

 KENTUCKY STATE PENITENTIARY	Policy Number	Total Pages
	KSP 16-01-01	10
	Date Issued	Effective Date
	July 16, 1981	July 14, 1999
References KRS 196.035, 196.245, 197.020, 520.050, and 520.060; ACA 3-4165, 3-4185, 3-4255, 3-4263, 3-4440, 3-4441, 3-4442, 3-4445, and 3-4446; CPP 9.6, 9.8, and 16.1	Subject VISITING PROGRAM	

POLICY AND PURPOSE: To provide for visiting as an essential element in an offender's development and maintenance of healthy family and community relationships, consistent with the security and orderly operation of the institution.

A. DISCUSSION

Corrections considers a relaxed and positive visiting program an important factor in maintaining the morale of the individual offender and in motivating him to positive aspirations. Visiting programs are encouraged along with good security practices to ensure that contraband does not enter the institution and to ensure the safety and well being of visitors, inmates, and the community.

B. GENERAL INFORMATION

1. Staff assigned to the visiting area shall be knowledgeable of all Kentucky State Penitentiary visiting procedures, rules, regulations and Corrections Policy and Procedure (CPP) 16.1.
2. A visitor entering the Kentucky State Penitentiary shall be subject to search as a condition for admission.
3. Contraband (refer to CPP 9.6) or any other unauthorized material shall not be permitted on institutional grounds. An attempt to introduce contraband by a visitor shall subject him to prosecution for a felony, and suspension of visitation privileges.

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4. A visitor shall not leave an item at the institution for an inmate.
5. Tobacco products shall not be allowed in the visiting area.

C. ELIGIBILITY AND EXCLUSIONS

1. Eligibility

Refer to CPP 16.1.

2. Exclusions

In addition to the visitors excluded in CPP 16.1, the visitor shall be excluded if he is:

- a. Detrimental to the inmate's rehabilitation.
 - b. A staff member or former Corrections employee, under a personal service contract, a volunteer or canteen worker who has not received written permission to visit from the Warden.
 - c. Barred from any other institution in the system.
3. A refused visit shall be documented.

D. VISITING SCHEDULE

1. The Deputy Warden for Security shall schedule a visit for an inmate:
 - a. Assigned to Three Cellhouse.
 - b. Whose visit is restricted by the Adjustment Committee; or
 - c. for security reasons.
2. Visiting for the following shall be according to a posted schedule.
 - a. General Population;
 - b. Protective Custody;
 - c. Special Security Unit; and

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d. Outside Quarters.

E. CHECK-IN PROCEDURE

1. A visitor shall enter at the visitation area outside door and report to the control center window for processing.
2. A visitor shall be allowed to bring \$15.00 (in coins) for the purchase of food and drinks from vending machines.
3. At the reception point, a visitor shall sign in with the registration area officer providing his:
 - a. Name;
 - b. Relationship to inmate;
 - c. Address;
 - d. Telephone Number;
 - e. Driver's License Number; and
 - f. Social Security Number.
4. A visitor shall also provide the visiting officer with the:
 - a. Name and number of the inmate; and
 - b. Names and social security numbers of accompanying minor children.
5. A visitor shall leave all unauthorized items in his vehicle.
6. Lockers for coats shall be provided.
7. A visitor who does not have proper identification shall wait until all other visitors are processed. (Refer to CPP 16.1)
8. The visiting officer shall:
 - a. Issue each visitor a visitor's pass; and
 - b. Retain the official pictured I.D. until the visitor leaves the visiting area.

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9. A visitor shall be provided a copy of the visiting policy upon request.
10. The visiting officer shall notify the yard office that an inmate has a visit. The yard desk officer shall first call an inmate's housing unit and then announce the visit over the loud speaker.
11. A visitor may exit prior to 12:45 p.m., but shall not be allowed to return that day. A visitor shall not exit between 12:45 p.m. and 1:45 p.m.
12. If the visiting area becomes overcrowded, the first visitor to register shall be directed to leave.
13. Visiting area capacity shall be 163 persons, including staff.
14. The maximum number of visitors and inmates allowed in the non-contact visiting area shall be thirty (30).
15. After a visitor is approved, he shall be frisk searched in the reception area.
16. A visitor shall proceed through the metal detector.
17. A wig or prosthesis shall be removed for inspection.

F. GENERAL VISITING PROVISIONS

1. A visitor shall be assigned to a numbered table where he and the inmate shall remain.
 - a. An exception shall be permitted for restroom and vending machine usage.
 - b. A parent or guardian shall supervise a minor child if he goes to the restroom.
2. A game may be checked out.
3. Proper dress shall be maintained throughout the visit.

G. CONTRABAND

1. A visitor shall be frisk searched after any trip to the restroom.
2. Diapers and plastic baby bottles may be approved and searched by the visiting supervisor.

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- . An inmate and visitor shall not exchange anything other than an item purchased from the vending machines.
- 4. An inmate shall be frisk searched prior to admittance to the visiting area.
- 5. The only items an inmate may take into the visiting area shall be:
 - a. A wedding band, if married;
 - b. One (1) comb;
 - c. Two (2) handkerchiefs; and
 - d. Identification card.
- 6. Before exiting the visiting area, an inmate shall be strip searched in the strip search room, with visual inspection of all body cavities.
 - a. Clothing shall be thoroughly searched.
 - b. An inmate shall be allowed to return from the visiting area with only those items he took with him.

H. VISITOR'S DRESS CODE

- 1. A visitor shall comply with the dress code for visiting. The officer in charge may deny a visit if the visitor is not properly attired in accordance with the code.
- 2. Footwear shall be required.
- 3. For a female visitor:
 - a. A dress, skirt, blue jeans, pantsuit, blouse, and shirt shall be considered appropriate. Shorts, which extend to at least mid-thigh, shall be allowed.
 - b. Undergarments, including bra and underwear, shall be worn at all times;
 - c. Underwear shall be worn if a visitor wears pantyhose;
 - d. A slip shall be worn if a visitor wears a dress or skirt;
 - e. Clothing which does not completely cover the midriff, cleavage, or breasts shall not be acceptable;

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- f. A halter top, hot pants, short-shorts, mini skirt, leggings, spandex pants and see through clothing shall not be allowed;
 - g. A dress or skirt may have a two (2) inch split in the back only; and the skirt or dress shall not be shorter than two (2) inches above the knee.
- 4. For a male visitor:
 - a. Underwear shall be worn;
 - b. Long pants, mid-thigh length, or bermuda shorts and a long or short sleeve shirt shall be considered appropriate;
 - c. A tank top, cutoffs, muscle shirt or see through clothing shall be prohibited.
- 5. Clothing, hats, insignia, or emblems considered inflammatory or obscene shall be prohibited.
- 6. A visitor shall not wear jewelry except a wedding band. A visitor shall return any other jewelry to his vehicle.

I. INMATE DRESS CODE

- 1. An inmate shall report for a visit clean and well groomed.
- 2. An inmate shall wear undergarments.
- 3. A General Population inmate shall wear long pants and a long or short sleeved shirt. The shirt shall be buttoned to the normal second button position throughout the visit.
- 4. A Protective Custody or Special Security Unit inmate shall wear his assigned uniform in the visiting area.
 - a. Only undergarments shall be worn under the uniform.
 - b. Only a coat or jacket shall be worn over the uniform.
- 5. Shower shoes shall not be allowed.

J. INMATE IDENTIFICATION

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An inmate who appears for a visit shall present a current I.D. card. If the I.D. card does not match the inmate's appearance, he shall not be allowed to visit. The I.D. officer shall be advised.

K. PRESCRIBED MEDICATION

1. If a visitor is required to take prescribed medication during a visit, he shall follow the procedures outlined below:
 - a. Medication shall be left in the car.
 - b. The visitor shall notify the visiting area supervisor of the specific time the medication shall be taken.
 - c. The visiting area supervisor shall:
 - (1) Permit the visitor to leave the visiting area for the purpose of taking the prescribed medication at the designated time; and
 - (2) Process the visitor back into the visiting area following the same procedure as on initial entry.
2. If a visitor is required to possess prescribed medication at all times he shall follow the procedure outlined below:
 - a. Prior to bringing the medication to the institution, the visitor shall submit to the Deputy Warden of Security:
 - (1) A written request to enter the visiting area; and
 - (2) A written doctor's statement verifying the name of the visitor, the prescribed medication, and the fact that the visitor is required to maintain the medication in his possession at all times.
 - b. The Deputy Warden of Security or his designee shall notify the visitor, in writing, of his approval and forward a copy to the visiting area supervisor.
 - c. The visitor shall present both the written approval and the medication to the visiting officer who shall verify the approval and inspect the medication vial prior to the visit and again upon the visitor's departure.
3. If the visit occurs in an area other than the visiting area, the front gate officer shall follow the same procedure.

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The front gate officer shall also notify the supervisor in charge of the area, that a visitor is bringing medication into his area. The supervisor shall inspect the medication upon entering and exiting the visiting area.

L. THE VISIT

1. A child shall be the responsibility of the adult visitor and the inmate, and shall be supervised at all times. Failure to supervise a child may result in termination of the visit.
2. A visitor and inmate shall converse normally. Loud talking, arguing, loud laughing, or yelling may result in termination of the visit.
3. Double tables shall be for a group of five (5) or more. Single tables shall be for smaller groups.
4. Visiting officers shall observe all visiting activities and maintain control of the visiting area ensuring that inmates and visitors keep the area clean.
5. A visit shall be terminated only on the order of the shift supervisor.

M. PHYSICAL CONTACT

1. A visitor and inmate shall demonstrate appropriate physical contact. (Refer to CPP 16.1)
2. Inappropriate behavior may result in immediate termination of the visit.
3. If it is necessary to warn or counsel an inmate or terminate the visit, only the inmate shall be called aside.
4. If an inmate is warned or counseled for the violation of visiting rules, a record shall be maintained. Repeated violations shall result in a disciplinary report.

N. SPECIAL VISITS

The Warden, Deputy Warden of Security or Duty Officer may approve a special visit as set forth in CPP 16.1 and for:

1. Clergy during a family death, illness, or similar situation;
2. An inmate assigned as an in-patient at the institutional hospital.
 - a. The request to visit shall be made to the Warden's Office.

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- b. The visit shall be limited to one (1) hour.
- c. An inmate who is not allowed a visitor may request that his family be notified through the nurse administrator.

O. TRANSPORTATION

The Kentucky State Penitentiary shall facilitate visitor transportation to and from the institution. A bulletin board shall be provided in the visiting area on which a visitor may solicit ride sharing. A list of available sources of public transportation shall also be posted.

P. VIOLATIONS

- 1. A violation (refer to CPP 16.1) of a Corrections or institution policy, rule, or regulation shall be grounds for immediate termination of a visit and possible disciplinary proceedings for the inmate involved.
 - a. Disciplinary action may include restriction of visiting privileges.
 - b. Upon termination of a visit, a visitor shall be informed that a future visit shall require prior approval from the Warden.
- 2. A list of restricted visitors shall be maintained and updated by the Deputy Warden of Security, with a copy provided to:
 - a. The visiting area; and
 - b. The front gate officer.
- 3. A violation of criminal law shall be referred to the Commonwealth's Attorney.

Q. NON-CONTACT VISITATION

An inmate assigned to Administrative Segregation, Disciplinary Segregation, the Administrative Control Unit, or an inmate whose visits are restricted to non-contact by the Adjustment Committee or for security reasons, shall be allowed to visit as follows:

- 1. Day of visit: Thursday only.
- 2. Duration of visit: Two (2) hours.
- 3. Number of visits allowed: One (1) per week.

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4. Location of visit: Non-contact visitation area.
5. Type of visit: Non-contact.
6. Number of visitors: Limited to two (2) adult visitors per visit.
7. A visit shall be scheduled by prior appointment only.
8. A visitor shall submit a written request to the Deputy Warden for Security at least seven (7) days in advance of the Thursday he wishes to visit.
9. The Deputy Warden for Security shall confirm or deny the visit, in writing, and notify the visitor and unit staff.
10. A visitation appointment, once approved, shall not be changed without the prior written approval of the Deputy Warden for Security.

R. MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be the responsibility of the Deputy Warden for Security.

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