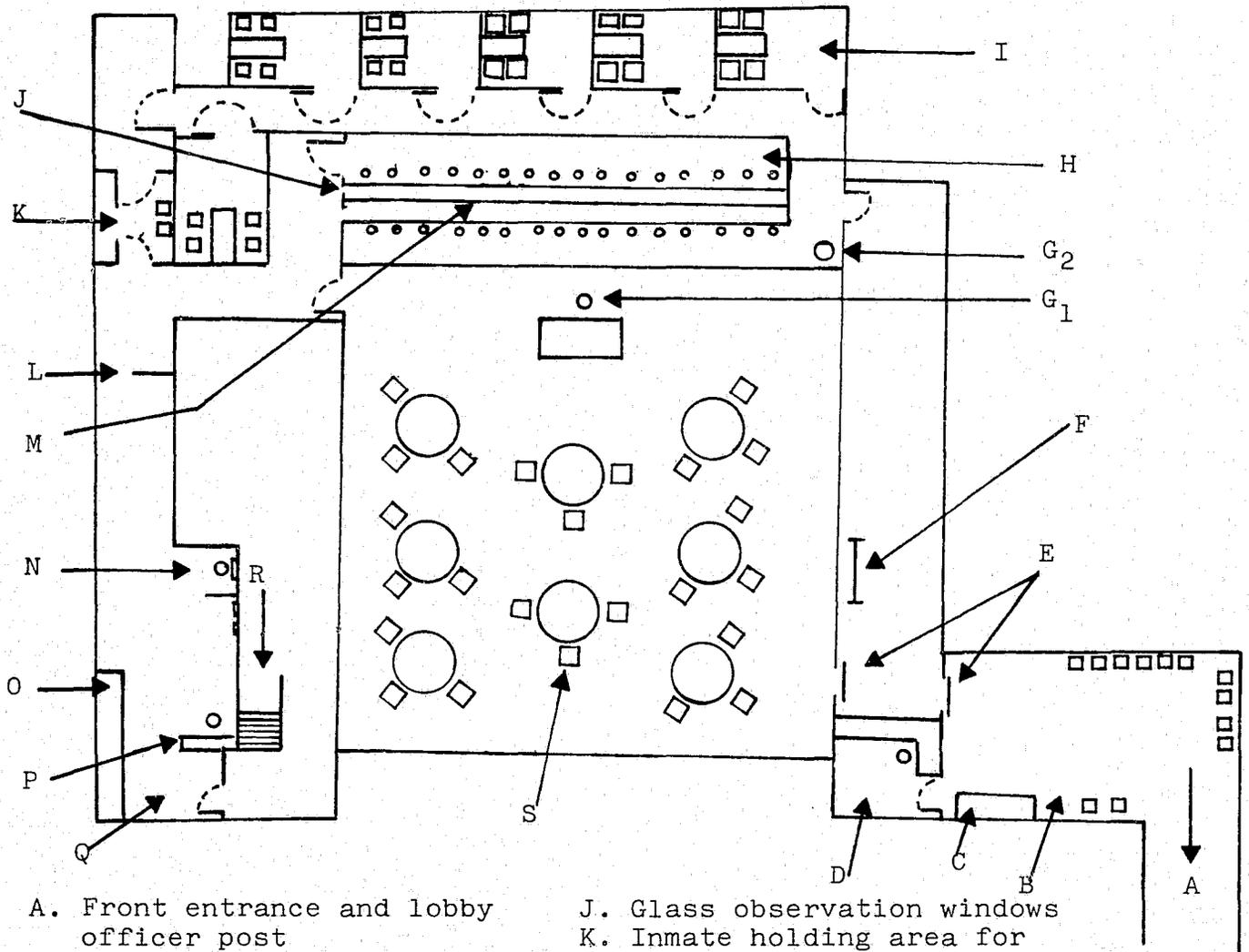
Maintenance of the telephone system is ensured through daily inspection. Phones are checked each morning prior to visiting by the Visiting Shakedown Officer. Defective telephone stations are reported via the Visiting Phone Report (Exhibit B) to the Officer of the Day's office. Repairs are generally completed within 24 hours.

Surveillance of visiting activities is provided by both the Visiting Security and Surveillance Officer and the Visiting Shakedown Officer. The Security and Surveillance Officer observes the visiting area through an open doorway on the visitors' side of the secure visiting area. This allows direct observation of all visitors and visual contact with inmates through the glass security screen. When it is necessary for the Visiting Security and Sur-

veillance Officer to leave his/her post, surveillance of the area is maintained by the Visiting Shakedown Officer.

The surveillance exchange is accomplished via telephone. There is no attempt to maintain constant surveillance, however. The Shakedown Officer can visually observe both visitors and inmates through two glass observation windows at the end of the glass security screen. (A diagram of the visiting area is given in Figure 3.)

Figure 3. Visiting Area



- | | |
|---|---|
| A. Front entrance and lobby officer post | J. Glass observation windows |
| B. Visitor's waiting area | K. Inmate holding area for legal visit |
| C. Storage lockers | L. Portable partition for strip search |
| D. Visiting Control Officer post | M. Glass security screen |
| E. Sallyport gates | N. Toilet facilities |
| F. Visitor's coat rack | O. Inmate waiting area |
| G. Visiting Security and Surveillance Officer post | P. Visiting Shakedown Officer post |
| 1. weekends | Q. Visiting shakedown area |
| 2. weekdays | R. To and from inmate housing units |
| H. Secure visiting area | S. Open visiting, Saturday and Sunday visiting only |
| I. Legal visiting area (individual conference room) | |

Operational Procedures for Secure Visits

Upon their arrival, first-time visitors will normally ask assistance of the Lobby Control Officer, who directs them to the visiting area. Visitors familiar with the jail usually proceed directly to the area.

Once in the visitors' waiting area, visitors check in with the Visiting Control Officer, who checks the visiting file to assure that the inmate is available for visits. Basically, there are three reasons that an inmate would not be available for a visit: 1) he arrived that day, 2) he is currently out of the facility on an official visit to court, a hospital, etc., and 3) he is under disciplinary detention (lockup)*.

If the inmate is available for a visit, the Visiting Control Officer establishes that the person requesting the visit is on the inmate's visiting list. The Control Officer verifies the identity of the visitor by requesting positive identification (e.g., driver's license, social security card, picture I.D.). He then calls the inmate's housing unit and notifies the Housing Unit Officer of the visitor's arrival. The Control Officer records the names of the inmate and visitor(s) in the Visitor's Log and the Housing Unit Officer issues the inmate an Inside Movement Pass to the visiting shakedown area (Exhibit C).

*Note: Loss of visiting privileges may be imposed for violations of the Disciplinary Code by the facility disciplinary committee in accordance with DOC Disciplinary Procedures. In such cases, at least one person on the inmate's visiting list will be notified by a counselor. If any questions arise concerning a denied visit, the visitor will be referred to the Lobby Control Officer, who will call the inmate's Counselor or the Counselor Supervisor. If neither can be reached, the Shift Supervisor or either Deputy Warden will be called.

When the inmate arrives in the visiting shakedown area, the Visiting Shakedown Officer will either: 1) escort him to the secure visiting area for the visit and notify the Visiting Control Officer, or 2) place him on a waiting list and direct him to the inmate waiting area until a vacancy is available in the secure visiting area. Since no physical contact is possible during secure visits, inmates are given a shakedown on a random basis or when deemed necessary. The Visiting Control Officer allows the waiting visitor into the secure visiting area once confirmation is received from the Visiting Shakedown Officer that the inmate is present in the visiting room. When the visit starts the Shakedown Officer notes the inmate's name and the time. On-going visits are monitored by the Visiting Security and Surveillance Officer.

When the visit is over, the Visiting Shakedown Officer releases the inmate from the visiting area, then notifies the Visiting Control Officer. The Shakedown Officer signs the return portion of the inmate's pass and returns it to the inmate and the Visiting Control Officer releases the outgoing visitors.

Handling Personal Property Delivered During Visits

Center policy allows visitors to bring inmates a reasonable number of personal items during secure visiting. The items allowed include socks, T-shirts, undershorts, shoes, bathrobes, pajamas, and towels. A separate procedure has been developed for handling receipt of personal property.

When the visitor approaches the Visiting Control Officer with a package, the officer will quickly scan the contents of the package for any obvious signs of contraband or dangerous items. This is not, however, a detailed shakedown. If no obvious discrepancies are noted, the Visiting Control Officer admits the visitor per normal routine, and he/she proceeds to the visiting area with the package.

Once in the visiting area, the visitor hands the package to the Visiting Security and Surveillance Officer who carefully inspects each article to ensure the absence of contraband and that only appropriate items are included. He marks the package with the inmate's name and makes out a Personal Property Delivered receipt, signs it, has the visitor sign it, and places it in the package (Exhibit D).

The officer then hand carries the package to the professional visit inmate holding area for pickup by the Visiting Shakedown Officer, who is alerted to the presence of the package via telephone. The Shakedown Officer picks up the package and delivers it to the inmate at the termination of the visit. Upon delivery,

the inmate signs the receipt for Personal Property Delivered. The officer forwards the completed receipt to the Inmate Property Supervisor for filing. A flowchart showing the progress of a secure visit is given in Figure 4.

Figure 4. Secure Visit Flowchart

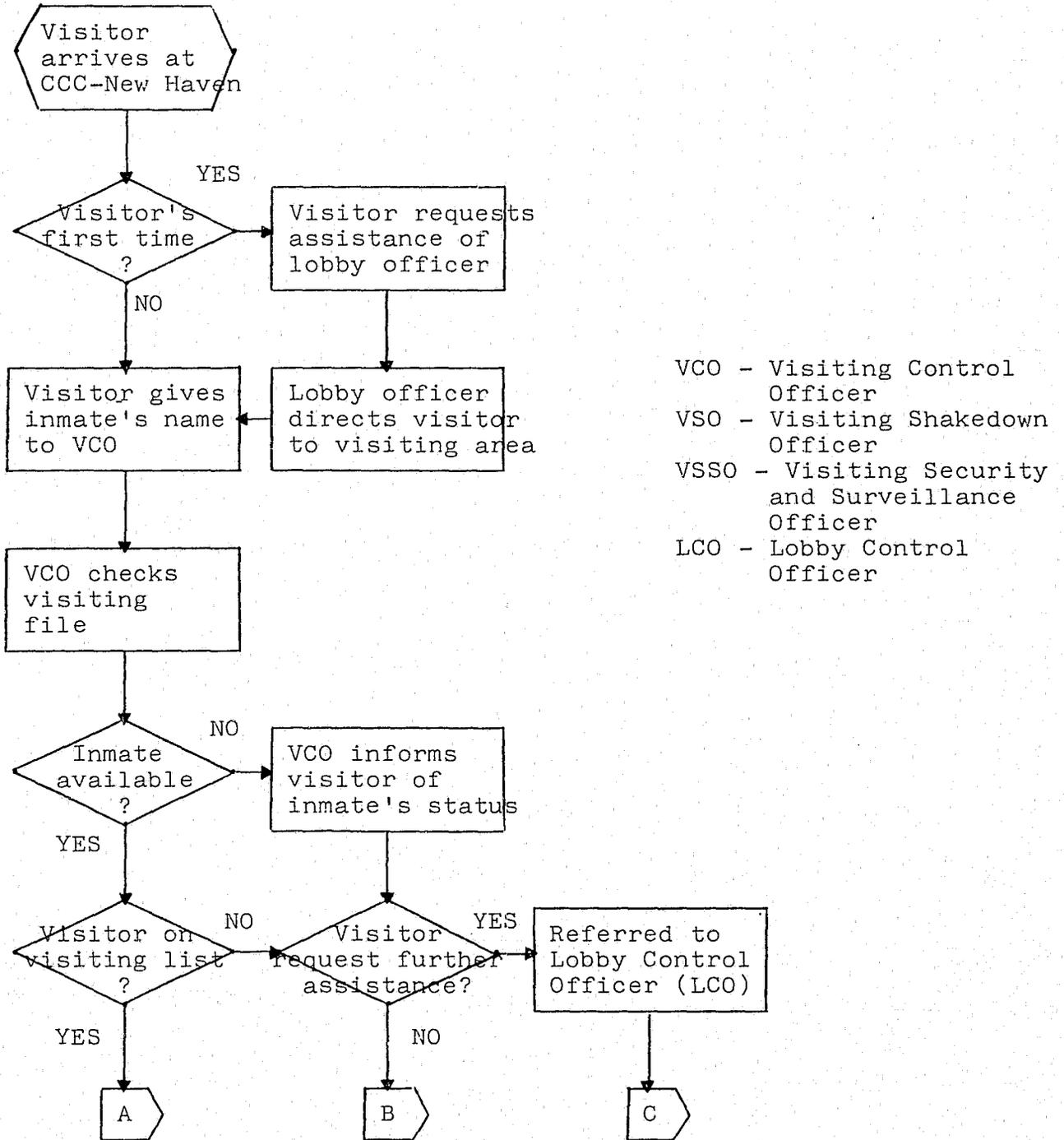
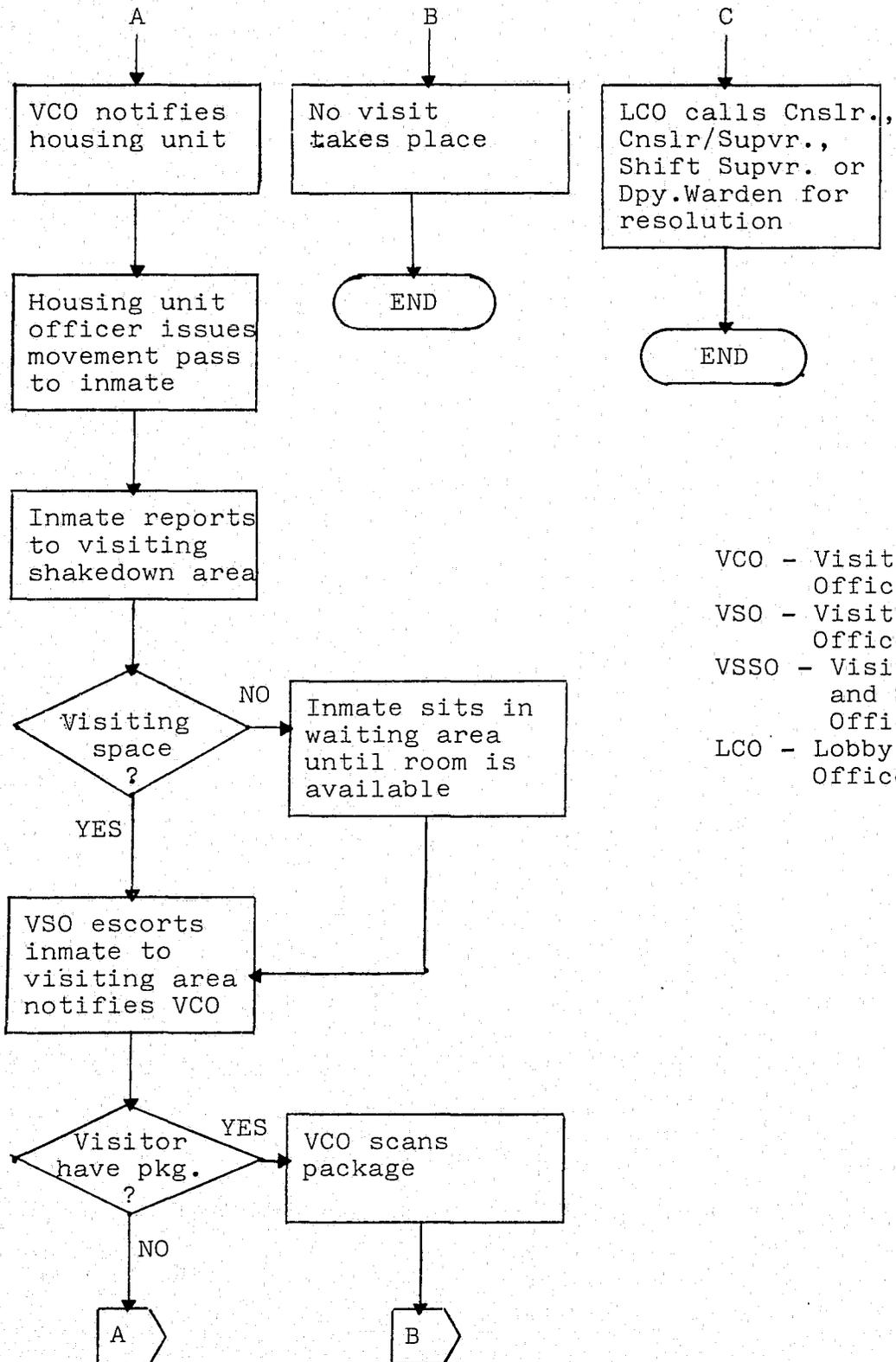
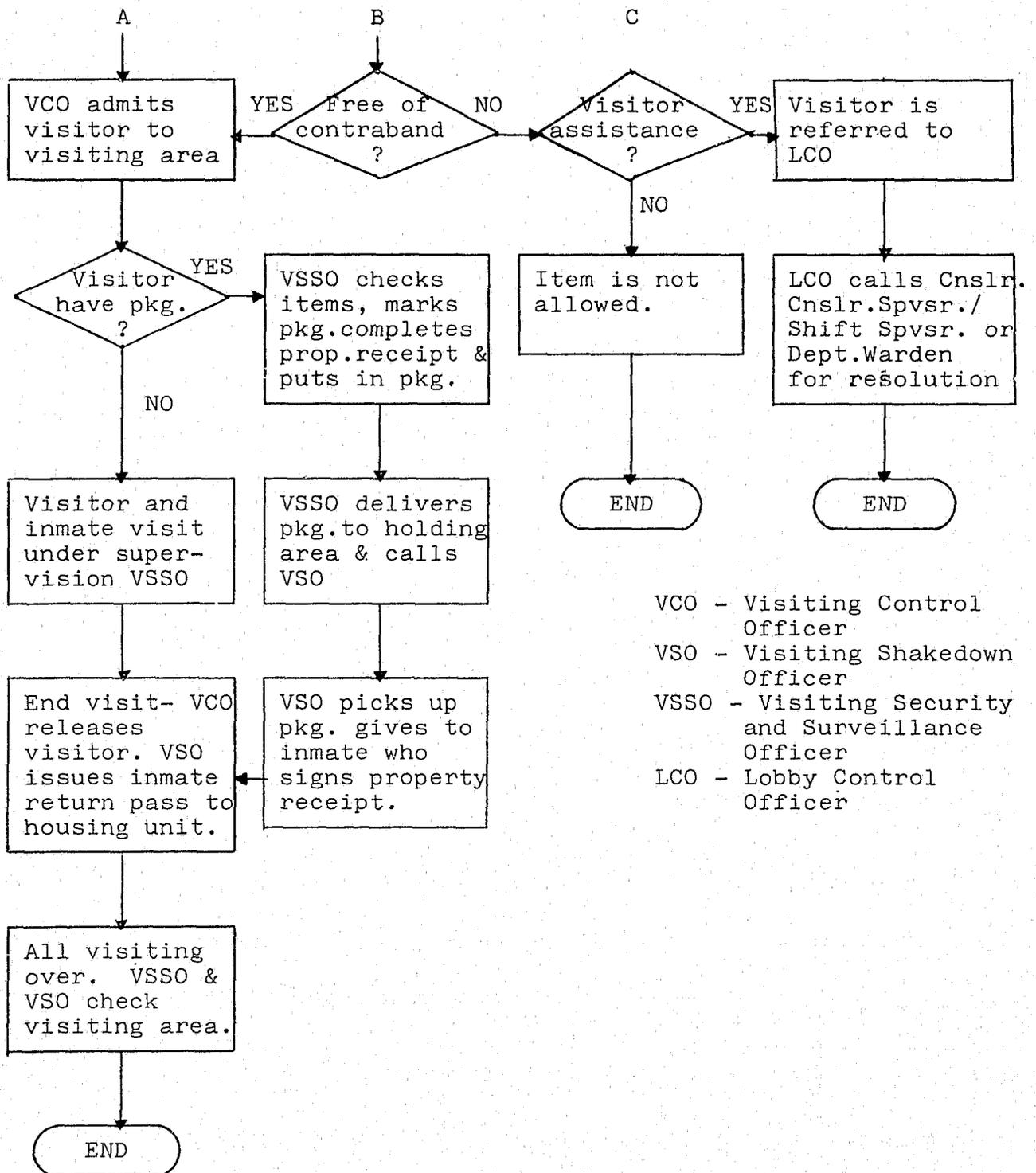


Figure 4. Secure Visit Flowchart (continued)



VCO - Visiting Control Officer
 VSO - Visiting Shakedown Officer
 VSSO - Visiting Security and Surveillance Officer
 LCO - Lobby Control Officer

Figure 4. Secure Visit Flowchart (continued)



OPEN VISITS

As stated earlier, open (also called contact) visits allow more personal contact between inmates and their visitors. Inmates requesting contact visits must be approved by the Center Classification Committee. The Classification Committee is composed of three rotating members and a permanent Classification Coordinator.

The chairman of the Classification Committee is a member of the supervisory staff; the other two members are a Correction Officer and a Treatment or Allied-Services staff person. The Classification Coordinator prepares the classification docket, is responsible for carrying out the decisions of the Classification Committee, and sits in on Committee meetings; but does not vote.

Referrals for open visits are made to the Classification Committee by the inmates' block counselor. (A block counselor is assigned to specific housing units.) Inmates approved for open visits choose up to two people from their secure visiting list for open visiting.

Inmates may meet with their visitors during normal visiting hours on Saturdays and Sundays. Open visits take place in the multi-purpose room, which serves as a recreation center and meeting room when not in use for visiting. During open visits, the multi-purpose room is equipped with eight large, round tables. Each table is set up with three chairs since each inmate may meet with one or both visitors. Each inmate may receive one open visit of up to 30 minutes per day.

If both persons approved for open visits wish to visit the inmate on the same day, they must visit together. There are no barriers between inmates and their visitors and physical contact is permitted. Surveillance of the open visiting area is accomplished by the Visiting Security and Surveillance Officer, who is positioned at one end of the room with direct visibility of all inmates and their visitors (see Figure 3 for diagram).

Processing Applications for Open Visits

Any inmate who has been in the Center for more than 30 days may apply for open visiting, provided he has not been found guilty of a disciplinary code violation within the past 30 days. Inmates apply for open visiting by filing an open visit request on a CN3005, Request for Action by Staff Member form (Exhibit E). The inmate's block counselor receives and reviews the request and normally responds to the inmate either personally or in writing on the following working day. If the counselor is not familiar with the requesting inmate, he/she may choose to interview the inmate prior to processing the request.

Provided there are no disqualifying circumstances (e.g., inmate in less than 30 days, disciplinary code violations within 30 days), the counselor refers the request to the Classification Committee on a CN3410 Referral Form (Exhibit F). CCC - New Haven policy is to hear the request within seven days of receipt of the referral. In weighing the request for approval, the Classification Committee considers the: 1) charge against inmate, 2) amount of bond, 3) past record, 4) past behavior in the facility, and 5) medical and psychiatric evaluations and records available.

The details of the Committee's decision making policy are contained in the Center's Post Orders and Procedure Manual. The section referring to the Open Visiting Classification Policy reads as follows:

E. Open Visiting

Any detainee may apply for open visiting if he has been in the center 30 days or more; he has not

received disciplinary action or loss of detail assignment within 30 days; he has no history of smuggling contraband into or out of the Center during the past two years. The Classification Committee will consider the detainee's charges, amount of bond, attitude and behavior within the Center, any medical and psychiatric evaluations available and past behavior in the Center, if any, to determine whether or not any one or combination of these elements would result in the detainee being a safety/security risk for the Center or visitors in an open setting. In addition to the above the following guidelines should play a part in the decision of the Committee:

1. A detainee who has outstanding warrants (within or outside Connecticut), escape or failure to appear 1st degree charges within the last two years should be either denied or have open visiting subject to approval and/or restriction by the Warden.
2. Any detainee having a history of violent behavior and his charges are of violent nature, is being detained on serious charges and under the care of the Center psychiatrist, or has exhibited bizarre behavior while in Center, should be denied open visiting.
3. Any detainee once approved for open visiting who is removed from his detail assignment for failure to do his assigned tasks must be seen by the Classification Committee. The Committee will determine whether or not open visiting privileges will be terminated.
4. Any detainee once approved for open visiting who receives a guilty finding on a disciplinary report must be seen by the Classification Committee. The Committee shall terminate his open visiting privileges and further determine when reconsideration may take place (30-60 days following the disciplinary action).
5. Any detainee or visitor who creates a disturbance and/or violates any of the rules of open visiting before, during, or after the visiting period, will have their open visiting privileges terminated. Open visiting will only be restored as a result of a satisfactory explanation provided the Warden in writing.

Inmates are immediately informed of the Classification Committee's decision and, in cases of denial, the reasons for the decision and the process for appeal. Inmates whose requests for open visits are denied may appeal the decision in writing in accordance with the Center's appeal process, to the Warden within 10 days of the denial. Inmates whose requests are approved are placed on a waiting list since the Center can only accommodate 70 inmates in the open visiting program at one time. The average waiting period is three weeks.

Once an inmate is eligible to participate in the program, he is seen by the Classification Committee coordinator. After the inmate names two individuals who are already on his secure visiting list for open visits, the coordinator makes up the open visit card and places it in the open visiting card file. He gives the inmate two copies of the open visiting form letter (Exhibit G) and a copy of the open visiting rules (Exhibit H). The inmate completes the open visiting form letters and mails them to the two approved visitors as notification that they may participate in the open visiting program.

Since visitors selected for open visits are drawn from the regular visiting list, it is normally not necessary to provide them with information concerning visiting days and hours. If such follow-up is necessary, it is handled by the inmate's counselor on an individual basis. The procedure for processing applications for open visits is flowcharted in Figure 5.

Figure 5. Procedures for Processing Applications for Open Visits

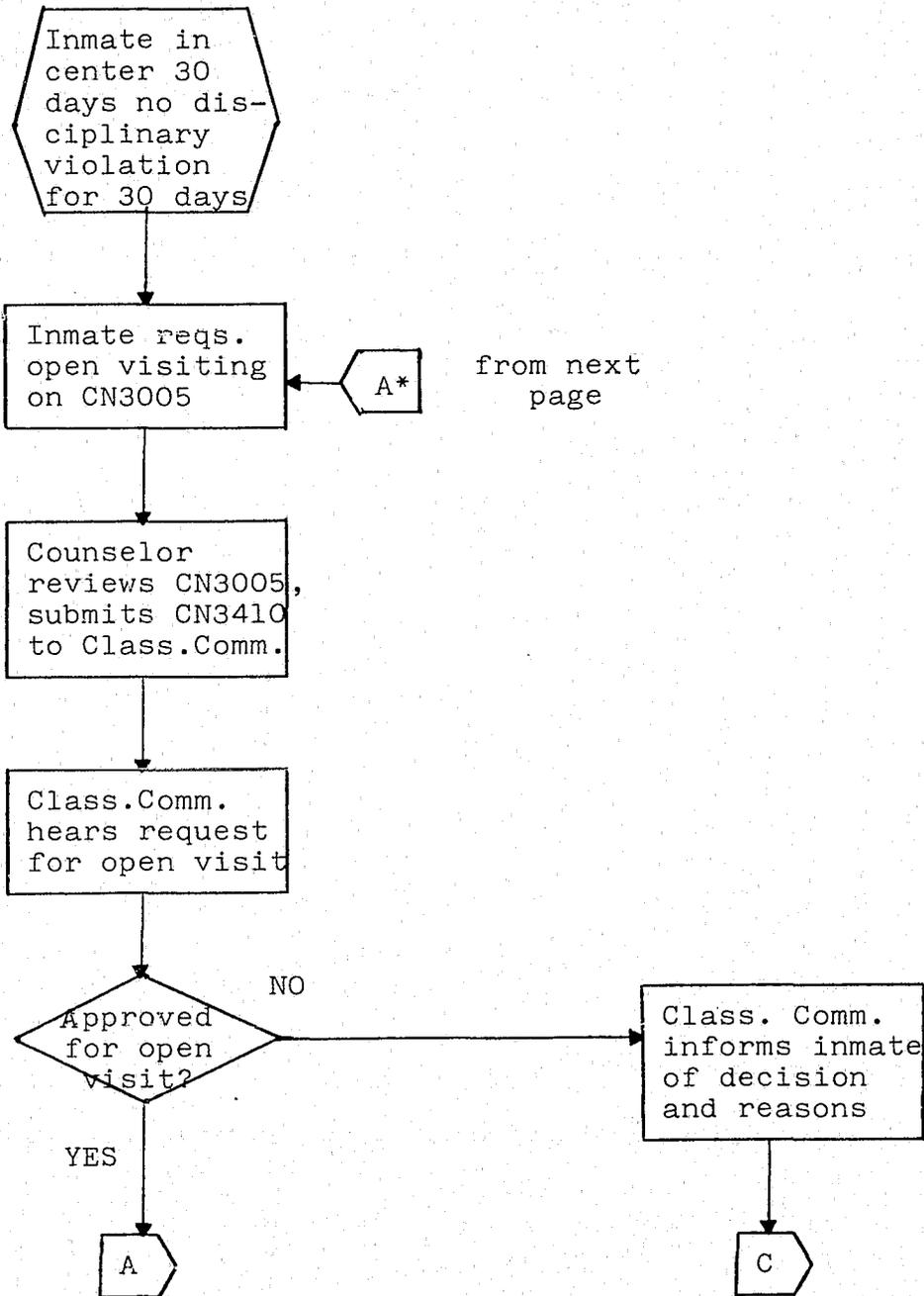
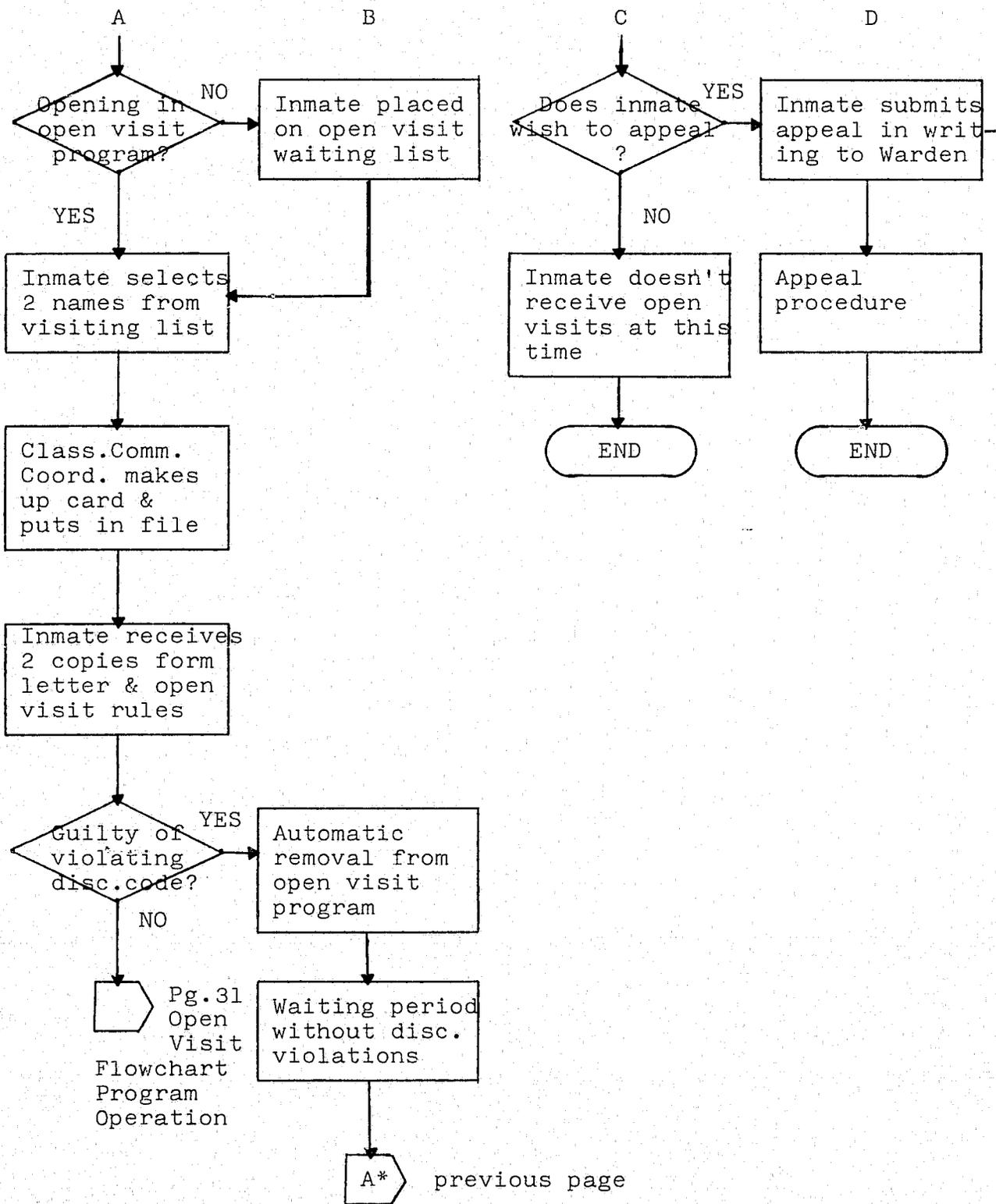


Figure 5. Procedures for Processing Applications for Open Visits (continued)



Operational Procedures for Open Visits

Visitor check-in procedures for open visits are the same as for secure visits except for the following variations. The Visiting Control Officer checks the open visit card file, rather than the regular visiting file for the inmate's status and location. The reasons that an inmate would not be available for an open visit would be: 1) he has not yet been approved for open visiting privileges, 2) he is currently out of the facility, and 3) he has been found guilty of a violation of the disciplinary code and has been removed from the open visiting program.

Because limited contact between visitors and inmates is permitted during open visits, additional security measures are employed. Visitors are not permitted to carry pocketbooks or packages into the open visiting area. No incoming property is accepted during open visiting periods. Keyed lockers are supplied for the storage of such articles. Visitors must also remove coats and jackets and hang them on the coat rack outside the area. The Visiting Control Officer ensures that these measures are carried out.

Inmates who receive open visits are notified and report to the shakedown area in the same manner as for secure visits. Once there is room for the inmate in the open visiting area, the Visiting Shakedown Officer has the inmate remove all possessions from his pockets and stores them in a locked storage area. The officer proceeds to shake down the inmate for possible contraband and,

after shakedown, escorts him to the open visiting area and notes the time. The Shakedown Officer monitors movement in the open visiting area until the Visiting Security and Surveillance Officer seats the inmate with his visitors and returns to his/her post. Activities in the open visiting room are monitored by the Visiting Security and Surveillance Officer and also by the Visiting Control and Central Control Officers via closed circuit TV.

At the end of the visit, the Visiting Control Officer releases the visitors through the sallyport gates where they entered. The inmate reports directly to the shakedown area where the Visiting Shakedown Officer conducts a modified strip search of the inmate. (Modified strip search does not include genital or anal inspection.)

A portable partition ensures the inmate's privacy during strip searching. After the strip search, the Shakedown Officer returns any personal property to the inmate and issues a return pass to his housing unit. Open visiting procedures are charted in Figure 6.

Figure 6. Open Visits Procedures

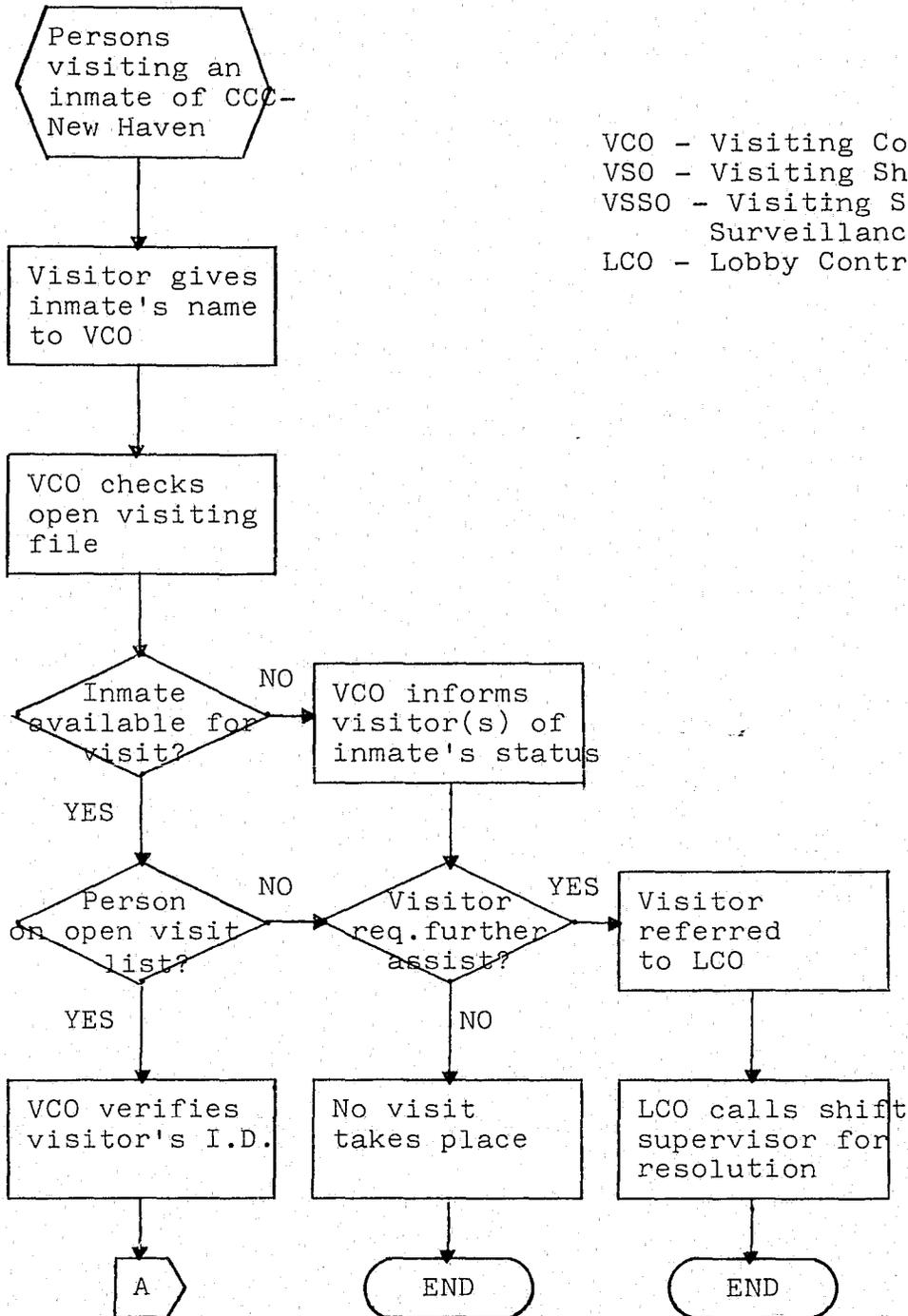


Figure 6. Open Visits Procedures (continued)

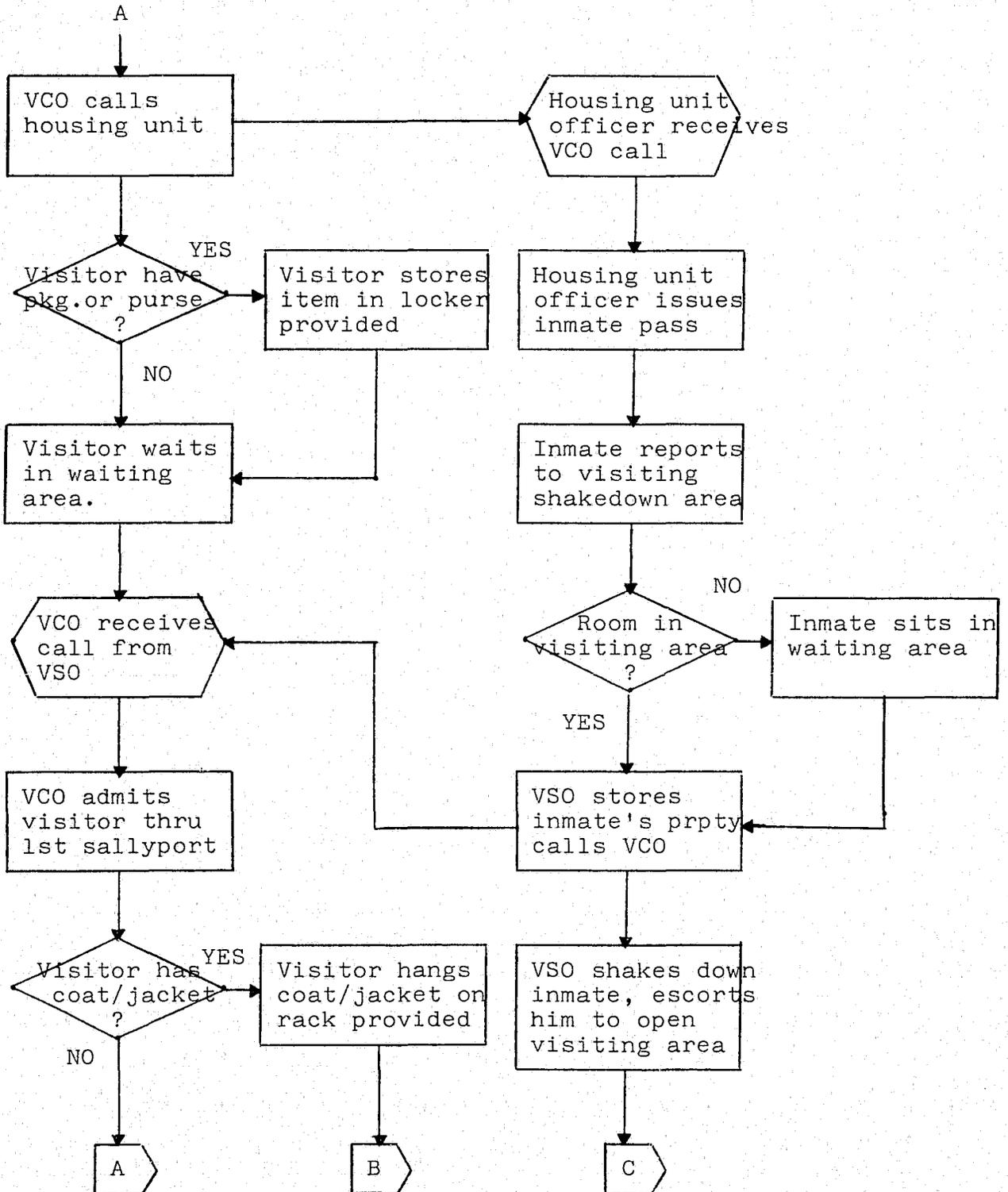
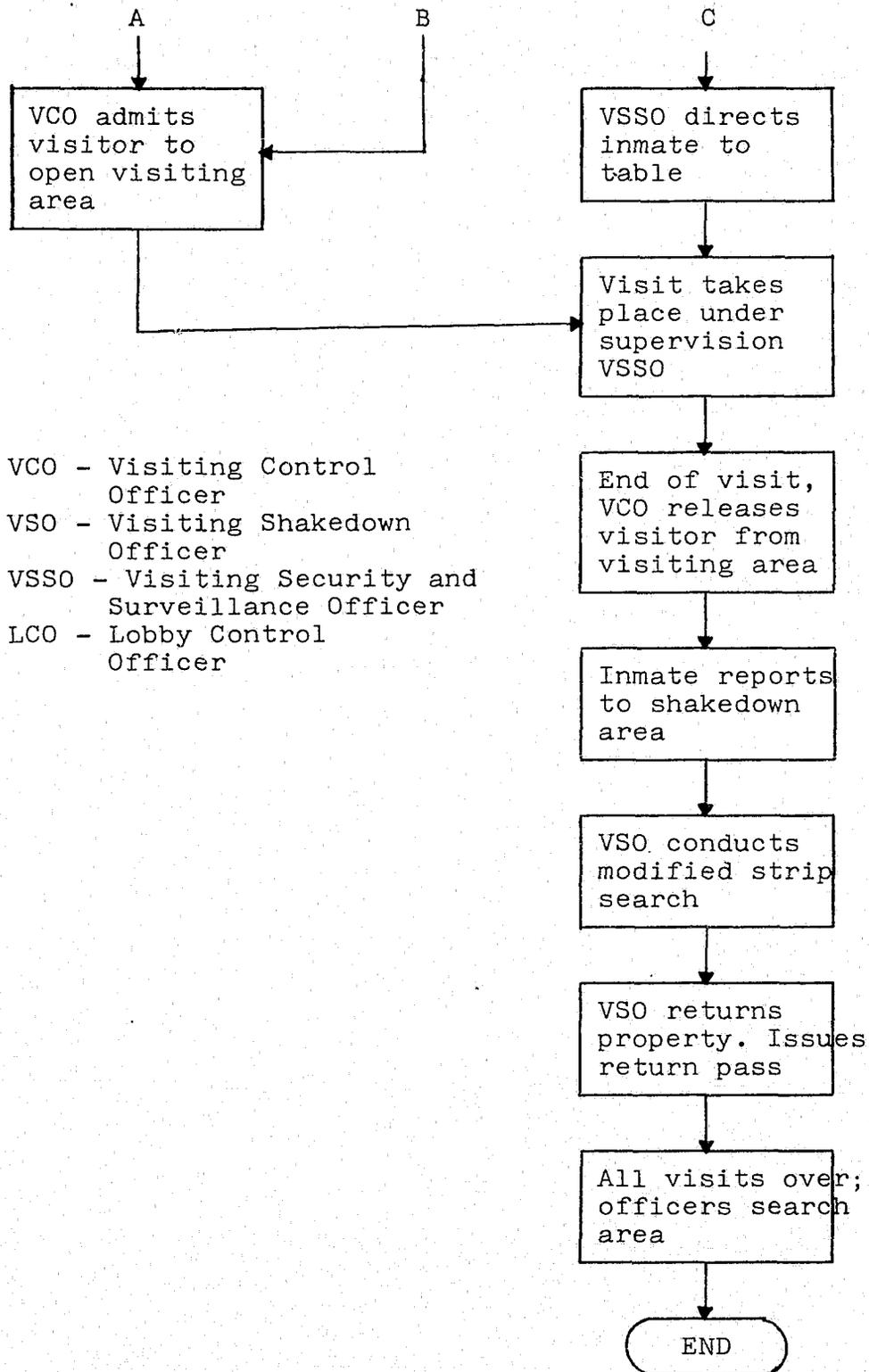


Figure 6. Open Visits Procedures (continued)



CHILD VISITS

Center policy generally restricts visiting to persons over 16 years of age. However, recognizing the need to maintain family bonds between those incarcerated and their children, the Center implemented a procedure to allow inmates to visit with their children under 16 years old. Under existing procedures, an inmate may visit with each of his children for up to 30 minutes once every 30 days.

Processing Applications for Child Visits

An inmate applies for a child visit by submitting a request on a CN3005 (Exhibit E) to his block counselor. Upon receipt of a request, the block counselor interviews the inmate and obtains the information necessary to arrange the visit and ensure that the inmate meets eligibility criteria. The counselor secures necessary information from the inmate, including: 1) the name, age, and sex of the child, 2) the child's resident address, 3) the name and relationship of the person the child is staying with, and 4) the name of the person who will be escorting the child on the visit. (The escort will normally be on the inmate's regular visiting list.)

An inmate is eligible for a child visit if: 1) he is the child's natural parent or legal guardian, 2) he has been in the center for at least 30 days, and 3) he has not visited with the same child within the past 30 days. (Note that inmates may visit separately with more than one child within the 30-day period.)

After the interview, the counselor calls the escort named by the inmate. The call serves to verify the information given by the inmate and establish the time and date of the visit. Child visits are allowed weekday mornings or afternoons during normal visiting hours. They are not normally permitted weekday evenings or during open visiting on weekends.

All child visits are subject to review and final approval by the Warden or Deputy Warden of Treatment. When arrangements for a child visit are finalized, the counselor notifies the inmate

of the date and time of the visit. The counselor also notifies the Shift Supervisor of the arrangement, usually via a memo which contains the name of the inmate to be visited; the name of the escort; the child's name, age, and address; the time and date of the visit; and the approval signature of the Deputy Warden of Treatment.

Operational Procedures for Child Visits

Upon receipt of a memo concerning a child visit, the Shift Supervisor notifies the Visiting Control Officer of the visiting arrangements. The Visiting Control Officer notifies the Visiting Security and Surveillance Officer about the child visit when the visit takes place. Except for this procedure, the visit will be conducted in the same manner as a regular secure visit.

Child visits are not normally conducted under open visiting arrangements. It is recognized that, although slight, the potential for a hostage or escape situation is greater under open visiting conditions than under those for secure visits. The decision of visitors who take advantage of open visitation involves weighing the increased risks against the benefits derived. This, of course, is much more difficult for a child to do, and in most cases, it is understood that the final decision will not rest with the child. Another consideration is that children provide a convenient means of passing contraband, and should this be suspected, it may necessitate a decision to conduct a strip search of the minor. For these reasons, it was decided to restrict child visits to the secure visiting setting.

The procedure covering child visits is charted in Figure 7

Figure 7. Child Visit Flowchart

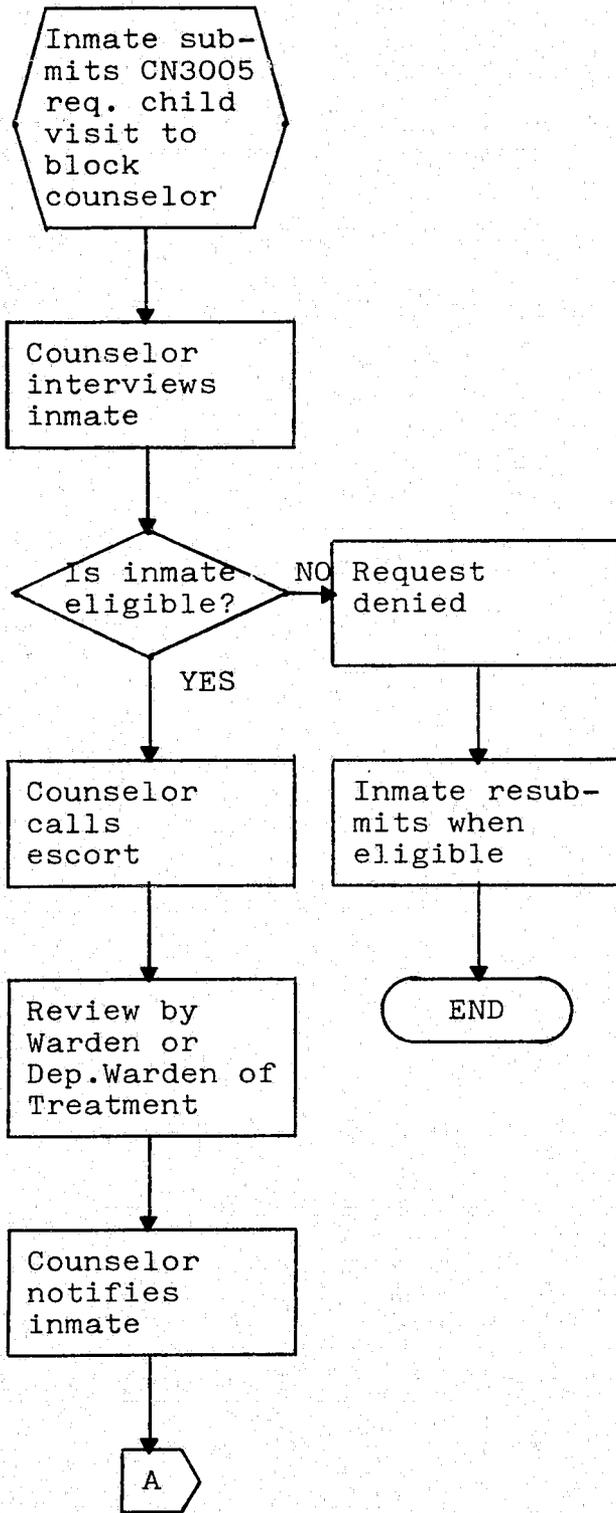
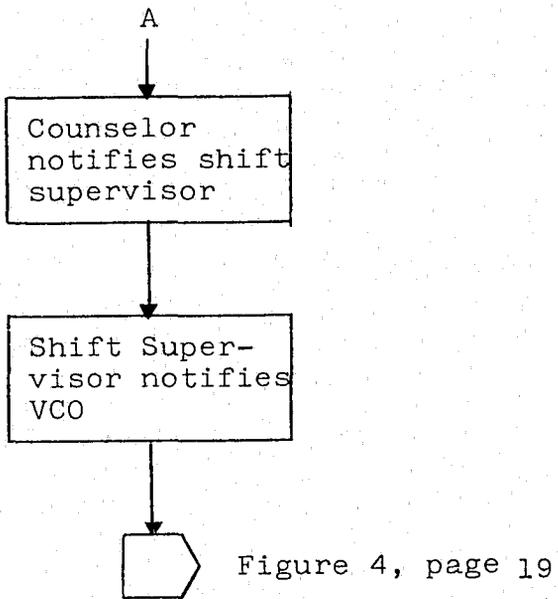


Figure 7. Child Visit Flowchart (continued)



EXTENDED VISITS

Center policy allows inmates to visit with any or all persons on their visiting list each day, but normally restricts each visitor to one 30-minute visit. Recognizing the need for extended visiting time in special circumstances, the Center has adopted a procedure to allow inmates extended visits for reasons such as illness in the family and out-of-state visitors. Under this policy, a visit may last up to one hour.

Processing Applications for Extended Visit

The inmate applies for an extended visit on a CN3005 request form to his block counselor. Because of the many circumstances which may prompt a request for an extended visit, each case is handled on an individual basis.

The inmate is interviewed to establish the need for an extended visit. If sufficient need exists to justify the extended visit, the counselor processes the request and makes whatever arrangements are necessary to verify the circumstances presented by the inmate. When the counselor approves the request, the inmate is notified of the time and date of the visit.

Extended visits normally are scheduled for weekday mornings or afternoons, but may be scheduled for weekday evenings if necessary. They are not normally permitted during open visiting periods on weekends. When arrangements for the extended visit are finalized, the counselor notifies the Shift Supervisor, usually via a memo which contains the name of the inmate, the name and address of the visitor, the time and date of the visit, and the extension time granted.

Operational Procedures for Extended Visits

Upon receipt of a memo concerning an extended visit, the Shift Supervisor notifies the Visiting Control Officer of the arrangements. The other visiting officers are notified about the extended visit when the visit begins. Except for this procedure, the visit takes place in the same manner as a regular secure visit. The extended visit procedure is charted in Figure 8.

Figure 8. Extended Visit Flowchart

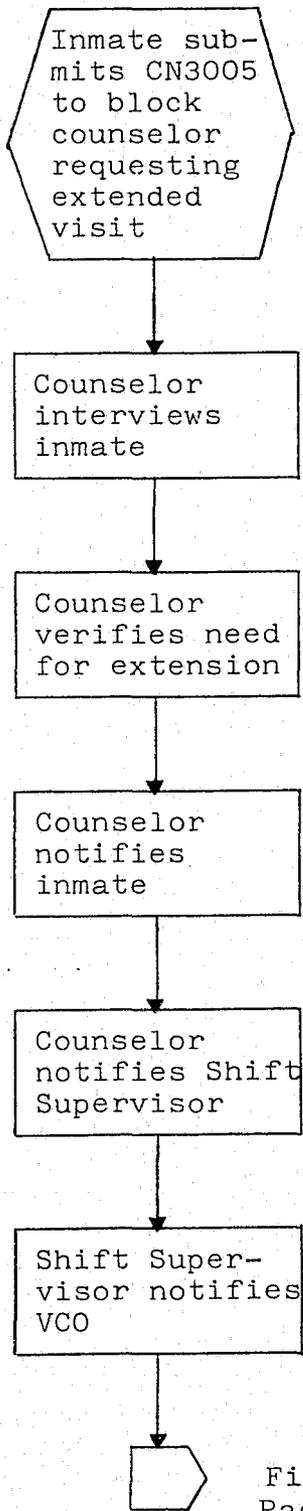


Figure 4
Page 19

PROFESSIONAL VISITS

The last visiting category for which a specific policy and procedure is established is the professional visit. For purposes of definition, a professional visit at CCC - New Haven is considered to be any visit which may be conducted in the private interview room area. (See Figure 3, page 14.)

Center policy covers three types of professional visits: 1) defense attorney, 2) a member of a community support agency, and 3) a representative of a religious organization. In order to ensure privacy for these visits, the professional visiting area has six small conference rooms where inmates may have unmonitored visits.

Operational Procedures for Professional Visits

Professional visits involve the Lobby Control Officer to a greater extent than other types of visits because of the need to: 1) verify the identity of the professional visitor and properly record the visit, and 2) accommodate attorneys who request visits with inmates outside of the regular visiting hours.

- If the visitor is an attorney, proper identification shown to the officer usually includes an American Bar Association or business card and some other identification such as a driver's license.
- If the visitor is a member of an approved community support agency, the Lobby Control Officer will have a card on file with the person's name, group affiliation, picture, the approval signature of a member of the Center staff and date (Exhibit I). Once the Lobby Control Officer has established the person's identity, the visitor will be given the card.
- If the visitor is a representative of a religious organization, proof of his/her affiliation and another form of identification are requested. Only visits by ordained ministers, rabbis, priests, and administrative officials with proper credentials are allowed. Visits by religious representatives from outside the New Haven area must be approved in advance by the chaplain.

Once the identity of the visitor has been properly established, he/she is asked to sign in. Attorneys register in the attorney's log book, entry includes the time and date of the visit, the attorney's name, and the name of the inmate being visited (Exhibit J). Community support agency and religious organization visitors sign in on form NHCC 22, New Haven Visitor's Log (Exhibit K). Entries include the time and date of the visit, visitor's name and organization, name of the inmate being visited, and the reason for the visit.

The lobby officer then directs the individual to the visiting area, provided the visit is requested during regular weekday visiting hours. Non-attorney professional visits are not generally permitted outside of regular weekday visiting hours or on weekends. Attorneys are encouraged to arrange their visits during regular weekday visiting hours, but are accommodated for off-hour visits provided the visit is reasonable and necessary. A separate procedure for off-hour professional visits is discussed later in this section.

When the visitor enters the visiting area, the Control Officer will again check his/her identification. In the case of a community support agency visitor, the identification card issued by the Lobby Control Officer is sufficient. The Visiting Control Officer then ascertains if the inmate is available for a visit and, if so, calls the inmate's housing unit. The inmate is issued a pass to the visiting shakedown area for a PROFESSIONAL visit. The Control Officer enters the visit in the visiting log,

including the inmate's name and the visitor's name and designation (e.g., lawyer, clergyman, Jaycees representative). The visitor opens any valise or briefcase he/she has and the officer checks for hidden objects.

When the inmate arrives in the visiting shakedown area, he is frisked by the Visiting Shakedown Officer and secured in the professional visit holding area. Notified by telephone, the Security and Surveillance Officer then takes custody of the inmate, escorts him to the private conference room where the visit will take place, and notifies the Visiting Control Officer to admit the visitor. (Note: Neither the Visiting Shakedown Officer nor the Visiting Security and Surveillance Officer holds keys to both sides of the professional visit holding area. This ensures that no one possesses keys that would allow passage from the inside to the outside of the facility or vice-versa.)

Once in the professional visiting corridor, the visitor is directed to the private conference room and any briefcase or valise is carefully searched.

The visitor is instructed to notify the Visiting Security and Surveillance Officer when the visit ends. When notified, the officer secures the inmate in the holding area and telephones the Visiting Shakedown Officer. The visitor is now free to go.

The Shakedown Officer then takes custody of the inmate, frisks him, and issues a return pass to his housing unit. Upon completion of all professional visiting, all officers shake down and secure their posts.

Procedure for Off-hour Official Visitors

As mentioned earlier, official visitors such as attorneys, are encouraged to visit inmates during regular weekday visiting hours, but are accommodated for off-hour visits. When the Lobby Control Officer is approached by an attorney for a professional visit during non-weekday visiting hours, he/she will identify and check-in the attorney per standard procedures.

After check-in, the Lobby Control Officer contacts the Supervisor on duty to alert him of the visit, and calls the inmate's Housing Unit Officer. The Housing Unit Officer issues the inmate a pass to the counselor's office area for a professional visit. The lobby officer also notifies the roving officer who will check any briefcase or valise and escort the attorney to the counselor's office area where the visit will take place. The professional visiting procedure is charted in Figure 9.

Figure 9. Professional Visit Flowchart

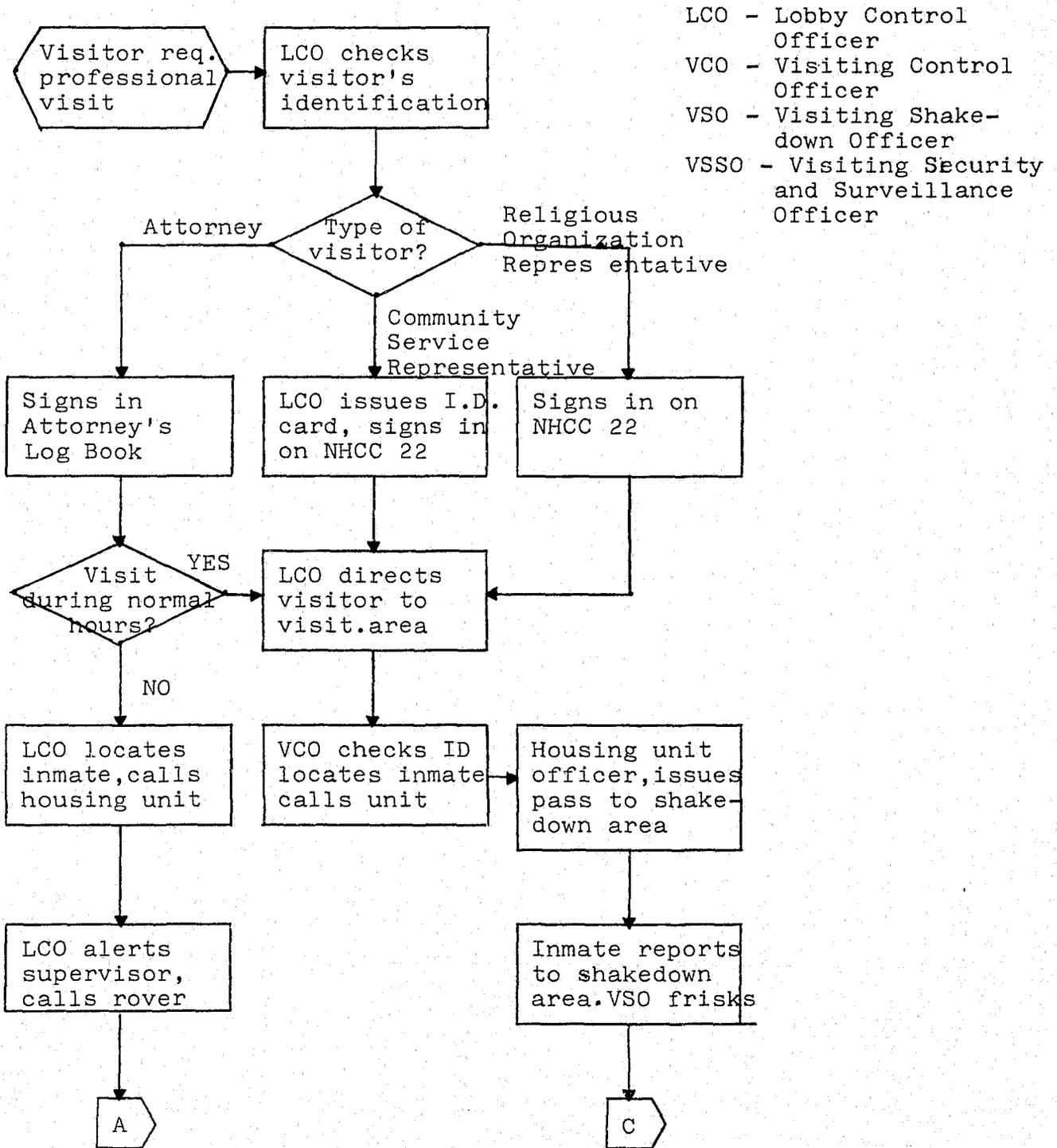
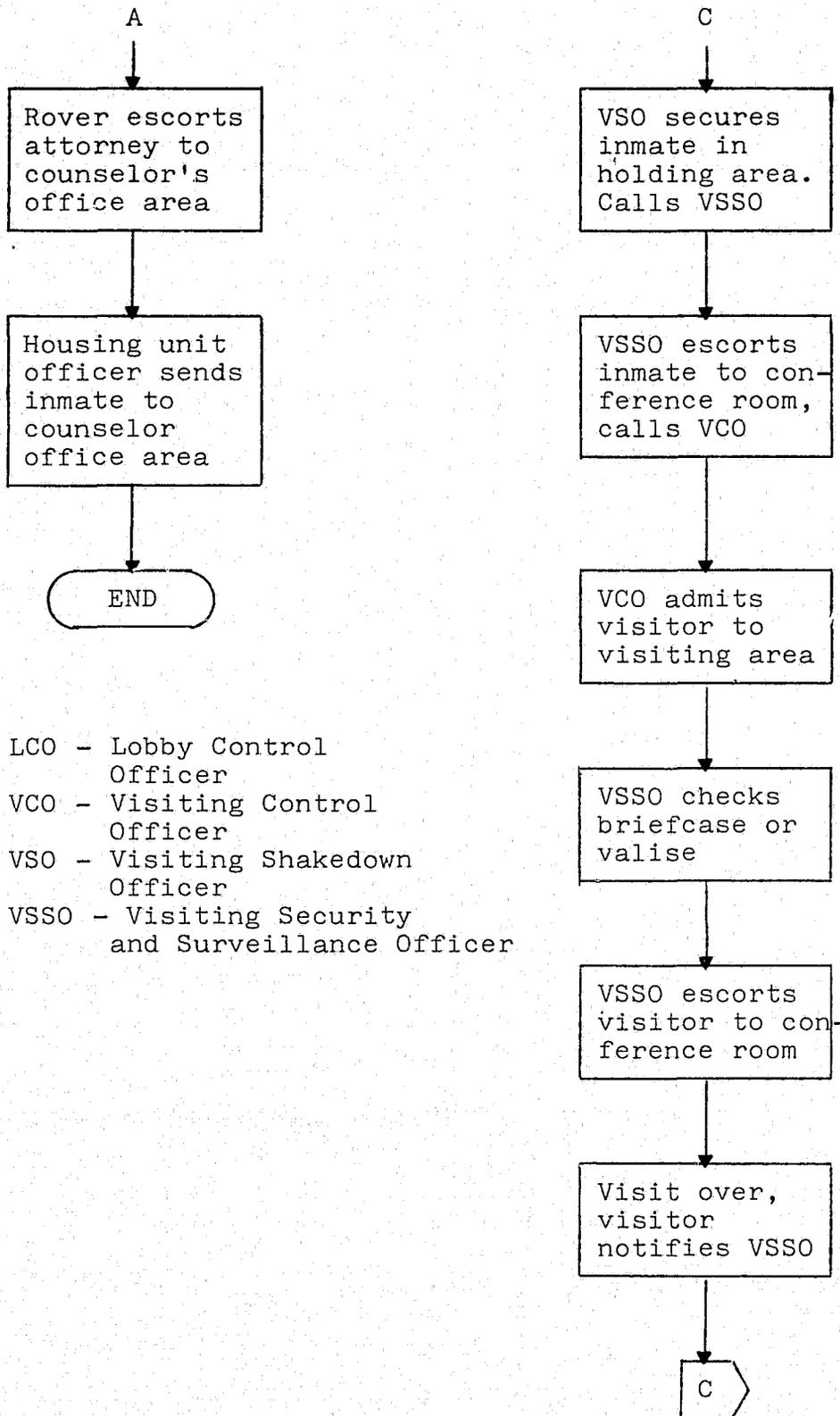
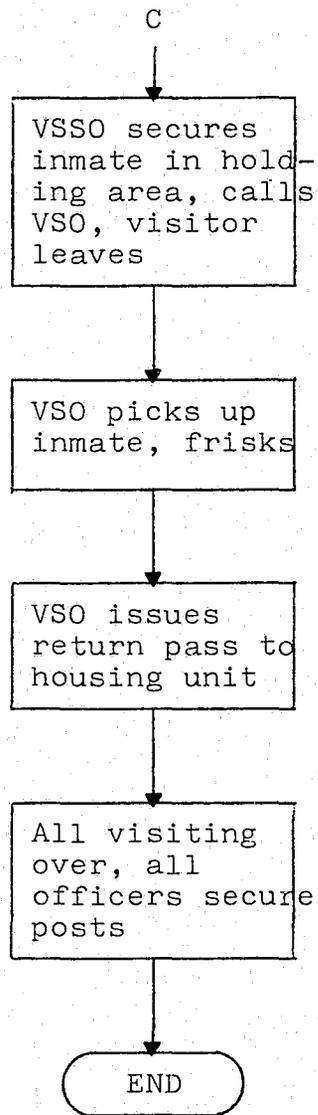


Figure 9. Professional Visit Flowchart (continued)



LCO - Lobby Control Officer
 VCO - Visiting Control Officer
 VSO - Visiting Shakedown Officer
 VSSO - Visiting Security and Surveillance Officer

Figure 9. Professional Visit Flowchart (continued)



Section 4

PROGRAM ASSESSMENT AND ACCOMPLISHMENTS

The visiting program at CCC - New Haven can best be evaluated in comparison to the one which existed in the previous building. Inmates and their visitors benefited most from the dramatic increase in total visiting time which occurred when the new Center opened. The new Center also affords inmates greater privacy with their legal and professional visitors.

Facility staff benefited from the increased security afforded by the physical structure of the new secure visiting area. Staff members are generally pleased with the operation of the secure visiting area, particularly with the increased control of property delivered during visits, and the resulting reduction in lost-property claims by inmates.

Some dissatisfaction centered around the relative isolation of the Visiting Shakedown Officer post; primary concern focused on the need for an improved emergency communication system for the post. A two-way audio communication system has now been installed between the Shakedown Officer post and the Visiting Control Officer post, providing constant monitoring of the shakedown area.

Most criticisms of the visiting program relate to professional and open visits. There have been two visiting-related escapes since the opening of the new Center, both accomplished via the professional visiting area. In the first instance, an inmate left with outgoing visitors. He was observed by the Visiting Control Officer, who quickly called for assistance; the inmate was apprehended.

The second escape was accomplished by a carefully thought out plan executed by the inmate and enabled by several judgemental and procedural errors on the part of visiting area staff. Corrective action primarily involved a clarification and re-emphasis of proper post procedures. Both escapes pointed out the need to avoid relying too heavily on physical or procedural safeguards for escape prevention. As always, it is an alert and vigilant staff which will, in the final analysis, minimize the possibility of escape from a correctional facility.

Both inmates and visitors seem to appreciate the extensiveness of the visiting program. One disappointment voiced by supervisory staff is that the open visiting program did not precipitate a decrease in disciplinary problems as had been anticipated. The program has, however, resulted in a significant reduction of requests for special visiting arrangements.

There are other accomplishments of the visiting program which do not easily lend themselves to measurements, but are intrinsically beneficial. These include greater inmate mobility within the facility, more convenient visiting hours for visitors, and less crowding and waiting time for visits. Most importantly, the new visiting program at CCC - New Haven actively encourage more people to visit inmates by making visitation more comfortable and accessible.

Section 5

CONSIDERATIONS IN PLANNING AND IMPLEMENTATION

This profile was designed to provide the reader with as detailed a guideline as possible on the present operation of the CCC - New Haven visiting program. It should prove extremely helpful to those planning a similar program. Several considerations warrant emphasis if implementation is to be successful:

1. Physical Plant: As mentioned, the major impetus for the new visiting program at CCC - New Haven was the construction of the new Center. The present visiting program is very much a function of the building design. The basic design feature of the secure visiting area can, however, be duplicated in an existing structure by a competent contractor.

The professional visiting area need not be part of the overall visiting area, but it must afford adequate privacy for the inmate and his visitor. The extensiveness of the open visiting program, it should be noted, was not originally part of the facility design.

The new facility was originally intended as a detention center only, in anticipation of using a centralized jail in Cheshire, Connecticut, for sentenced misdemeanants. The delay in the conversion of the Cheshire facility forced the Center to house sentenced inmates, greatly increasing its population

and resulting in an increase in the number of inmates eligible for open visits. It is probable, then, that a similar program can be developed in other facilities not originally designed with such a program in mind.

2. Procedural Considerations: The application and program operation procedures are designed to accomplish the objectives of ensuring the safety and security of the facility, its staff, visitors, and the inmate population, while providing the most liberal visiting program possible. Fairly sophisticated procedures are required for verification of information received from inmates and positive identification of visitors, especially for non-security type visits.

3. Staff: The roles and functions of the staff members involved in the operation of the visiting program have been detailed earlier. The roles of administrative, counseling, and supervisory personnel may be carried out by different personnel in the facilities. The design of the visiting area at CCC - New Haven dictates the three officer posts as explained. Job descriptions in the form of post orders are included in the appendix. (See Exhibits L, M, and N.)

Training involves familiarization with the visiting procedures and, for counseling staff, the working of the Classification Committee. Training for officers

includes reading of the post orders and post orientation by veteran officers and supervisors, roll call training, and formalized in-service training programs. In addition, officers receive exposure to all areas of the Center's operation through the use of a post rotation system.

4. Initial Impact of the Program: A staff concern during the initial implementation of the visiting program was that it might precipitate an overwhelming number of visitors. In fact, heavy volumes of visitors were encountered at times during the early implementation period, but the visits soon spread out over the entire week eliminating the problem.

APPENDIX

<u>Exhibit</u>		<u>Page</u>
A	Visiting	58
B	Visiting Phone Report	62
C	Inmate's Inside Movement Pass	63
D	Personal Property Delivered Receipt	64
E	Request for Action by Staff Member	65
F	Referral Form	66
G	Open Visiting Form Letter	67
H	Open Visits Rules	68
I	Identification Card	69
J	Attorney's Log Book	69
K	Visitors Log	70
L	Job Description (Visiting Control)	71
M	Job Description (Visiting Shakedown)	72
N	Job Description (Visiting Security)	73

Exhibit A. Visiting

It is the policy of this Center to provide as much and unrestricted visiting as is possible within the available space and necessary security restrictions.

1. Security Visiting

Security weekday visiting will occur Monday through Friday from:

9:00 - 11:30 A.M.

1:00 - 3:30 P.M.

6:30 - 10:00 P.M.

During orientation to the Center, each inmate will be allowed to submit up to five names to be put on his visiting list. The names may be of family or friends unless otherwise restricted.

- 1) No one under 16 years of age may visit an inmate unless special arrangements have been made. (child visits).
- 2) 16 and 17 year olds may visit only with prior written consent from their parents.
- 3) All five people on the list may visit during the course of a day, however, no one person may visit more than once during any particular day.
- 4) Each visit will be approximately one-half hour. In order to visit, an individual must:
 - a) Be on the inmate's visiting list.
 - b) Produce positive identification at the Visiting Control desk (driver's license, social security card, CETA card, or formal picture ID).
 - c) Leave all personal belongings (handbags, etc) in one of the lockers provided in the visiting waiting area.

A visit will be terminated by the Visiting Corridor Officer if:

- 1) The visitor fails to comply with posted instructions in the visiting area.
- 2) The visitor or inmate becomes loud and abusive to each other, other visitors, or Center staff.

The Visiting Control Officer may refuse to allow a visitor to enter the visiting area if the visitor is obviously under the influence of alcohol or drugs. In all such cases, the Supervisor will be notified.

2. Open Visits

Open visiting will occur on:

Saturday from 1:00 to 3:30 P.M.

Sunday from 9:00 to 11:30 A.M.

1:00 to 3:30 P.M.

If an inmate has been at the Center for a minimum of 30 days, he is eligible to apply for open visits through his block counselor.

All requests must be approved by the Center Classification Committee. If an inmate is approved for open visits, he may select two names from his existing list unless his open visits are otherwise restricted.

An open visit will last approximately one-half hour. An inmate may receive only one visit each day. If both people on his list wish to visit on the same day, they must visit together.

During an open visit, the following rules must be observed:

- 1) An inmate must bring nothing with him to the visit that can be passed to the visitor nor will the visitor bring in any articles to pass to the inmate.
- 2) The visitor must follow the same check in procedure as with secure visits.

- 3) A greeting and parting kiss at the table may be exchanged; however, behavior appropriate to the surroundings will take place during the visit.
- 4) Any loud or abusive language between the visitor and inmate or directed at any other visitor or Center staff will result in the visit being terminated. The visitor's name will be removed from the inmate's list.
- 5) All inmates will be stripsearched at the end of each open visit.

Any disruption in the open visiting area and/or guilty finding on a disciplinary report will result in the reclassification of the inmate(s) involved that can result in the loss of open visiting privileges.

3. Child Visits

Special arrangements may be made for an inmate's child under the age of 16 to visit him once a month. Prior to the visit, the block counselor must:

- 1) Obtain the name and age of the child.
- 2) Verify that the inmate is, in fact, the child's parent or legal guardian.
- 3) Obtain the name and phone number of the person who will bring the child in.
- 4) Arrange a specific time and date for the visit to occur.

All child visits must be approved by either a Deputy Warden or the Warden.

4. Extended Visits

Special arrangements may be made to extend a visit of an out-of-state visitor up to an hour if visiting time and space allows. Such an extension may also be arranged in emergency situations such as family death.

Arrangements must be made with the block counselor prior to the visit to determine the need for an extended visit.

5. Professional Visit

- 1) Attorney - a defense attorney may visit an inmate during regular visiting hours in an interview room to afford privacy. If necessary, special arrangements may be made for an attorney to visit during other than regular visiting hours.
- 2) Social Service Agency Representatives - Staff from community agencies providing services to offenders may obtain clearance to use a legal visit interview room during the regular visiting hours.
- 3) Religious Organization Representatives - In addition to the weekly church services, officials and/or ordained ministers may request the use of a legal visit interview room to counsel inmates.

OFFICERS NAME _____

DATE _____

INMATE SIDE															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
<input type="checkbox"/>															
<input type="checkbox"/>															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
CIVILIAN SIDE															

NOTES:

REPAIRS COMPLETED
BY _____

DATE COMPLETED _____

Exhibit C. Inmate's Inside Movement Pass

INMATE'S INSIDE MOVEMENT PASS

Cell: _____ Date: _____

Inmate's Name: _____

From: _____ To: _____

Reason: _____

Time Issued: _____ By: _____

Time Arrived: _____ By: _____

Time Left: _____ By: _____

Time Returned: _____ By: _____

Exhibit D. Personal Property Delivered Receipt

PERSONAL PROPERTY DELIVERED TO
N.H.C.C. BY THE UNDERSIGNED FOR:

Inmate's Name _____

Items:

T-Shirts

Undershorts

Socks

Shoes

Misc. _____

Receiving
Officer _____

NOTE: ANYONE INTRODUCING CONTRABAND
INTO A CORRECTIONAL FACILITY IS
SUBJECT TO ARREST AND PROSECUTION.

Signature of responsible person
delivering the item:

I, _____
acknowledge receipt of the items
indicated above.

Inmate's signature

Exhibit E. Request for Action by Staff Member

CN3005

CONNECTICUT DEPARTMENT OF CORRECTION
REQUEST FOR ACTION BY STAFF MEMBER

INMATE NAME _____ CJIS NO. _____ CELL NO. _____

WORK ASSIGN _____ DATE _____ COUNSELOR _____

If request is for use of telephone, please include person and telephone number you wish to call, and your message.

If request is not specific it will be returned

REQUEST: _____

REPLY: _____

DATE _____ SIGNED _____

Exhibit F. Referral Form

CONNECTICUT DEPARTMENT OF CORRECTIONS
_____ CORRECTION FACILITY

CN3410
NEW 9/74

REFERRAL FORM

INMATE'S NAME: _____ NUMBER: _____

REASON FOR REFERRAL: _____

REFERRED BY: _____

=====

REFERRED TO: _____ DATE: _____

REPLY: _____

DATE: _____ SIGNED: _____



STATE OF CONNECTICUT

DEPARTMENT OF CORRECTION

COMMUNITY CORRECTIONAL CENTER — NEW HAVEN

245 WHALLEY AVENUE

NEW HAVEN, CONN. 06511

Exhibit G. Open Visiting Privileges Form Letter

This is to inform you that _____
has been granted open visiting privileges effective _____.
You will be contacted and provided with days and hours for
these visits.

Sincerely,

New Haven Corr. Center

Exhibit H. Open Visits Rules

OPEN VISITS

During an open visit, the following rules must be observed:

- 1) An inmate must bring nothing with him to the visit that can be passed to the visitor nor will the visitor bring in any articles to pass to the inmate.
- 2) The visitor must follow the same check in procedure as with security visits.
- 3) A greeting and parting kiss at the table may be exchanged, however, behavior appropriate to the surroundings will take place during the visit.
- 4) Any loud or abusive language between the visitor and inmate or directed at any other visitor or Center staff will result in the visit being terminated. The visitor's name will be removed from the inmate's list.
- 5) All inmates will be stripsearched at the end of each open visit.

Any disruption in the open visiting area and/or guilty finding on a disciplinary report will result in the reclassification of the inmate(s) involved that can result in the loss of open visiting privileges.

Exhibit I. Identification Card

Organization Name	Person's Picture
Person's Name	
<hr/> Approval Signature & Date	

Exhibit J. Attorney's Log Book

DECEMBER 18 Monday

Attorney John E. Roe - James Smith 9⁰⁰ AM - 9⁴⁰ AM
Harry James - Ted Lubley - John Jones 1¹⁸ PM - 2⁰⁵ PM
CARL Right - Attorney - Peter Camp 2¹⁵ PM - 2⁴⁵ PM

Exhibit L. Job Descriptions

Post #10. Visiting Control Officer

- A. This officer will assure that a shakedown is conducted of the entire area daily on each shift prior to allowing inmates to enter the area.
- B. This officer will assure the proper identification of all visitors, the legitimacy of their visit and its length by use of a visiting list and visiting log.
- C. This officer will not admit or release anyone through the sallyport door unless he is assured that such passage is valid.
- D. The Visiting Control Officer will have visitors lock their packages, pocketbooks and other items not allowed in the visiting area, in lockers provided for this purpose.
- E. This officer will admit visitors to the visiting area only after having been notified by the Visiting Security Officer that the inmate is present in the visiting room or interview room corridor.
- F. This officer will release visitor from the visiting room only after having been notified by the Visiting Security Officer that the inmate has been removed from the visiting room or interview room corridor.
- G. When any question arises regarding an inmate's visiting list, or a visit, the visitor shall be sent to the Lobby Control Officer who will call the inmate's counselor or the Counselor Supervisor. If they cannot be reached, he shall call the Shift Supervisor or either of the Deputy Wardens who will approve or disapprove the visit.
- H. Visitors will be treated courteously and as expeditiously as possible.
- I. The Control Officer will maintain all records and logs pertaining to his post, in particular, the Rolodex files. The time and date of visit will be entered in the visiting log.
- J. The door to this cubicle will not be opened to unauthorized personnel or visitors. Items that are too large for the lockers will not be stored in this cubicle. These items are the visitor's responsibility.

Exhibit M. Job Descriptions

Post #11. Visiting Shakedown Officer

Receive all inmates via stairwell #3 for visits.

Maintain control of contraband.

- a. Search all inmates receiving contact visits before and after the visit.
- b. Search all inmates receiving professional visits before and after the visit.
- c. Search other inmates receiving regular visits at random when time permits.
- d. Thoroughly search the visiting area after visiting hours are over and after inmate work details have been completed.
- e. Watch all visiting carefully.
- f. Report all inoperative phones to Deputy Warden of Operations.

Maintain Pass System.

- a. Receive inmate pass and check for time issued, destination and signature.
- b. Reissue pass, time and signature.
- c. Pass discrepancy will be reported to Supervisor immediately.

Maintain decorum conducive to good visiting environment, notify Post #10 Visiting Control Officer when the inmate has arrived for his visit and when the visit has terminated so that visitors can leave the secured area.

This officer is responsible for the cleanliness of the shakedown area, and inmate visiting area.

This officer is responsible for recreation in the gym.

All communications between Shakedown Officer and Visiting Security and Surveillance Officer will be done directly by telephone.

Visiting Shakedown Officer, Post #11 will keep all doors locked while visiting is taking place.

Exhibit N. Job Descriptions

Post #12 Visiting Security and Surveillance Officer

This officer is responsible for:

Professional Visiting Area

Open Visits

Open Visit:

Directs and controls visits in the all purpose room.

- A. Assigns tables and chairs to the inmates and visitors.
- B. Watches visits discreetly.
- C. Maintain good decorum appropriate to a good working environment.
- D. Works with Post #10 Visiting Officer in allowing visitors entering or leaving the all-purpose room.

Professional Visits:

- A. Directs Attorneys, etc., to Interview Room.
- B. Directs inmates to Interview Room.
- C. Receives from and introduces into, the sallyport between himself and Inmate Shake-down Officer all inmates properly authorized for professional visiting area.
- D. He will talk directly to Shakedown Officer on telephone to co-ordinate all inmate movement.

He is responsible for cleanliness of his areas and also he will report all inoperative visiting phones immediately to Deputy Warden of Operations.

He will supervise and observe closely the visitors in the Visiting Room during visiting hours.

He will coordinate with the Visiting Control Correctional Officer the movement of visitors through the manually operated gate located between himself and the visiting control check point area.

He will ensure that anyone who enters through that gate from the outside has been properly cleared by the Visiting Control Correctional Officer.

He will ensure that at all times anyone leaving the institution through that gate is authorized, and has been verified by himself to have been authorized coming in. He will never allow any inmate who has not been properly cleared to leave through that gate.

The only inmate allowed out through that gate would be the lobby cleaning inmate who has been assigned to clean that area.

He will ensure that this gate as well as any other security doors and gates on his post are locked at all times. The only exceptions to this policy would be the security door between the attorney's corridor and the manually operated gate located along the hallway to visiting control checkpoint area.

END