



WYOMING DEPARTMENT OF CORRECTIONS

Policy and Procedure #5.400

Inmate Visiting

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Authority: Wyoming Statute(s): 25-1-104; 25-1-105 ACA Standard(s): 4-4267; 4-4498; 4-4499; 4-4499-1 Revised; 4-4500; 4-4503; 4-4504	Effective Date: December 1, 2012 Revision/Review History: 01/01/12 08/01/00 02/23/99	
Cross Reference of Policy: P&P #1.006, <i>Employee Contact with Inmates and Offenders</i> ; P&P #3.007, <i>Facility Access</i> ; P&P #3.013, <i>Searches</i> ; P&P #3.302, <i>Administrative Segregation</i> ; P&P #3.305, <i>Temporary Restriction Order</i> ; P&P#5.401, <i>Inmate Mail</i> ; P&P #5.403, <i>Access to Attorneys</i>	Summary of Revision/Review: Revises existing WDOC policy to address ACA Standards and provide further clarification regarding inmate visiting. Supersedes Existing Policy:	
Approved: R.O. Lampert Robert O. Lampert, Director		10-24-12 Date

APPROVED FOR INMATE DISTRIBUTION

The policy and procedures set forth herein are intended to establish directives for staff members and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty or property interests for staff members or inmates, or an independent duty owed by the WDOC to staff members, inmates, or third parties. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REFERENCE

1. ATTACHMENTS
 - A. WDOC Form #509, *Special Visit Request*
 - B. WDOC Form #530, *Visitor's Consent Form*
 - C. WDOC Form #531, *Visitor Application*
 - D. WDOC Form #532, *Letter of Custodial Consent for Inmate Visiting*
 - E. WDOC Form #533, *Visiting Room Protocol for Inmates*
 - F. WDOC Form #534, *Visiting Rules*
 - G. WDOC Form #535, *Summary of Inmate Visiting Eligibility by Status*
2. OTHER – None Noted



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I. PURPOSE

- A. **Inmate Visitation and Visitation Programming.** The purpose of this policy is to establish department policy and procedures regarding inmate visitation and the administration of visitation programming in Wyoming Department of Corrections correctional facilities.

II. POLICY

- A. **General Policy.** It is the policy of the Wyoming Department of Corrections (WDOC) to provide an opportunity for inmates to visit on-site with approved individuals in an orderly and safe environment. Visiting is an integral component of facility management, inmate habilitation and community safety. Visiting can improve public safety and encourage responsible familial relationships by holding inmates accountable and reducing the risk of future criminal behavior.
- B. **Agency Position.** The WDOC is committed to encouraging pro-social relationships particularly between inmates, their family members, and their friends. Studies have shown that visitation and more frequent visitation are both associated with lower rates of recidivism. Therefore, WDOC recognizes that visitation is an important part of each inmate's rehabilitation and visits serve to maintain ties for the inmate's eventual transition back into the community. At the same time, WDOC must provide for the safety and security of each facility, staff, inmates, visitors and the public.
- C. **Approved Visiting.** Within the inherent limitations of resources and the need for facility security, safety, health and good order, it is the policy of the Wyoming Department of Corrections to permit, promote, facilitate, and encourage approved visitation by inmates with their families, friends, and other pre-approved individuals in WDOC correctional facilities.
- D. **Correctional Planning, Goals and Mission.** When authorized, visitation in a WDOC correctional facility is permitted, neither as a matter of right nor as a privilege of the inmate or the inmate's visitor; rather, visitation in WDOC correctional facilities is permitted by the department when it furthers the inmate's correctional planning and the department's correctional goals and mission and is consistent with the safe, secure and orderly management and operation of the facility.
- E. **Visiting Privileges.** It is the policy of the Wyoming Department of Corrections to structure visiting in its correctional facilities as an incentive program to encourage good institutional conduct. Application for visiting privileges may be denied, and visiting privileges may be suspended, modified,



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or revoked at any time for any reason deemed to be in the interest of public, departmental or correctional facility safety, security and order.

- F. Visitation During Assigned Activities.** It is the policy of the Wyoming Department of Corrections that, except for pre-approved special visits or other extenuating circumstances, an inmate will not be released from normally scheduled education, work, or programming activities required by their individualized case plans for the purposes of attending visitation with individuals on their approved visiting list.
1. It is the responsibility of the inmate to notify prospective visitors of scheduled visiting hours and his/her availability for visitation during those hours.
 2. In the event that all scheduled visitation hours during the week directly conflict with the inmate's assigned activities required by his/her case plan for that week, and alternative visitation scheduling cannot be arranged, the inmate may be released from the assigned activities to attend up to eight (8) hours of visitation within each thirty (30) day period.

III. DEFINITIONS

- A. Accompanied Visit:** A type of visitation authorized by the Department of Corrections in its correctional facilities in which an inmate is permitted to visit with a minor child who remains in the company of an approved adult visitor with the written consent of the custodial parent or guardian.
- B. Adult:** An individual eighteen (18) years of age or older.
- C. Basic Visiting:** A type of visitation authorized by the Department of Corrections in its correctional facilities in which an inmate and an approved visitor are permitted to see and talk with each other on a scheduled basis for a reasonable period of time with no physical contact. Non-contact visiting may be authorized by the department to take place in person, or through the use of videoconferencing technology where such exists.
- D. Co-Defendant:** A person who has been convicted of a crime in which the inmate had some involvement in the same criminal incident(s) which gave rise to the conviction, or who is currently the subject of a criminal prosecution for the same criminal incident(s) involving the inmate.
- E. Contraband:** Any item or article which an inmate/offender is prohibited by statute, rule or order from obtaining or possessing is contraband. Any item or article which is not authorized by regulations of the WDOC, or a subunit



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thereto is contraband. Any item or article which is in excess of the maximum quantity permitted is contraband. Any item or article which is received or obtained from an unauthorized source is contraband. Any item or article which was once authorized but is no longer authorized or which poses a threat to security and good order is contraband. Any item or article which is altered without authorization or put to an unauthorized use is contraband.

- F. **Correctional Facility:** Any adult correctional facility operated by the Wyoming Department of Corrections or correctional facilities and county jails under contract with the Wyoming Department of Corrections.
- G. **Disrespect:** Where a visitor directs hostile, sexual, abusive, or threatening language or gestures, verbal or written, towards or about another person.
- H. **Disturbance:** For the purpose of this policy. Conduct or activity which unnecessarily interferes with visitation operations, and/or which advocates, encourages, promotes or otherwise creates or poses a threat to the safety, security, health and good order of the facility, and/or the safety and security of inmates, staff, visitors, contractors or the community. A visitor commits a disturbance if he/she advocates, creates, engages in, maintains or promotes an annoying condition or disorder characterized by unruly, noisy, violent conduct which disrupts the orderly administration of the visiting process.
- I. **Employee:** For the purpose of this policy. Any person employed full-time, part-time or on temporary appointment by the Wyoming Department of Corrections.
- J. **Examine:** To check for physical contraband, without reading or photocopying.
- K. **Excessive Contact:** Prolonged or frequent contact between a visitor and an inmate which exceeds the brief embrace and kiss upon meeting and leaving, hand-holding, or holding of children specifically allowed. Excessive is not casual contact, but rather a pattern of contact beyond rule limits.
- L. **Holiday:** A day recognized and announced annually as a holiday recognized by the State of Wyoming. If the actual and generally recognized holiday differs from the day recognized by the State, the holiday recognized for purposes of this rule is the date indicated on the calendar.
- M. **Immediate Family Member:** For the purpose of this policy. Those persons related to the inmate by blood, adoption, or current valid marriage as spouse, parent, grandparent, children, or siblings only.



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- N. Inappropriate Relationship:** A personal relationship between an inmate or offender and any employee, contractor, or volunteer of the Wyoming Department of Corrections that developed during the course of employment/contract work/volunteering or as a result of same.
- O. Inmate:** An inmate is a person who is incarcerated in any Wyoming Department of Corrections' correctional facility, county jail, municipal jail or in-state/out-of-state contract facilities, to include adult community corrections centers, who is committed to the custody and supervision of the Wyoming Department of Corrections.
- P. Inspection Device:** Any device (*i.e.*, metal detector, fluoroscope, *etc.*) which is used to detect contraband in the form of metal or other foreign objects.
- Q. Intake Status:** That period of time following delivery of an inmate to the custody of the Wyoming Department of Corrections in which the department conducts its assessment and intake processing of the inmate including, but not limited to, the conduct of medical, mental health, education, sex offender and substance abuse assessments, custody classification, identification of programming needs and assignments, and development of an individualized case management plan.
- R. Locked Housing Units:** For the purpose of this policy. Maximum security, administrative segregation, protective custody, temporary protective custody, Temporary Restriction Order.
- S. Privileged Visiting:** A type of visitation authorized by the Department of Corrections in its correctional facilities in which an inmate and an approved visitor are permitted to see and talk with each other on a scheduled basis for a reasonable period of time with limited physical contact, consisting of a brief embrace and kiss upon meeting and leaving, hand holding, and holding of children.
- T. Reasonable Suspicion:** An apparent state of objective facts and rational inferences drawn there from which would permit a reasonable and experienced correctional staff person to conclude that an individual or set of circumstances poses a threat to the safety, security, health and good order of the facility, and/or the safety and security of inmates, staff, visitors, contractors or the community, including, but not limited to, committing a crime or rule violation or conspiring or attempting the same.
- U. Search:** For the purpose of this policy. A close inspection, including touching in an impartial manner, of a person, a person's cell or other living unit, vehicle, possessions, or other property, or buildings or premises. For purposes of entering a correctional institution, searches often require the removal and



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separate inspection of shoes, belts, jackets, and other accessories during processing. Types of searches include the following:

1. Consent Search: Inspection of a person or their property conducted with prior permission of the person being searched, or of a person who owns or has in his/her possession that property which is searched.
 2. Frisk Search: To search a person for something by running the hands over the clothed person, through the hair, inspecting pockets and cuffs, and other items in his/her possession.
 3. Skin Search: A search procedure wherein the person being searched removes all of his/her clothing and is visually examined and clothing removed is carefully inspected before return and redressing, for the purpose of detecting contraband.
- V. **Security Inspection:** A distinction is made between search and security inspection. The latter is accomplished by means of an inspection device (*i.e.*, metal detector), without the element of a personal contact search, although accompanying property will be subject to a visual and/or hand examination.
- W. **Sexual Activity:** Sexual contact including, but not limited to sexual intercourse, kissing, fondling, and/or manipulation of the genitalia, buttocks, and breasts of another person, or of oneself, in a manner which produces or is intended to produce sexual stimulation or gratification.
- X. **Sex Crime Involving a Minor Child:** Any conviction (including juvenile adjudications) of a sexual crime committed, attempted or conspired in which a minor child was involved, victimized, or the intended victim.
- Y. **Special Housing Status:** Those inmates housed in one of the following areas: Death row; Infirmary; or Community Hospitalization.
- Z. **Special Visiting:** Those visits listed below:
1. A type of visitation authorized by the Department of Corrections in its correctional facilities in which an inmate is permitted to visit with a person who is not on the inmate's approved visiting list, to include attorney visits;
 2. An extra visit by an inmate and a person who is on the inmate's approved visiting list that is permitted beyond the limits on the number of visits established by these rules and the facility;
 3. A visit that is permitted at an hour and/or place at which visits are not normally permitted; and



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4. A visit that is permitted following the notification and verification of an emergency situation, such as the death or serious illness of a family member or an impending child custody hearing.
- AA. **Spouse:** A person who is legally married to an inmate.
- BB. **Termination of Visiting:** The end of visiting privileges for the day by order of the visiting area staff or other authorized staff.
- CC. **Victim:** A person who was subjected to direct harm or injury as a result of the criminal conduct of the inmate for which the inmate has been convicted, past or present, as identified in records or in information available to the Wyoming Department of Corrections.
- DD. **Video Visiting:** A type of visiting authorized by the Department of Corrections in which an inmate and an approved visitor are permitted to see and talk with each other on a scheduled basis through the use of videoconferencing technology. Video visitation may be used for basic visiting or as a supplement to on-site contact visiting.
- EE. **Visiting Period:** Any day and time during which the correctional facility has regularly scheduled inmate visitation.
- FF. **Volunteer:** An approved person(s) who donates time, knowledge, skills and effort to enhance the mission, activities and programs of the department (includes practicums and interns). Volunteers serve at the pleasure of the department and are not considered employees.

IV. PROCEDURE

- A. **General Procedure.** The dual interests of providing inmates with visiting privileges while maintaining correctional facility safety, security and good order shall be guided by this policy through provision of non-exclusive criteria for approval or denial of requested visitors, procedures for making applications and review of applications for visiting privileges, and procedures and rules for the conduct of visits.
1. **Inmate Access to Policy.** An initial copy of this inmate visitation policy and procedure shall be provided to each inmate prior to its effective date and explained when necessary. All newly received inmates shall receive a copy for their personal use and legal library holdings shall include at least five (5) copies of this policy and procedure for reference. It is the



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responsibility of the inmate to familiarize his/her potential visitors with inmate visiting regulations.

- i. Each inmate shall be provided access to and an explanation of this policy while on intake status and will be provided with WDOC Form #534, *Visiting Rules*, and related forms during the correctional facility orientation process.
 - ii. Written information regarding procedures governing visitation shall be made available to the inmate within twenty-four (24) hours after arrival at the facility. Providing detailed information to inmates to give to their family and friends on visitation procedures will facilitate the visiting process and eliminate confusion and fear on the part of the visitor. At a minimum, the information will include, but not be limited to, the following: (ACA 4-4499)
 - a. The facility address/phone number, directions to the facility, and information about local transportation;
 - b. Days and hours of visitation;
 - c. Approved dress code and identification requirements for visitor's;
 - d. Items authorized in the visitation area;
 - e. Special rules for children;
 - f. Authorized items, if any, that visitors may bring for the offender (for example, a cashier's check or money order to be given to staff for deposit into the inmate's inmate trust account);
 - g. Information about special visits (for example, family emergencies).
2. **Policy Training for Employees.** Correctional employees responsible for the processing/approval of visitation requests and the processing and supervision of inmate visiting sessions shall be trained in this policy and procedure prior to assignment.
 3. **Only Approved On-Site Visitation Authorized.** WDOC inmates shall not be permitted visits unless said visits are approved and monitored on-site in compliance with this policy.



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4. **Visitation to be Scheduled at Least Three (3) Days per Week.** Each institution shall offer privileged visiting at least three (3) days per week.
5. **At Least Sixteen (16) Hours of Visitation per Institution per Week Required, With Access to at Least Two (2) Visiting Periods per Week for Each General Population Inmate.** Each institution shall offer visiting a total of at least sixteen (16) hours per week, with visitation offered at least two (2) times per week to each general population housing unit. Visiting days may be divided into separate one (1) hour, two (2) hour, three (3) hour, or four (4) hour blocks and may be assigned by inmate custody, work or programming assignment, or housing designation to facilitate compliance with this policy.

B. Inmate Eligibility.

1. All inmates, except those inmates in intake status or as specifically provided in these rules, are eligible to receive visits with persons on their approved visitor's list while confined in a Wyoming Department of Corrections facility.
 - i. In accordance with this policy, inmates in segregation shall have opportunities for visitation, unless there are substantial reasons for withholding such privileges. (ACA 4-4267)
 - ii. Notification to approved visitors of any restrictions on visitation shall be the responsibility of the inmate.
2. **Inmates Convicted of Sexual Crimes Involving Minor Children.**
 - i. Inmates who have a current or prior conviction for a sexual crime involving a minor child are ineligible to visit with any minor child, other than their own biological child, step-child, grandchild, sibling, or descendant thereof (*e.g.*, niece, nephew, great grandchild, *etc.*), unless they are fully compliant with all requirements of their individualized case management plan, including sex offender assessment, pre-treatment and/or treatment as may be indicated within their case plan and available to them at the institution to which they are assigned. Inmates who have a current or prior conviction for a sexual crime involving a minor child where the child was a member of the inmate's immediate family are ineligible to visit with any minor child, including their own biological child, step-child, grandchild, sibling, or descendant thereof (*e.g.*, niece, nephew, great grandchild, *etc.*), unless they are fully compliant with all requirements of their individualized case management plan, including sex offender assessment, pre-



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treatment and/or treatment as may be indicated within their case plan and available to them at the institution to which they are assigned.

- a. Only child(ren) of the inmate, or the child(ren) of a custodial parent or legal guardian who is also a prospective or approved visitor and will be accompanying their child(ren) to the visit, may be considered for visitation.
- b. The inmate shall provide or have provided verification that the child is his/her biological child or other qualified minor under this paragraph prior to visitation; *e.g.*, birth certificate.
- c. Prior to approval for visitation there must be a notarized letter of custodial consent (WDOC Form #532, *Letter of Custodial Consent for Inmate Visiting*) on file signed by the custodial parent and/or legal guardian accompanying their child(ren) to the visit.
- d. An adopted child is considered a biological child for the purpose of this policy.
- e. If the minor child requested for visitation is not the victim of the current or previous offense, the warden may authorize such visits if he/she determines the minor child meets the criteria under this section and such visits will achieve a legitimate correctional objective, in furtherance of the department's mission, such as family reunification or structured pro-social interaction.
 - (1) In cases where such requested visits might not otherwise be granted, visits may be restricted to basic visits only by the facility warden, with review for privileged visits to occur after a period of one (1) year with successful basic visits having been completed.
- f. If the minor child requesting visitation is the victim of the current or previous offense, the warden may authorize such visits if the minor child meets the criteria under paragraph 2(i) of this section and such visits are requested by the minor's therapist or counselor as part of the victim's treatment and approved in writing by the victim's custodial parent or legal guardian.



- g. The warden may request assistance from community corrections resources or contracted service providers in making the determination to grant or deny the request.
- h. Any exception shall apply only to the facility where authorized visiting is approved. The warden's decision shall be final and not subject to administrative review.
- ii. Inmates who have a current or prior conviction for a sexual crime involving a minor child shall not be permitted to enter any designated play area. They shall also not be permitted to converse directly with any child present in the visiting area other than their own approved visitors.
- iii. An inmate who is ineligible to visit with a minor child under the provisions of this rule may request reconsideration to apply for such visits by writing to the facility warden. Exceptions may be granted in limited circumstances with the recommendation of the facility warden and the authorization of the WDOC Director or his/her designee.

C. Eligibility of Prospective Visitors.

1. All persons, except as specifically provided in these rules, are eligible to be considered by the department for approval to visit an inmate confined in a Wyoming Department of Corrections facility, upon application and request by the inmate.
2. **Ineligible persons include:**
 - i. **Persons with Certain Criminal Convictions/Pending Charges.** A person, including an immediate family member, is ineligible to visit an inmate confined in a Wyoming Department of Corrections facility if the person has been convicted of, or has criminal charges pending against him/her for, the following crimes/criminal activities:
 - a. Introduction and/or supplying, attempting or conspiring to introduce or supply contraband into a jail or correctional facility;
 - b. Possession, control or delivery of an explosive device or substance, including attempt or conspiracy to do the same; or



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- c. Assisting an inmate in an escape or unlawful departure from a correctional facility, including an attempt or conspiracy to do the same, or harboring an inmate following an escape.

- ii. **Inmates on Furlough or Assigned to Other Department of Corrections or Adult Community Corrections Facilities.** Inmates on furlough, or who are assigned to another Department of Corrections or Community Corrections facility, including members of the inmate's immediate family, are ineligible to visit an inmate in a Department of Corrections facility.

- iii. **Persons Permanently Removed from Inmate's Visiting List.** A person, including an immediate family member, is ineligible to visit an inmate confined in a Wyoming Department of Corrections facility if the person has been determined by the department to have possessed, introduced and/or supplied a controlled substance or drug-related paraphernalia, tobacco, cell phone or money in excess of one dollar (\$1.00) to an inmate or other person in a Department of Corrections facility, and the person was permanently removed from the inmate's visiting list.

- iv. **Crime Victims.** A person is ineligible to visit an inmate confined in a Department of Corrections facility if the person is a registered victim of the inmate's crime(s) of conviction, past or present, when that registration has been verified by the office of the WDOC's Victim Services Coordinator, or when the victim is a minor victim of a sexual crime committed by the inmate.
 - a. **Exceptions.** Exceptions may be granted with the recommendation of the facility warden and the authorization of the WDOC Director or his/her designee.
 - (1) Any victim of an inmate who is deemed ineligible to visit may request reconsideration by writing to the facility warden.
 - (2) The warden will review the request and make a recommendation to the Director of the Wyoming Department of Corrections or his/her designee. The Director or his/her designee will make the final decision. The Director's decision shall be final and shall not be subject to administrative review.



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- (3) If the exception is granted, it must be applied consistently to all department facilities, unless otherwise stated.
- v. **Co-Defendants.** A person, including an immediate family member, is ineligible to visit an inmate confined in a Department of Corrections facility if the person and the inmate were or are co-defendants in any criminal prosecution, past or present. Exceptions may be granted in limited circumstances with the recommendation of the facility warden and the authorization of the WDOC Director or his/her designee.
- vi. **Persons Convicted of Drug-Related Crimes/Criminal Activity.**
- a. A person, including an immediate family member, who within the last year (one (1) year) has been convicted of any drug-related crime, is ineligible to visit an inmate in a Wyoming Department of Corrections facility.
- b. Once the one (1) year restriction has been satisfied, an individual who has been convicted of any drug-related crime as stated above will be eligible to apply for basic visiting.
- (1) After being on basic visiting status for a minimum of one (1) year, the individual may apply for privileged visiting.
- vii. **Present or Former Inmates of State, County or Federal Corrections Facilities.**
- a. A person, including an immediate family member, who is or has been sentenced and incarcerated for a felony crime in a state, county or federal corrections facility at some time in the past one (1) year is ineligible to visit an inmate confined in a Department of Corrections facility.
- b. Once the one (1) year restriction has been satisfied, an individual who has been sentenced and incarcerated in a state, county or federal correctional facility as stated above will be eligible to apply for basic visiting.
- (1) After being on basic visiting status for a minimum of one (1) year, the individual may apply for privileged visiting.



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- viii. Persons on Probation, Parole, or Post-Prison Supervision.** Other than immediate family members, a person on probation, parole or post-prison supervision is ineligible to visit an inmate in a Wyoming Department of Corrections facility.
- a.** Immediate family members who are on probation, parole or post-prison supervision will be eligible to apply for visit with the written consent of the immediate family member's parole/probation officer, or in the case of court-supervised probation, with the written consent of the supervising judge and the approval of the correctional facility warden or designee.
- ix. Department of Corrections Employees, Interns, Volunteers or Contractors.** Current Wyoming Department of Corrections employees, interns, volunteers and contractors are ineligible to visit an inmate confined in a Department of Corrections facility, unless the inmate is a member of the employee's/volunteer's/contractor's immediate family as defined in these rules, or the employee/volunteer and inmate are participating in an approved inmate/community transition/mentoring program.
- x. Former Department of Corrections Employees, Interns, Volunteers or Contractors.**
- a.** Former Department of Corrections employees, interns, volunteers or contractors, who were not immediate family members of the inmate at the time of incarceration and who have terminated employment or services with the WDOC, may not be considered for visits for two (2) years after termination of employment or services. (See WDOC P&P #1.006, *Employee Contact with Inmates and Offenders.*)
- b.** Former Department of Corrections employees, interns, volunteers or contractors, including an immediate family member, who were removed from their position as a result of an inappropriate relationship with an inmate, who resigned in lieu of removal from their position as a result of an inappropriate relationship with an inmate, or who were discovered after their resignation, retirement or termination to have been engaged in an inappropriate relationship with an inmate, are ineligible to visit an inmate confined in a Wyoming Department of Corrections facility.



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- c. **Exceptions.** Exceptions may be granted with the recommendation of the facility warden and the authorization of the WDOC Director or his/her designee.
- (1) Any former WDOC employees, volunteers or contractors deemed ineligible to visit may request reconsideration by writing to the facility warden.
 - (4) The warden will review the request and make a recommendation to the Director of the Wyoming Department of Corrections or his/her designee. The Director or his/her designee will make the final decision. The Director's decision shall be final and shall not be subject to administrative review.
 - (2) If the exception is granted, it must be applied consistently to all department facilities, unless otherwise stated.

D. Approval/Denial of Visiting Application; Restrictions.

1. Visiting Application.

- i. Each inmate is responsible for initiating staff consideration of additions to his/her particular visiting list.
 - a. Newly received inmates who are going through the initial intake and assessment or receiving and admissions process must submit their initial requests for visitors and the supporting paperwork within forty-five (45) days of the day of arrival at the intake facility.
 - (1) The three (3) month anniversary of the inmate's date of commitment is the first date on which changes to the inmate's initial visiting list will be accepted. Therefore, visiting requests received after day forty-five (45) of intake will not be processed until three (3) months after the initial intake date, unless otherwise approved by the facility warden.
 - b. Visitor application forms must be received for each and every individual the inmate is requesting as a visitor, including minor children.



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- c. The inmate shall obtain and mail WDOC Form #531, *Visitor Application*, and WDOC Form #534, *Visiting Rules*, to those individuals outside the correctional facility he/she is requesting as visitors.
 - d. If the inmate is requesting any person under the age of eighteen (18) to be added to his/her visiting list, the inmate must also send a copy of WDOC Form #532, *Letter of Custodial Consent For Inmate Visiting*, for each child requested as a visitor to that child's custodial parent or legal guardian. Minors who were the victim of the inmate's past or present sex crime involving a minor will not be considered, unless otherwise authorized in accordance with this policy.
 - e. The expense of postage for mailing visiting forms and rules to prospective visitors shall be covered by the particular inmate, unless the inmate is otherwise eligible for and chooses to use indigent postage as outlined in WDOC Policy #5.401, *Inmate Mail*.
 - f. Inmates who have been officially released from and returned to the custody of WDOC within a twelve (12) month period may request that their previously approved visiting list be reinstated or may resubmit new visitor request forms.
 - g. Inmates who are returned to custody in a Wyoming Department of Corrections facility following an escape or returning to the custody of WDOC twelve (12) months or longer after their initial release from institutional custody, including to post-incarceration community supervision, shall be required to submit a new visiting application for each prospective visitor to establish an approved visiting list.
- ii. An inmate may request changes, (additions, deletions and address corrections) to his/her visiting list at three (3) month intervals based upon his/her date of commitment using the approach identified above for the creation of a new visiting list.
 - iii. The applicant for visiting privileges is responsible for filling out the visitor request form completely and accurately and returning it to the correctional facility warden or designee.



- a. **Criminal Records Check.** All prospective visitors age sixteen (16) years and older shall be subject to a criminal records check as part of the visitation approval process. Each visiting application will be thoroughly examined and a National Criminal Information Center (NCIC) and criminal background history will be completed prior to initial placement on the approved visiting list and on a routine basis thereafter.
- b. **Letter of Custodial Consent.** If the prospective visitor is an un-emancipated minor child, a notarized letter of custodial consent (WDOC Form #532, *Letter of Custodial Consent for Inmate Visiting*), signed by the custodial parent and/or legal guardian must be submitted to the correctional facility warden or other facility staff designated to receive and process visiting applications as part of the visitation approval process. Only child(ren) of the inmate, or the child(ren) of a custodial parent or legal guardian who is also a prospective or approved visitor and will be accompanying their child(ren) to the visit, may be considered for visitation.
- (1) A signed letter of custodial consent is not required if the prospective visitor is an emancipated minor, but proof of the emancipation by an appropriate court is required.
 - (2) Once received, signed letters of custodial consent shall be maintained in the inmate's master file.
 - (3) If additional information is requested from the applicant, and not received within ninety (90) days, the application will be denied.
- c. **Applicants Limited to One Inmate's Visitation List at a Time.** An applicant cannot be on more than one (1) inmate's approved visiting list at the facility where an inmate is confined, unless the prospective visitor is an immediate family member of each of the inmates he/she is requesting to visit. Once approved for a particular inmate's visiting list, applicants must wait a minimum of three (3) months before requesting to be removed from that list and added to a different inmate's visiting list.

E. Approval/Denial of Visiting Application.



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1. Except when the Director, warden or designee's authorization is required under these rules, the inmate's assigned institutional case worker or other designated facility staff will approve or deny the visiting application following receipt of the application and any additional required documentation or requested information (*e.g.*, criminal records check, custodial consent, *etc.*).
2. Prior to approving or denying the application, the case worker or other designated staff may:
 - i. Verify information submitted in the application;
 - ii. Request additional information from the inmate, the prospective visitor, law enforcement agencies, or other reliable sources; and/or
 - iii. Interview the inmate or prospective visitor.
3. Applications to visit by prospective visitors who are eligible to visit an inmate confined in a Wyoming Department of Corrections facility under these rules will generally be approved, unless the department has reasonable suspicion that permitting the visitation would jeopardize the safety, security, health or good order of the facility, and/or the safety and security of other inmates, staff, visitors, contractors or the community.
 - i. Specific reasons for denial of a visiting application include, but are not limited to, the following:
 - a. The inmate or prospective visitor has previously introduced contraband into a jail or other corrections facility, or there is reasonable suspicion that the inmate or prospective visitor will introduce contraband into a Wyoming Department of Corrections facility through the visiting process.
 - b. The inmate or prospective visitor has previously disrupted the visiting process or violated visiting rules and procedures within a jail or other corrections facility by words or acts, or there is reasonable suspicion that the inmate or prospective visitor will disrupt the visiting process or violate visiting rules and procedures within a Wyoming Department of Corrections facility by words or acts.



- c. The inmate or proposed visitor has intentionally submitted false information to the department as part of the visiting application process.
 - (1) An inmate or prospective visitor who has intentionally submitted false information to the department as part of the visiting application process will be denied visitation for at least one (1) year from the date of the denial of the application, after which time the inmate may submit a new visiting application for approval in accordance with these rules.
 - (2) Sham adoptions, marriages, *etc.*, used to circumvent the visiting regulations shall be considered invalid and may result in termination of the visiting privileges.
 - d. There is reasonable suspicion that the inmate or prospective visitor is engaged in any form of criminal activity in the community or within a Wyoming Department of Corrections facility.
 - e. The prospective visitor has refused to submit to a search based upon reasonable suspicion during a prior visit to any Wyoming Department of Corrections facility.
 - f. The prospective visitor is a person under the age of eighteen (18) and WDOC Form #532, *Letter of Custodial Consent for Inmate Visiting*, has not been received.
 - ii. The case manager or other facility staff designated to receive and process the visiting application shall notify the inmate in writing within thirty (30) days of receipt of the application whether the application has been approved, denied or deferred for further processing.
4. If the visiting application is approved, the case worker or other designated facility staff who approves the application will place the approved visitor's name on the inmate's visiting list, and designate the type of visitation that will be authorized (*i.e.*, privileged, basic or video).
- i. The case worker or other designated facility staff who approves the application will notify the inmate that the visitor application has been approved for that individual.



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- ii. The approval of the visiting application will also be noted within the WCIS or other designated data storage system.
 - iii. A copy of the approved visiting application and visitor consent form will be placed in the inmate's master file.
 - iv. This master file will follow the inmate should he/she be transferred within the WDOC correctional facilities and the visiting approval will be continued at the new correctional facility unless it is deemed, for any reason, to be inconsistent with security, safety and good order of that facility.
5. If the visiting application is denied, the case worker or other designated facility staff denying the application shall notify the inmate in writing of the denial.
- i. The written notification provided to the inmate shall advise the inmate of the denial and inform the inmate of his/her right to address the denial of the visiting application through the inmate grievance system.

F. Notification to Prospective Visitor of Decision on Visiting Application/Inquiries.

- 1. Inmates are responsible for informing their prospective visitor(s) whether the visiting application has been approved or denied, and for providing prospective visitors with the appropriate forms and visiting rules.
- 2. Copies of this policy and the accompanying attachments shall be made available for review by prospective visitors at each correctional facility's visiting desk/reception area.
- 3. Inquiries by prospective visitors regarding department decisions to approve or deny an inmate's visiting application must be in writing and directed to the facility warden or designee.
- 4. Wyoming Department of Corrections employees will not respond to telephone inquiries by prospective visitors regarding department decisions to approve or deny an inmate's visiting application.

G. Keeping an Inmate's List of Approved Visitors Current.

- 1. The inmate's assigned institutional case worker will review the inmate's approved list of visitors with the inmate during regularly scheduled case



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plan reviews to insure it is still accurate. This may be accomplished by asking the inmate if all information concerning his approved visitors is still accurate and ordering the inmate to provide written updates as necessary.

2. A National Criminal Information Center (NCIC) and criminal background history check will be routinely conducted up to once every six (6) months, but at a minimum no less than once every one (1) year, on all visitors sixteen (16) years of age or older.
3. Visitors are responsible for notifying the department in writing of a change of address, or a name change. If it is a name change, the visitor must provide verification of the name change; *e.g.*, marriage certificate.

H. Maximum Number of Approved Visitors.

1. Inmates may be permitted a maximum of ten (10) approved adult visitors on their respective visiting lists at any one time.
 - i. The name of each approved visitor shall appear on the inmate's visiting list; however, persons under eighteen (18) years of age shall not be counted toward the maximum number of ten (10) approved adult visitors, although their names must still appear on the list.
 - a. An inmate is permitted to visit with a person under eighteen (18) years of age on any of the regular visiting days when that person's name appears on the approved visitors list, written consent of the custodial parent or guardian is on file, and that person is accompanied by an adult visitor who is also on the same inmate's approved visitors list.
 - (1) Both visitors must be visiting the same inmate at the same time.
 - (2) Exceptions may be specifically authorized by the correctional facility warden or designee.
2. The number of adult visitors permitted to visit the same inmate at the same time during the same visiting period and the length of visits may be limited by the institution's schedule, space, and personnel constraints, or when there are substantial reasons to justify such limitations. (ACA 4-4498)



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I. Privileged Visiting. Unless otherwise indicated within this policy, or in instances of substantiated security risk, visits for inmates housed in general population shall normally be conducted as privileged visits to permit informal communication, including the opportunity for physical contact between the inmate and his/her visitor(s) within the limits of this policy and consistent with the institution's overall security requirements. (ACA 4-4499-1)

J. Restriction to Basic Visiting, Removal from the Approved Visiting List, or Restriction, Suspension or Revocation of Visits.

1. Restriction to Basic Visiting – General Provisions.

- i.** The primary mode for personal visits with inmates on housing that is more restrictive than general population shall be basic (non-contact) visiting as outlined within this policy.
- ii.** Any inmate may be restricted to basic (non-contact) visiting in accordance with this policy or as a result of an inmate disciplinary hearing. Reasons for such restrictions may include but are not limited to:
 - a.** Passing of, or a reasonable suspicion of passing, contraband by inmate or visitor;
 - b.** Abusive, violent or predatory behavior;
 - c.** If past experience indicates that the inmate is unpredictable and may pose a threat to the safety, security, management or control of the correctional facility;
 - d.** Failure to comply with work or programming requirements outlined in his/her individualized case plan;
 - e.** Failure to comply with visiting rules; or
 - f.** Any other reason deemed by the facility warden or designee to be in the best interest of the public, WDOC and correctional facility.

2. Restriction to Basic Visiting for Drug-Related Activity, Possession or Use of Tobacco Products, or Possession or Use of a Cell Phone. An inmate who is found in possession or use of tobacco products or a cell phone, or who has tested positive for unauthorized substances through random or for cause screening conducted at the institution, or upon their request, following his/her date of commitment, or who has otherwise been



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found in violation of the department's rules of prohibited inmate conduct for drug-related activity, including attempt or conspiracy, shall have his/her visits restricted to basic visiting for a period of one (1) year from the date of violation.

3. **Voluntary Removal from the Visiting List.** A visitor shall be removed from an inmate's approved visiting list upon written request by either the inmate or the approved visitor.
 - i. If a visitor is removed from an inmate's approved visiting list at the request of the visitor or inmate, neither the visitor or inmate may appeal this decision and, the visitor shall not be eligible to again be placed on the inmate's visiting list, until the inmate again becomes eligible to change his/her visiting list at his/her regular three (3) month interval.
 - ii. If a visitor is removed from an inmate's approved visiting list at the request of the visitor or inmate, the visitor shall not be eligible to be placed on any other inmate's approved visiting list, for a minimum of six (6) months, unless otherwise approved at the discretion of the correctional facility warden only.
4. **Temporary Action by the On-Duty Shift Supervisor.** The on-duty shift supervisor may temporarily modify, restrict or suspend visiting privileges when deemed necessary to meet safety, security, management, or control requirements of the correctional facility or for any other reason deemed to be in the best interest of the public, WDOC, or the correctional facility.
 - i. If a visiting privilege is temporarily suspended for a rule or visiting violation by the inmate or visitor, the reason shall be documented using the appropriate forms and notification of the rule or visiting violation shall be provided to the inmate and visitor.
 - ii. A visitor that has had his/her visiting privilege temporarily suspended may, within ten (10) calendar days of the notification of suspension, submit a written request to the warden or designee appealing the temporary suspension.
 - iii. In response to a visitor's request for review of a temporary suspension, the warden or designee may:
 - a. Reinstate the visiting privilege at the same level as previously held prior to the suspension;



- b. Modify or restrict the visiting privilege previously held prior to the suspension and permit modified or restricted visiting pending investigation and final decision;
 - c. Continue the suspension, pending investigation and final decision; or,
 - d. Make a final decision to revoke, modify or restrict the visiting privileges.
- iv. The decision of the warden or designee regarding the visitor's request for review of a temporary suspension will be discretionary and final.
5. **Termination of Visits.** Visits may be terminated by the warden or designated staff at their discretion at any time due to space limitations or as deemed necessary to maintain the safety, security, health and good order of the facility, and/or the safety and security of other inmates, staff, visitors, contractors or the community.
6. **Removal from the Facility and Inmate Visiting List.**
- i. Visitors who engage in a disturbance or other inappropriate conduct as defined by this policy and/or the visiting rules, or who loiter in or about a Wyoming Department of Corrections facility, shall be subject to removal from the facility by department staff and to removal of their name from the approved inmate visiting list.
 - ii. The on-duty shift supervisor of the facility may notify law enforcement officials for assistance if the visitor refuses to leave the facility when requested by department staff.
- K. Limitations on Number of Visits/Number of Visitors Allowed at One Time.**
1. In order to structure visiting as an incentive program to encourage good institutional conduct, correctional facilities may limit the number of visits that an inmate may receive each month in accordance with the following guidelines:
- i. **Temporary Restriction Order (TRO).** (See WDOC Policy #3.305, *Temporary restriction Order*)



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- a. Inmates in TRO status shall not be allowed to receive visits prior to the administrative review officer's three (3) working day review of the TRO status and restrictions, except for special visits as approved by the correctional facility warden.
- b. Unless specifically authorized by the administrative review officer during his/her three (3) working day review of the TRO status and restrictions, inmates on TRO status beyond three (3) working days shall be not be permitted to receive visits while on TRO status, except for special visits as approved by the correctional facility warden.
- c. When specifically authorized to receive visits while on TRO status by the administrative review officer during his/her three (3) working day review of the TRO status and restrictions, the inmate may receive up to two (2) hours of basic visiting while on TRO status.
- d. All visits received by an inmate on TRO status, including special visits, shall be basic visits only.
- e. All visits for inmates in this status must be pre-arranged. It shall be the responsibility of the inmate to request arrangement for a visit while he or she is on TRO status through written communication directed to the correctional facility warden or his/her designee at least seven (7) work days in advance of requested visit.
- f. Inmates on TRO status will not be permitted to go to or from the visiting area without a staff escort.
- g. Time spent for access to inmate visitation shall be counted towards the inmate's aggregate out-of-cell recreation time for that week.

ii. Short-Term Administrative Segregation.

- a. Inmates in short-term administrative segregation status shall not be allowed to receive visits prior to the unit management team's first seven (7) calendar day review of the inmate's short-term administrative segregation status and restrictions, except for special visits as approved by the correctional facility warden.



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- b. Unless specifically authorized by the unit management team as a result of a regularly scheduled seven (7) calendar-day review of the short-term administrative segregation status and restrictions or subsequent thereto, inmates on short-term administrative segregation status shall not be approved to receive a visit during the period of short-term administrative segregation status, except for special visits as approved by the correctional facility warden.
- c. Any visit received by an inmate on short-term administrative segregation status, including any special visits received, shall be limited to a basic visit only.
- d. All visits for inmates in this status must be pre-arranged. It shall be the responsibility of the inmate to request arrangement for a visit while he or she is on short-term administrative segregation status through written communication directed to the correctional facility warden or his/her designee at least seven (7) work days in advance of requested visit.
- e. No more than four (4) hours of basic visiting will be approved for the entirety of the inmate's short-term administrative segregation status.
- f. Inmates on short-term administrative segregation status will not be permitted to go to or from the visiting area without a staff escort.
- g. Time spent for access to inmate visitation shall be counted towards the inmate's aggregate out-of-cell recreation time for that week.

iii. Disciplinary Segregation and Pre-Disciplinary Segregation.

- a. Inmates assigned to disciplinary segregation or pre-disciplinary segregation may not receive a visit within thirty (30) days of their initial placement into that status, except for special visits as approved by the correctional facility warden.
- b. Inmates assigned to disciplinary segregation for more than thirty (30) consecutive days, who have no additional disciplinary infractions for at least fifteen (15) consecutive days while in disciplinary segregation status, may receive



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up to two (2) hours of basic visiting in any thirty (30) day period while confined to disciplinary segregation, unless visiting privileges were suspended as a result of an inmate disciplinary hearing.

- c.** In institutions that offer tiered incentive-level systems for inmates housed in disciplinary segregation beyond 60 consecutive days with no additional disciplinary infractions while in disciplinary segregation, inmates who have achieved the top tier or incentive level may receive up to four (4) hours of basic visiting in any thirty (30) day period while confined to disciplinary segregation, unless visiting privileges were suspended as a result of an inmate disciplinary hearing.
- d.** All visits received by an inmate on disciplinary segregation or pre-disciplinary segregation status, including special visits, shall be basic visits only, with the inmate being escorted to and from each visit in accordance with security requirements.
- h.** All visits for inmates in this status must be pre-arranged. It shall be the responsibility of the inmate to request arrangement for a visit while he or she is on disciplinary segregation or pre-hearing disciplinary status through written communication directed to the correctional facility warden or his/her designee at least seven (7) work days in advance of requested visit.
- e.** Time spent for access to inmate visitation shall be counted towards the inmate's aggregate out-of-cell recreation time for that week.

iv. Long-Term Administrative Segregation.

- a.** All visits for inmates in this status must be pre-arranged. Visits may be pre-arranged by:

 - (1)** the inmate requesting arrangement for a visit while he or she is on long-term administrative segregation through written communication directed to the correctional facility warden or his/her designee at least seven (7) work days in advance of the requested visit: or



- (2) the visitor calling at least seven (7) work days in advance of the requested date of visit to schedule a visiting appointment.
- b. Inmates assigned to long-term administrative segregation may receive up to two (2) hours of basic visiting in any thirty (30) day period while in administrative segregation status at the extreme level of isolation as defined under WDOC Policy #3.302, *Administrative Segregation*.
- c. Inmates assigned to long-term administrative segregation may receive up to four (4) hours of basic visiting in any thirty (30) day period while in administrative segregation status at the moderate level of isolation defined under WDOC Policy #3.302, *Administrative Segregation*.
- d. On a space available basis, inmates assigned to long-term administrative segregation, including those assigned to administrative segregation for protection reasons, who have had no disciplinary infractions while on limited level of isolation status, may receive up to sixteen (16) hours of basic visiting in any thirty (30) day period while in administrative segregation status at the limited level of isolation defined under WDOC Policy and Procedure #3.302, *Administrative Segregation*.
- e. The warden may approve special visits for hours in excess of the above limits on a case-by-case basis.
- v. **Inmates with a Sentence of Death.**
- a. Inmates classified as maximum custody as the result of a sentence of death may not receive a visit within thirty (30) days of their initial placement into that custody or status.
- b. After thirty (30) days of initial placement, inmates who are received under a sentence of death may receive up to sixteen (16) hours of basic visits per month, unless otherwise restricted. All visits for inmates in this status must be pre-arranged as special visits.
- (1) All visits for inmates in this status must be pre-arranged. Visits may be pre-arranged by:



- (i) the inmate requesting arrangement for a visit while he or she is on maximum custody through written communication directed to the correctional facility warden or his/her designee at least seven (7) work days in advance of the requested visit; or
 - (ii) the visitor calling at least seven (7) work days in advance of the requested date of visit to schedule a visiting appointment.
 - c. All visits received by an inmate who is classified as maximum custody as the result of a sentence of death, including special visits, shall be basic visits only.
 - d. Any inmate with a sentence of death shall be escorted to and from all visits in accordance with security requirements.
- vi. **Temporary Protective Custody and Protective Custody.**
 - a. Inmates who are housed in locked housing units for their own safety, other than those in long-term administrative segregation, shall be entitled to visit as often as scheduling permits, but no less than once per week. Due to security concerns related to mixing these prisoners with others who are not on protective custody status, each visit may be limited in duration, or may be scheduled during visiting period(s) separate from general population inmates.
 - b. Visitation shall be restricted to basic visits only, unless the locked protective custody housing unit is scheduled separately from general population or attendance at privileged visitation along with other general population inmates can be shown not to present an undue risk to the safety of the inmate or others.
 - (1) Inmates on temporary protective custody or protective custody status may not be authorized to receive a privileged visit if another inmate with a documented conflict with the inmate on temporary protective custody or protective custody status is physically present in the visiting area.



- (2) If a privileged visit for an inmate on temporary protective custody or protective custody status is underway and another inmate with a documented conflict with the inmate on temporary protective custody or protective custody status receives a visitor, the inmate with the documented conflict will be limited to a basic visit while the protective custody inmate is physically present in the privileged visiting area.

vii. Chronic or Acute Mental Health Units.

- a. Inmates assigned to a mental health unit within a Department of Corrections facility may be permitted visits with approved visitors on their visiting list in the main visiting room.
- b. Inmates assigned to a mental health unit within a Department of Corrections facility, who are not permitted to attend visitation in the main visiting room as a result of their mental illness or treatment plan, may be permitted visits with approved visitors on their visiting list in a designated area of the mental health unit, subject to recommendation of licensed mental health treatment staff and with the approval of the facility warden/designee.
- c. The facility warden or designee shall direct the type of visiting permitted (privileged or basic), upon recommendation of the mental health treatment team.
- d. No minor children will be permitted to visit with the inmate if the visit occurs in the unit.
- e. Visitors must call in advance to schedule a visiting appointment.

viii. Inmates Assigned to Infirmary or Hospice/Nursing Care.

- a. Inmates assigned to the infirmary, or to a hospice/nursing care unit, may be permitted visits with approved visitors on their visiting list in the main visiting room if their medical condition allows.
- b. Inmates who are patients in the infirmary or in a hospice/nursing care unit and who are approved for



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privileged visiting may be permitted visits with immediate adult family members at their bedside or in the infirmary/hospice/nursing care unit, if they are not medically able to attend visitation in the main visiting room, except as otherwise recommended by medical staff and authorized by the facility warden or designee. Visits shall be restricted to no more than one-hour in length.

- c. Inmates participating in a Wyoming Department of Corrections end-of-life hospice program may be permitted extended visitation on a case-by-case basis, upon recommendation of medical staff and as authorized by facility warden or designee. Visitation while in the hospice program is not a part of the regular visitation program.
- ix. Inmates Assigned to Intake at WMCI or WWC.** Inmates assigned to intake processing, at the Wyoming Medium Correctional Institution or Wyoming Women's Center, are not eligible for visitation until completion of the intake process and subsequent housing unit assignment.
- x. Inmates Assigned to WHCC Boot Camp.**

 - a. Inmates assigned to the Boot Camp program at the Wyoming Honor Conservation Camp are not eligible for visitation while they are in the first operational phase of that program, whether upon initial placement or through regression.
 - b. After successful completion of the first operational phase of the Boot Camp program, participants will be eligible for a two (2) hour privileged visit on the day and time scheduled by the Wyoming Honor Conservation Camp.
 - c. The frequency of privileged visits will be progressive in nature based upon the inmate's progression through the Boot Camp program and will be determined by the inmate's current assignment and participation level in the Boot Camp program.
 - d. Special visits will be included as part of the graduation celebration for successful completers of the Boot Camp program.
- xi. Female Inmates Assigned to WMCI**



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- a. Female inmates assigned to the Wyoming Medium Correctional Institution (WMCI) shall be entitled to pre-arranged special visits with persons on their approved visitor's list at times scheduled by the facility.
- b. No more than two (2) adult visitors will be approved for visiting during any visiting period and will be escorted to and from visitation by security staff.
- c. All visits for female inmates assigned to WMCI will be conducted in the family visiting area within the women's unit at WMCI.
- d. The minor biological children of the inmate who have a WDOC Form #532, *Letter of Custodial Consent*, on file and are on the inmate's approved visitation list will be permitted to visit with the inmate if they are accompanied by an adult who is also on the approved visitation list.
- e. Visitors (or visiting room staff from the Wyoming Women's Institution) must call in advance to schedule a visiting appointment.

2. Visitation for Inmates in General Population.

- i. Inmates in general population shall be limited to no more than four (4) visiting periods per week.
- ii. Visitation for inmates assigned to general population shall take place during regular visiting hours.
- iii. Except for minimum-security facilities, visitors will be accommodated on a first come, first serve basis.
- iv. Facilities may schedule appointments for visiting, depending on space availability.
- v. General population inmates who are not compliant with their individualized case plan and who are not actively involved in work and programming as assigned shall be entitled to no more than four (4) hours of privileged visitation each week.
- vi. General population inmates who are compliant with their individualized case plan and who are actively involved in work and



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programming as assigned, or involved in a formalized re-entry or pre-release program, shall be entitled to up to sixteen (16) hours of privileged visits per week if so scheduled, unless otherwise restricted in accordance with this policy or as a result of an inmate disciplinary hearing sanction..

- vii. Due to physical plant design, any or all correctional facilities may limit the number of visitors to no more than four visitors at one time per inmate at the discretion of the facility warden or designee.
- viii. Children under the age of eighteen (18) shall not be counted as part of the maximum number of visitors.
- ix. Those with an expressed need for an exception to these limitations, *e.g.*, a travel distance in excess of two hundred (200) miles or inability to visit more than once per month, may appeal to the warden or designee for approval for a special visit in advance of the visiting.

L. Time, Length, and Place of Visits.

- 1. The time, length, and place of visits shall be posted at the visiting desk and visiting room of each Wyoming Department of Corrections facility and made available to each inmate as part of the facility orientation process.
- 2. Privileged visiting hours shall occur at least three (3) days per week, but may be scheduled by housing unit or inmate classification.
- 3. Visitation will occur on state holidays if the holiday falls on a day of the week that is normally scheduled for visitation at that institution.
- 4. Due to physical plant design, work environment and/or staff level, facilities may limit or expand number of days, length, and time of visits at the discretion of the correctional facility warden.

M. Special Visits.

- 1. Inmates confined in a Wyoming Department of Corrections facility may be permitted special visits at the discretion of the facility warden or designee in accordance with these rules. (ACA 4-4500)
 - i. **Travel Distance.** In general, special visiting privileges for members of an inmate's immediate family will not be granted unless the family member(s) resides more than two hundred (200)



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miles from the correctional facility. Exceptions may be granted by the facility warden or designee, under the following provisions:

- a. Inmate requests for special visits shall be directed in writing using WDOC Form #509, *Special Visit Request* to the facility warden or designated staff at least three (3) working days prior to the date of a requested special visit.
 - b. The three (3) day requirement may be waived if emergency or unusual circumstances exist.
 - c. The warden or designee shall approve/deny special visit requests in a timely manner.
- ii. **Emergency Situation.** When an inmate has notification of an emergency situation, the inmate may request a special visit by contacting the on-duty shift supervisor to obtain a copy of WDOC Form #509, *Special Visit Request*.
- a. Verification of the emergency and need for on-site visit shall be made by the on-duty shift supervisor/designee.
 - b. The on-duty shift supervisor shall contact the warden, OIC, or designee for final approval/denial.
- iii. **Medical or Physical Limitations.** Inmate visitors who are unable to receive regular and recurring visits with an inmate due to their own medical or physical limitations which prevent them from traveling for visitation more than once every other month may request a special visit using WDOC Form #509, *Special Visit Request*, which shall consist of two (2) regularly authorized visits.
- a. Such visits may be granted to individuals on the inmate's approved visiting list only, at the discretion of the on-duty shift supervisor/designee.
 - b. The special visit request will be denied if granting of the request would cause the inmate to exceed the total authorized number or hours of visits permitted based upon his/her current classification and housing.
 - c. Individuals who have visited more than once in the previous thirty (30) day period will not be granted a special visit under this section.



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- iv. **Visitor Not on Inmate's Approved Visiting List.** When an inmate desires to receive a special visit from someone who is not on his/her approved visiting list, he/she shall submit a written request using WDOC Form #509, *Special Visit Request* to the correctional facility warden or designee.
- a. The request must be submitted at least five (5) working days in advance of the visit.
 - b. A background check on the requested visitor must be completed prior to approval of the visit.
 - c. Final approval or denial of the special visit request shall be made by the warden or designee in a timely manner.
 - d. A copy of the approval or denial will be given to the inmate, a copy will be placed in the inmate's master file, and the original shall be forwarded to the control center or visiting room as appropriate.
- v. **Non-Social Visit by Person Not on Inmate's Visiting List.** Visitation for nonsocial purposes by attorneys, representatives of criminal justice agencies, state and/or local agencies, other public or government agencies, prospective employers, or for therapeutic/programming purposes may be approved as special visits.
- a. Such visits shall be requested by the inmate in advance, using WDOC Form #509, *Special Visit Request* and must be approved by the correctional facility warden or designee.
 - b. Such visits should be made by appointment during regular visiting hours or hours as designated by the facility.
 - c. Persons approved for these types of visits with an inmate must present credentials/identification at the facility visiting desk/reception area prior to and following the visit.
 - d. Representatives from other criminal justice, state or local agencies may be permitted to bring necessary documents or paperwork into the visiting room/area for exchange with the inmate with prior approval of visiting staff.
- (1) All articles shall be searched for contraband.



- e. These types of visits shall be permitted with only one (1) inmate at a time, except as otherwise authorized in advance by the facility warden or designee.
 - f. Attorney visitation for non-social purposes shall be in accordance with WDOC Policy and Procedure #5.403, *Access to Attorneys*.
- vi. **Completion of Specified Programming.** Special limited duration privileged visits may be incorporated into regularly scheduled graduation ceremonies for inmates completing GED programming, or other significant long-term programming efforts such as graduation from intensive residential substance abuse treatment, at the discretion of the warden.
- vii. **Community Hospitalization.**
- a. Inmates assigned to community hospitalization and under Wyoming Department of Corrections supervision will only be permitted visits on a case-by-case basis, during the course of their hospital stay, upon consent of the attending/treating physician and/or hospital administration, due to the seriousness of the injury or illness and prognosis, and as authorized by the facility warden or designee.
 - b. Such visitation will normally be restricted to inmates with terminal illness, inmates who are in critical condition and not expected to recover, or for inmates who have remained in the hospital for thirty (30) days or longer.
 - c. Visitors must call in advance to request a scheduled visit.
 - d. Visits shall be during normal hospital visiting hours.
 - e. All visitors will be required to submit to a pat search prior to visiting.
 - f. The time and length of such visits will be not exceed those established by hospital rules, but shall not in any case exceed one (1) hour in length.
2. If approved, the on-duty shift supervisor shall coordinate special visits such that the correctional facility's daily operation is not disrupted.



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3. Special visits shall be restricted to basic visiting if a criminal background check cannot be made.

N. Visitor Registration and Search Upon Entry Into the Institution.

1. Inmate visitor access into the institution shall be in accordance with WDOC Policy and Procedure #3.007, *Facility Access*. The facility warden or designee may disallow or terminate a visit at any time due to space limitations or as deemed necessary to maintain the safety, security, health and good order of the facility, and/or the safety and security of other inmates, staff, visitors, contractors or the community.
2. Visits may be delayed or denied as a result of the visitor's clothing when the clothing worn by the visitor would be disruptive to the visitation process or is of the same color, or color and design, as that normally worn by inmates. For example, where inmates wear blue jeans and red or orange shirts or colored uniforms, visitors appearing for visits dressed in a similar fashion may be denied visitation, or asked to go change clothing when possible, to avoid any security issues. However, first time visitors will be permitted to visit even if a change of clothing is not available and will be advised of the visitor dress code policy in preparation for subsequent visits.
3. Access procedures shall require at a minimum that all approved visitors sixteen (16) years of age or older be identified upon ingress and egress using an acceptable photo identification card, that the identification card be exchanged for an inmate visitor badge prior to and following the visit, and each visitor be logged in an out of the facility. (ACA 4-4503)
4. Inmate visitor searches will be conducted only when in accordance with WDOC Policy and Procedure #3.013, *Searches*, WDOC Form #534, *Visiting Rules*, and/or Section IV.M.1.vi.d. of this policy. (ACA 4-4503)
5. **Information Regarding Transportation.** Information regarding transportation to and from the institution shall be made available for review by visitors at each correctional facility's visiting desk/reception area. Inmate visitors may utilize public phones or staff may initiate calls to facilitate transportation between the institution and nearby public transit terminals, if any. (ACA 4-4504)

O. Termination/Disallowance of Visits.

1. The facility warden or designee may disallow or terminate a visit at any time due to space limitations or as deemed necessary to maintain the



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safety, security, health and good order of the facility, and/or the safety and security of other inmates, staff, visitors, contractors or the community.

- i. Factors to be considered before a visit is terminated due to space limitations will be the distance visitors travel, frequency of visits, and time of arrival.
- ii. Visiting room staff will maintain a log of visits terminated due to space limitations to avoid having an inmate's visits terminated consecutively.

P. Suspension/Restriction of Visits/Removal From Inmate Visiting List.

1. The warden or designee may suspend the inmate's visits with the visitor, or restrict visitation to basic visiting, or remove a visitor from an inmate's approved visiting list if the warden or designee determines that:
 - i. the visitor does not qualify for visits in accordance with WDOC policy; or
 - ii. there exists reasonable suspicion that continued visitation between the visitor and the inmate poses a threat to the safety, security, health and good order of the facility, and/or the safety and security of other inmates, staff, visitors, contractors or the community; or
 - iii. there is a court order or Board of Parole action form which prohibits contact with the visitor.
2. The warden or designee may temporarily suspend an inmate's visits for fourteen (14) days in the event of an on-going investigation.
 - i. The warden or designee shall provide written notification of the suspension to the inmate and the inmate's visitor(s).
 - ii. If at the conclusion of the investigation or fourteen (14) days whichever occurs first, the warden or designee determines the visitor's status shall be suspended, the notification process specified below will begin.
3. **Notification.**
 - i. A written report documenting the suspension shall be prepared and sent to the inmate and to the inmate's visitor within seven (7) days of the action.



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- ii. The report shall contain a short and concise statement of the reason(s) for the suspension and a recommendation for the action to be taken.
- iii. The recommended action may be assignment to basic visiting, restriction of visiting for a limited duration, or permanent removal.

4. Review by Warden.

- i. The visitor may apply for a review of the recommended action by submitting a written request to the warden/designee within thirty (30) days of the date of the notification of suspension.
- ii. Within forty five (45) days of the receipt of the request, the warden will issue a final decision. If not satisfied with the warden's decision, the visitor may request an administrative review of the warden's decision.
- iii. If the visitor does not request a review, the warden/designee will issue a final decision within thirty (30) days of the date of the notification of suspension.

Q. Administrative Review.

- 1. An approved visitor who has been removed from an inmate's approved visiting list, or whose visitation with the inmate has been restricted to basic visiting, may obtain an administrative review of the action by submitting a written request for administrative review to the Prison Division Administrator or designee at the department's Central Office.
- 2. Administrative reviews will not be provided to visitors for inmate misconduct resulting in disciplinary sanctions imposed upon inmates in accordance with WDOC policy.
- 3. The Prison Division Administrator or designee must receive the administrative review request within thirty (30) days of the issuance of the warden's final decision.
- 4. The administrative review request must be in writing and should specify the reason(s) why the visitation action should not be sustained.
- 5. Upon receipt of a timely written request for administrative review, the Prison Division Administrator or designee will review the visitation action, and affirm, reverse or otherwise modify the action as circumstances warrant.



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6. The decision of the Prison Division Administrator or designee shall be final.
7. A copy of the decision shall be provided to the person requesting the administrative review, the affected inmate, and the warden.

R. Reconsideration of Permanent Removal.

1. Visitors who have been permanently removed from any inmate's approved visiting list, or whose visitation with any inmate has been permanently restricted to basic visiting, may request reconsideration five (5) years after the date of the action.
2. Requests for reconsideration must be in writing and submitted to the Prison Division Administrator or designee.

V. TRAINING POINTS

- A. Is it the policy of WDOC to release inmates from normally scheduled education, work, or programming activities required by their individualized case plans for the purposes of attending visitation?
- B. Whose responsibility is it to notify prospective visitors of scheduled visiting hours and an inmate's availability for visitation during those hours?
- C. What is the difference between a basic visit and a privileged visit?
- D. What is the minimum number of days per week that privileged visitation has to be offered and what is the minimum number of hours of visitation that must be scheduled at each institution per week?
- E. TRUE OR FALSE? Inmates who have a current or prior conviction for a sexual crime involving a minor child are ineligible to visit with any minor child, other than their own biological child.
- F. Name at least four groups of persons who are ineligible to visit an inmate confined in a WDOC facility?
- G. TRUE OR FALSE? All prospective visitors age sixteen and older shall be subject to a criminal records check as part of the visitation approval process.



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- H.** What is the maximum number of approved adult visitors that an inmate can have on his/her visiting list at the same time? How often can they change their list?
- I.** TRUE OR FALSE? Generally speaking, the primary mode for personal visits with inmates in general population shall be privileged visiting and the primary mode for inmates in more restrictive housing than general population shall be basic (non-contact) visiting.
- J.** TRUE OR FALSE? Any inmate found in possession or use of tobacco products or cell phone, or who tests positive for unauthorized substances following his/her date of confinement, shall have his/her visits restricted to basic visiting for a period of one year.
- K.** Name at least three circumstances under which special visits can be authorized and indicate who has the authority to grant special visits?
- L.** What is the process for reviewing the suspension or restriction of visits or the involuntary removal of a visitor from an inmate's visitors list?