

	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	November 15, 2016	<b>Page 1 of 17</b>
	<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	NEW ISSUANCE	
			<b>OPI:</b>	OPERATIONS	
			<b>REVIEW DATE:</b>	November 15, 2017	
			<b>Approving Authority</b>	Quincy L. Booth Interim Director	
	<b>SUBJECT:</b>	INMATE VISITATION			
<b>NUMBER:</b>	4081.1				
<b>Attachments:</b>	Attachment 1 – Video Visitation Inmate Refusal Slip				

**SUMMARY OF CHANGES:**

<b>Section</b>	<b>Change</b>
Title Change	<i>Video Visitation Center/Special Visits has been cancelled. New Issuance "INMATE VISITATION".</i>
§ 10	<i>Video Visitation Center hours have been changed to Wednesday through Sunday between 11:00 a.m. – 10:00 p.m. The last visitation session will start at 9:00 p.m.</i>
§ 15	<i>Satellite Video Visitation Locations section has been added.</i>
Entire Policy	<i>Minor Changes have been made throughout the policy.</i>

**APPROVED:**

*Signature on File*



\_\_\_\_\_  
**Quincy L. Booth, Interim Director**

\_\_\_\_\_  
**11-15-16**  
**Date Signed**

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	November 15, 2016	<b>Page 2 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	NEW ISSUANCE	
		<b>REVIEW DATE:</b>	November 15, 2017	
<b>SUBJECT:</b>	<b>INMATE VISITATION</b>			
<b>NUMBER:</b>	<b>4081.1</b>			
<b>Attachments:</b>	Attachment 1 – Video Visitation Inmate Refusal Slip			

1. **PURPOSE AND SCOPE.** To establish procedures for inmate social visitation and special visits for the D.C. Department of Corrections (DOC).
  
2. **POLICY.** It is the District of Columbia Department of Corrections (DOC) policy to encourage inmates to maintain family and community ties by allowing social video visitation, incentive-based face to face social visitation, and contact social visitation subject to the established schedule, security requirements, and the orderly operation of the DOC Video Visitation Center, designated satellite locations, and the Central Detention Facility (CDF/DC Jail), and the Correctional Treatment Facility (CTF).
  - a. Video visitation and incentive-based face to face visitation shall be offered to juveniles adjudicated as adults (housed at the CTF) and inmates housed at the DC Jail.
  
  - b. Contact visits are provided for general population inmates housed at the Correctional Treatment Facility.
  
  - c. All legal visits shall be conducted in accordance with PP 4160.3, *Access to Legal Counsel (Attorney Visits)*.
  
  - d. Special visits for inmates and their families and visits with social service agencies shall be provided in accordance with PP 4410.1, *Religious Programs* and PP 1310.3, *Volunteer Services Program*.
  
3. **NOTICE OF NON-DISCRIMINATION**
  - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
  
4. **PROGRAM OBJECTIVES.** The expected results of this program are:
  - a. Inmates will receive visits from family, friends, and others subject to receiving

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	November 15, 2016	<b>Page 3 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	NEW ISSUANCE	
		<b>REVIEW DATE:</b>	November 15, 2017	
<b>SUBJECT:</b>	<b>INMATE VISITATION</b>			
<b>NUMBER:</b>	<b>4081.1</b>			
<b>Attachments:</b>	Attachment 1 – Video Visitation Inmate Refusal Slip			

proper approval and compliance with visiting regulations.

- b. The secure and orderly operation of the Video Visitation Center, face to face visitation at the DC Jail, and contact visitation at the CTF shall be maintained with monitoring procedures in place to ensure effective management/oversight.
- c. Inmates will continue to have in-person visits with attorneys and their representatives, clergy, volunteers in accordance with PP 1310.3, Volunteer Services and PP 4160.3, Access to Legal Counsel.
- d. A record of visitors will be maintained for all inmates.
- e. Conditions for termination or suspension of visiting privileges for specific rule violations will be clearly stated.

## 5. **AUTHORITY**

- a. DC Code § 24-211.02, Powers; Promulgation of Rules.
- b. Title 2, Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. §§ 12131-12134 and 28 C.F.R. §§ 35.101-35.190
- c. D.C. Code Title 2, Chapter 19, Government Language Accessibility
- d. Turner V. Safely, 482 U.S. 78 (1987).

## 6. **DIRECTIVES AFFECTED**

### a. **Directives Rescinded**

PP 4080.2C                      Video Visitation Center/Special Visits (5/5/16)

### b. **Directives Referenced**

- 1) PP 1310.3                      Volunteer Services Program
- 2) PP 3800.3                      ADA: Communications for Deaf and Hard of Hearing
- 3) PP 3300.1                      Employee Code of Ethics and Conduct

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	November 15, 2016	<b>Page 4 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	NEW ISSUANCE	
		<b>REVIEW DATE:</b>	November 15, 2017	
<b>SUBJECT:</b>	<b>INMATE VISITATION</b>			
<b>NUMBER:</b>	<b>4081.1</b>			
<b>Attachments:</b>	Attachment 1 – Video Visitation Inmate Refusal Slip			

- 4) PP 4020.1 Inmate Orientation
- 5) PP 4160.3 Access to Legal Counsel (Attorney Visits)
- 6) PP 4410.1 Religious Programs
- 7) PS 5020.1 Entrance and Exit Procedures
- 8) PP 5030.5 Canine Unit
- 9) PM 5300.1 Inmate Disciplinary and Administrative Housing Hearing Procedures
- 10) PM 5300.2 Juvenile Disciplinary and Administrative Housing and Hearing Procedures

**7. STANDARDS REFERENCED**

American Correctional Association (ACA) 4<sup>th</sup> Edition Standards for Adult Local Detention Facilities: 4-ALDF-5B-02, 4-ALDF-5B-03, and 4-ALDF-5B-04.

**8. VISITATION OVERVIEW.**

- a. *Staff.* Employees shall be alert, courteous, and professional in their interactions with inmates, inmate visitors, and members of the public.
- b. Notification of Visiting Procedures
  - a. *Inmate Orientation*
    - a) During orientation, each inmate shall be issued a copy of the Inmate Handbook that includes information regarding visitation.
    - b) The assigned Case Manager shall provide an informational overview during the intake/orientation process.
    - c) Inmates may obtain a copy of this policy through the law library.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	November 15, 2016	<b>Page 5 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	NEW ISSUANCE	
		<b>REVIEW DATE:</b>	November 15, 2017	
<b>SUBJECT:</b>	<b>INMATE VISITATION</b>			
<b>NUMBER:</b>	<b>4081.1</b>			
<b>Attachments:</b>	Attachment 1 – Video Visitation Inmate Refusal Slip			

b. *Public Notice*

- a) This policy and access to on-line scheduling for video and face-to-face visiting shall be posted on the public access domain of the DC Government website.
- b) Notices regarding visiting hours, scheduling and rules of conduct shall be prominently posted at the DOC Video Visitation Center, facility entrances (CDF and CTF), visitor's processing areas, visiting rooms and designated satellite locations.

9. **IDENTIFICATION**

- a. All visitors eighteen (18) years of age and older must present proper identification to be permitted into the visitation center. The following documents are approved to use as identification:
  - 1) A valid DC or state issued driver's license;
  - 2) A valid DC or state issued non-driver's identification card with picture and address; or
  - 3) A picture identification card issued by the federal, state, or local government (to include but not be limited to passports and work IDs).
- b. A visitor who can be positively identified by their picture ID shall be allowed access to the visitation center regardless of the gender/sex indicated on the ID.
- c. Youth may be required to show photo identification such as a school identification card where there is uncertainty of age

10. **DRESS CODE FOR FACE TO FACE AND CONTACT VISITS**

- a. Visitors. Visitors shall adhere to the following dress code:
  - 1) No halter, tank or tube tops;
  - 2) No backless or bare midriff tops;
  - 3) No skirts and dresses more than 3 inches above the knee when the wearer is standing;

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	November 15, 2016	<b>Page 6 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	NEW ISSUANCE	
		<b>REVIEW DATE:</b>	November 15, 2017	
<b>SUBJECT:</b>	<b>INMATE VISITATION</b>			
<b>NUMBER:</b>	<b>4081.1</b>			
<b>Attachments:</b>	Attachment 1 – Video Visitation Inmate Refusal Slip			

- 4) No see through or fish net woven type clothing;
  - 5) No shorts (children ages 12 and under are allowed to wear short pants);
  - 6) No spandex/lycra, tight knit or excessively tight fitting clothing;
  - 7) No pants or skirts that expose the rear or hind part of the body;
  - 8) No clothing that displays inappropriate or obscene messages or pictures that may be offensive to others or contain signs or symbols of gangs or groups that are a threat to security;
  - 9) No bare feet, flip flops or shower type shoes
  - 10) No orange tops and bottoms worn together.
  - 11) No Flip-flops, shower, or house shoes.
- b. Inmates. Inmates shall only be allowed to visit if the following is adhered to:
- 1) White T-shirt shall be worn under the facility issued shirt. All T-shirts shall be tucked in at all times during the visit.
  - 2) Shoes that cover the entire foot shall be worn at all times. No shower shoes, house shoes or sandals.
  - 3) No jewelry except for an authorized wedding band.

## 11. GENERAL RULES

- a. Visiting at any DOC facility or satellite visiting facility is by appointment only.
- b. The Warden or his/her designee may disapprove visits to ensure the safety, security or order of the facility.
- c. Visitors under the age eighteen (18) must be accompanied by a responsible adult who maintains close supervision at all times. Children must never be left unattended for any reason.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	November 15, 2016	<b>Page 7 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	NEW ISSUANCE	
		<b>REVIEW DATE:</b>	November 15, 2017	
<b>SUBJECT:</b>	<b>INMATE VISITATION</b>			
<b>NUMBER:</b>	<b>4081.1</b>			
<b>Attachments:</b>	Attachment 1 – Video Visitation Inmate Refusal Slip			

- d. Smoking, eating and drinking are prohibited inside the Visitation Center.
- e. Visitors with small children will be permitted to bring in one baby bottle, one diaper, and one blanket per child. The Visitation Officer will approve additional items on a case-by-case basis.
- f. The agency shall not be responsible for any damage or loss of personal property; however, such incidents should be reported to the Visitation Officer.
- g. If a visitor exits the Visitation Center without authorization, he/she will not be allowed to gain re-entry.
- h. **Denial/Termination of a Visit.** Any visit may be denied or terminated under the following circumstances:
  - 1) A visitor appears to be under the influence of drugs or alcohol;
  - 2) Visitor refuses or fails to produce sufficient photo identification, the visitor cannot be positively identified as the person in the photo (this shall not apply to gender identification changes) or the visitor has falsified identifying information;
  - 3) Reasonable suspicion exists that the visitor may endanger the safety, security or order of the Video Visitation Center or any satellite visitation facility.
  - 4) The visitor or inmate becomes disruptive during the visit;
  - 5) The visitor or inmate otherwise violates visitation rules/and or policy;
  - 6) Insufficient space;
  - 7) Emergencies;
  - 8) Inappropriate behavior or other disorderly conduct.
  - 9) Visitors who do not have an appointment
  - 10) Any visitor who cannot be positively identified using the picture ID shall be denied access to the facility by the Shift Supervisor.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	November 15, 2016	<b>Page 8 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	NEW ISSUANCE	
		<b>REVIEW DATE:</b>	November 15, 2017	
<b>SUBJECT:</b>	<b>INMATE VISITATION</b>			
<b>NUMBER:</b>	<b>4081.1</b>			
<b>Attachments:</b>	Attachment 1 – Video Visitation Inmate Refusal Slip			

- 11) Any visitor who is determined to be visiting in their duties as a member of the press or media shall be terminated immediately and referred to the DOC Public Information Officer consistent with DOC Policy 1340.2, Media Relations.

## 12. VIDEO VISITATION CENTER FOR CDF (DC Jail) and JUVENILES (CTF)

- a. Location. The Video Visitation Center is located at the DC General Hospital complex at 1900 Massachusetts Ave SE, Washington, DC 20003.
- b. Scheduling
  - 1) Visits must be scheduled in advance. Appointments may be scheduled up to one week in advance, but must be scheduled at least twenty-four (24) hours prior to the requested visit date.
  - 2) Visitors in need of reasonable accommodations (such as sign language, etc.) should contact the Warden's office at 202-523-7010 for assistance. No less than five (5) business days are required for the reasonable accommodation to be arranged.
  - 3) Persons who wish to visit inmates at the CDF (DC Jail) or juveniles housed at the CTF must call 1-(888)-906-6394 or (202) 442-6155 Tuesday through Saturday between the hours of 9:00 a.m. and 5:00 p.m. or access the DOC website at <http://visitation.doc.dc.gov> anytime to register and thereafter schedule visits.
  - 4) Online Registration
    - a) When scheduling visits through the DOC website, visitors must follow the prompts to confirm the visit.
    - b) Confirmation of scheduled visits processed through the web or telephonically does not guarantee a visit.
    - c) Scheduled visits may be rescheduled or cancelled due to unforeseen circumstances, i.e., court or disciplinary actions.
    - d) Visitors may call the Video Visitation Center at 1-(888)-906-6394 or



DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	November 15, 2016	<b>Page 9 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	NEW ISSUANCE	
		<b>REVIEW DATE:</b>	November 15, 2017	
<b>SUBJECT:</b>	<b>INMATE VISITATION</b>			
<b>NUMBER:</b>	<b>4081.1</b>			
<b>Attachments:</b>	Attachment 1 – Video Visitation Inmate Refusal Slip			

(202) 442-6155 to check the status of their visit.

- e) Visitors have the option of cancelling their scheduled visits via the web or by telephone (prior to the scheduled visit time).
- f) Visitors are responsible for re-scheduling cancelled visits.
- g) DOC reserves the right to cancel any and all visit(s) without prior notice.
- h) Visitors will be instructed to arrive at the Video Visitation Center at least 15 minutes prior to their scheduled visiting start time.

c. *Visiting Days*

- 1) The Video Visitation Center will be open Wednesday through Sunday between 11:00 a.m. and 10:00 p.m.
- 2) The last visitation session will start at 9:00 p.m.
- 3) Information about hours at the satellite sites may be obtained when calling to schedule an appointment.

d. *Length of Visits.* Visits are scheduled to last forty-five (45) minutes.

e. *Number of Visits.* Inmates will be allowed two (2) visits per week

f. Visitors should arrive at least 15 minutes prior to their scheduled appointment time.

g. Visitors arriving after the start of their scheduled session will not be allowed to visit.

h. *Number of Visitors Allowed*

- 1) No more than two (2) adults or one (1) adult and two (2) minor children shall be allowed to enter the Video Visitation Center to visit an inmate.
- 2) Rules for providing the opportunity for more than two (2) minor children to participate in visitation are provided in Section 11 §k. of this directive.

i. Visitors will be required to turn-off cell phones and other electronic devices

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	November 15, 2016	<b>Page 10 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	NEW ISSUANCE	
		<b>REVIEW DATE:</b>	November 15, 2017	
<b>SUBJECT:</b>	<b>INMATE VISITATION</b>			
<b>NUMBER:</b>	<b>4081.1</b>			
<b>Attachments:</b>	Attachment 1 – Video Visitation Inmate Refusal Slip			

during visitation. Failure to comply will result in termination of the visit and/or suspension of visitation privileges.

- j. The taking of photographs is strictly prohibited. Failure to comply will result in termination of the visit and/or the suspension of visitation privileges.
- k. Visitor Processing at the Video Visitation Center
  - 1) The Visitation Center Officer shall verify visitor information by checking the visitor's identification and confirmation number.
  - 2) Visitors will be provided a video station seat number upon arrival at the Visitation Center.
  - 3) Visitors shall remain in the Video Center waiting area until the inmate they are visiting has arrived in the designated facility room for the visit.
  - 4) The total number of visitors permitted at each station will not exceed two (2) adults or one (1) adult and two (2) minor children.
  - 5) If there are more than two (2) children that the visitor is requesting to be allowed to visit, the following rules shall apply:
    - a) A second adult must be present to provide supervision in the Video Center waiting area for the other children.
    - b) The forty-five (45) minute visit will be divided into two (2) segments.
    - c) Once the first two minor children have completed their visit, the adult will notify a Visitation Officer, who will accompany the adult and minor children to the waiting area.
    - d) The first adult visitor can participate in the second half with the remaining two (2) minors or if the second adult is also approved for this visit the second group of minors will be accompanied by the second adult.
  - 6) Visitors shall turn off cell phones and other electronic devices during visitation. Failure to comply will result in termination of the visit and/or suspension of visiting privileges.
  - 7) Taking photos is strictly prohibited. Failure to comply will result in

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	November 15, 2016	<b>Page 11 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	NEW ISSUANCE	
		<b>REVIEW DATE:</b>	November 15, 2017	
<b>SUBJECT:</b>	<b>INMATE VISITATION</b>			
<b>NUMBER:</b>	<b>4081.1</b>			
<b>Attachments:</b>	Attachment 1 – Video Visitation Inmate Refusal Slip			

termination of the visit and/or suspension of visiting privileges.

I. Inmate Processing For Video Visits

- 1) On days specified for visitation, the Shift Commander for the Number Two (2) Shift shall generate a daily visitation report by housing unit which will be distributed to unit OICs in roll call. The list will include the inmate's name and DCDC#, the time and monitor number for the visit and the visitor's identification number.
- 2) The unit OIC on the Number Two (2) shift shall inform inmates of their scheduled visits.
- 3) Officers must document in the unit log book when inmates refuse visits. Inmates refusing visits must sign the Video Visitation Inmate Refusal Slip (Attachment 1). All refusal slips will be forwarded to the Video Visitation Supervisor.

12. **SATELLITE VIDEO VISITATION LOCATIONS**

- a. Through partnerships with the DC Public Library, the DC Department of Parks and Recreation and other community based entities, a number of satellite video visitation sites have been established.
- b. Information about the location of available satellite sites may be obtained via the agency website at [www.doc.dc.gov](http://www.doc.dc.gov) or when calling to schedule an appointment.
- c. Visits at the satellite locations can be scheduled via the web at <http://visitation.doc.dc.gov> or telephonically at 1(888) 906-6394 or (202) 442-6155.
- d. The rules and regulations governing the Video Visitation Center also apply to the satellite locations.
- e. Those using the satellite community locations must also follow the established rules and regulations of that facility.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	November 15, 2016	<b>Page 12 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	NEW ISSUANCE	
		<b>REVIEW DATE:</b>	November 15, 2017	
<b>SUBJECT:</b>	<b>INMATE VISITATION</b>			
<b>NUMBER:</b>	<b>4081.1</b>			
<b>Attachments:</b>	Attachment 1 – Video Visitation Inmate Refusal Slip			

### 13. CDF FACE TO FACE VISITS

- a. DOC Inmates who have been incarcerated for a period of 60 days or more, who have not incurred a sustained disciplinary violation for a period of at least 30 days will be afforded one 30-minute face-to-face visit per month.
- b. By the end of each month, the DOC’s statistician will identify all inmates within the CDF who have who meet the eligibility criteria for face to face visitation.
- c. Face-to-face visits will be held inside the Central Detention Facility and each inmate will visit in the visiting hall on the floor of his housing unit.
- d. This visit will be made available on the first consecutive Monday and Tuesday of each month. Visiting hours will be from 10:00 a.m. until 3:00 p.m. and 5:00 p.m. until 8:00 p.m. There will be **no** visits conducted between 3:00 p.m. and 5:00 p.m.
- e. The Video Visitation Staff will schedule face-to-face visits from 9:00 a.m. to 5:00 p.m. on the Sunday prior to the designated face-to-face visiting days (the first consecutive Monday/Tuesday of each month). Inmates whose last names begin with the letters **A-M** will receive visits on Monday. Inmates whose last names begin with the letters **N-Z** will receive visits on Tuesday.
- f. Visitors will schedule by calling the Video Visitation scheduling number, (202) 442-6155. Video Visitation staff will provide each scheduled visitor with a “visit confirmation number” prior to the termination of the call.
- g. No more than two (2) adults or one (1) adult and two (2) minor children shall be allowed to enter the Central Detention Facility to visit an inmate.
- h. Visitors will be instructed to arrive at the Central Detention Facility at least 30 minutes prior to their scheduled visiting start time.
- i. All visitors entering the Central Detention Facility shall be subject to the search procedures in accordance with *PS 5020.1 Entrance and Exit Procedures.A*

### 14. CTF CONTACT VISITS

- a. Inmate Visiting List Authorization

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	November 15, 2016	<b>Page 13 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	NEW ISSUANCE	
		<b>REVIEW DATE:</b>	November 15, 2017	
<b>SUBJECT:</b>	<b>INMATE VISITATION</b>			
<b>NUMBER:</b>	<b>4081.1</b>			
<b>Attachments:</b>	Attachment 1 – Video Visitation Inmate Refusal Slip			

- 1) Each inmate shall be allowed twelve (12) people on their visitation list.
  - 2) Revisions to the visitation list may be made six (6) months from the date of arrival at the facility.
  - 3) Requests for revisions must be submitted to the Case Manager for review and approval.
  - 4) Each inmate is allowed one visit per week.
  - 5) Up to five (5) adults, or two (2) adults and three (3) minor children are permitted at each visit.
- b. Scheduling
- 1) The visitor must call the facility reception desk to request a date and time for a visit in accordance with the visitation schedule.
  - 2) Visitation reservations shall be scheduled with the Visitation Clerk Monday through Friday at 202-698-3000 from 8:00 am to 4:00 PM. Once the appointment is made the visitor shall be assigned a confirmation number.
  - 3) The caller must state the inmate's name; DCDC number, and who will be visiting to include the number of minors.
  - 4) Visitors must arrive twenty (20) minutes prior to their scheduled time with the assigned confirmation number.
  - 5) Visitors that do not register prior to their appointed time shall not be allowed to visit.
  - 6) Visitors may cancel a visit by contacting the reception desk.

## 15. **SPECIAL VISITS- VISITING INMATES AT A MEDICAL OUTPOST**

- a. The Warden or designee may approve visits from immediate family when an inmate is in critical condition and confined to an outside medical facility (medical outpost).
- b. For the purposes of this directive, immediate family members shall include

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	November 15, 2016	<b>Page 14 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	NEW ISSUANCE	
		<b>REVIEW DATE:</b>	November 15, 2017	
<b>SUBJECT:</b>	<b>INMATE VISITATION</b>			
<b>NUMBER:</b>	<b>4081.1</b>			
<b>Attachments:</b>	Attachment 1 – Video Visitation Inmate Refusal Slip			

parents, legal guardians or any person who acted as the inmate's parent, spouses (including partners/significant others with whom the inmate was known to be in an established relationship prior to incarceration), grandparents, siblings and children.

- c. The attending physician may submit a recommendation for the visit to the Chaplain or directly to the Warden.
- d. The Case Manager shall verify the family relationship of each requested visitor and make a recommendation for approval or denial. The Case Manager shall consider and document any security or safety issues when making the recommendation (for example, whether the inmate is on Special Handling, presents special management issues, or is a juvenile).
- e. The Case Manager shall submit the request through the chain-of-command.
- f. The Warden or designee shall make the final decision, including but not limited to the length of the visit and any special arrangements or security precautions.
- g. Visitors shall comply with this directive, and any restrictions or requirements imposed by the medical facility.

## 16. SPECIAL CONTACT VISITS

- a. Requesting Contact Visits
  - 1) *Inmates.* In cases of family crisis, the inmate may submit a request for a contact visit directly to the Chaplain or Case Manager explaining the reason/extenuating circumstances.
  - 2) *Family Member.* A family member may request a contact visit via the Chaplain or the inmate's Case Manager explaining the extenuating circumstances for consideration. Generally, criteria for the visit shall relate to a family crisis such as family notifying an inmate of the death or life threatening illness of an immediate family member.
  - 3) *Staff.* Upon knowledge of special circumstances, staff may recommend a special visit. The referral shall be made to the Case Manager or Chaplain.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	November 15, 2016	<b>Page 15 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	NEW ISSUANCE	
		<b>REVIEW DATE:</b>	November 15, 2017	
<b>SUBJECT:</b>	<b>INMATE VISITATION</b>			
<b>NUMBER:</b>	<b>4081.1</b>			
<b>Attachments:</b>	Attachment 1 – Video Visitation Inmate Refusal Slip			

b. Processing Requests for Contact Visits

- 1) The Chaplain and the Case Manager shall work collaboratively to process the request for a contact visit.
- 2) The Chaplain shall communicate with the family to verify the familial relationship and the extenuating circumstances and forward the information to the Case Manager.
- 3) The Case Manager shall:
  - a) Review the inmate's institutional record to verify the familial relationship and to identify any factors that would preclude a contact visit, and
  - b) Prepare a memorandum through the chain-of-command to the Warden with a recommendation and justification for approval or disapproval of the contact visit.
- 4) The Warden or his/her designee shall approve or deny written requests for special contact visits.
- 5) The Warden or his/her designee shall include a brief explanation when a decision is made to deny the visit.
- 6) If approved, the special visit shall be conducted in the Chaplain's office under the direct supervision of the Chaplain or designee at all times.
- 7) The Case Manager or, when appropriate, the Chaplain, shall notify the family and the inmate of the arrangements.

**17. STAFF VISITING AN INMATE WHO IS AN IMMEDIATE FAMILY MEMBER**

- a. In accordance with *PP 3300.1, Employee Code of Conduct and Ethics*, a DOC employee, contractor, or volunteer shall obtain advance written approval to visit with an immediate family member who is incarcerated at CDF or CCA/CTF.
  - 1) A DOC employee, contractor, or volunteer assigned to CDF shall obtain advance written approval from the Warden.
  - 2) A DOC employee, contractor, or volunteer not assigned to CDF shall

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	November 15, 2016	<b>Page 16 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	NEW ISSUANCE	
		<b>REVIEW DATE:</b>	November 15, 2017	
<b>SUBJECT:</b>	<b>INMATE VISITATION</b>			
<b>NUMBER:</b>	<b>4081.1</b>			
<b>Attachments:</b>	Attachment 1 – Video Visitation Inmate Refusal Slip			

obtain advance written approval (preliminary) from their Office Chief and final written approval from the CDF Warden.

- 3) CCA employees, contractors, and volunteers shall obtain advance written approval from the CCA Warden and the CDF Warden to visit with inmate relatives who are housed at the CDF.
  - b. Upon approval, the employee, contractor, or volunteer must present a copy of the written approval at the time of registration for the visit. Current visitation policies for the facility housing the inmate will apply.
  - c. The DOC or CCA employee, contractor, or volunteer shall not wear any DOC or CCA uniform or insignia during the visit.
  - d. The DOC or CCA employee, volunteer or contract employee is prohibited from going into the housing unit where the incarcerated relative resides. The DOC or CCA employee, contractor, or volunteer shall not otherwise make contact with the inmate when the inmate is on a work detail, being treated in the infirmary, or any other area of the facility.

## 18. **SUSPENSION AND REVOCATION OF VISITING PRIVILEGES**

- a. Any visitor who violates this policy or who poses a threat to the safety, security and/or orderly operation of any DOC facility, based on the severity of the incident, may be temporarily or permanently suspended from visitation pending final disposition.
- b. Only the Warden or his/her designee may permanently suspend a visitor.
- c. Prior to temporary or permanent suspension (30 days to permanent termination), written notice of the decision, including a statement of reasons, shall be given to the inmate and mailed to the visitor. The statement of reasons may be withheld to the extent it would jeopardize security or an individual's safety.
- d. The visitor and/or inmate can submit a written statement (or when it is time sensitive, an oral appeal) in opposition to the proposed suspension.
- e. In the case of indefinite suspension, the notice shall include a date when re-application for visiting may be made.



DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	November 15, 2016	<b>Page 17 of 17</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	NEW ISSUANCE	
		<b>REVIEW DATE:</b>	November 15, 2017	
<b>SUBJECT:</b>	<b>INMATE VISITATION</b>			
<b>NUMBER:</b>	<b>4081.1</b>			
<b>Attachments:</b>	Attachment 1 – Video Visitation Inmate Refusal Slip			

## 19. APPEAL OF VISITING SUSPENSIONS AND TERMINATIONS

- a. Anyone who has been denied visiting privileges may submit an appeal that cites the reasons or an explanation to the Warden.
- b. The Warden shall respond to each appeal within thirty (30) calendar days of receipt.
- c. If the person is not satisfied with the appeal response provided by the Warden, he/she may appeal the suspension or termination to the Deputy Director for Operations. The Deputy Director for Operations shall respond to appeals within thirty (30) calendar days of receipt. If not satisfied, the appeal may be sent to the Director who will respond within thirty (30) calendar days.
- d. The Director is the final authority for rendering agency decisions regarding the suspension or termination of visiting privileges.

## 20. REINSTATEMENT OF VISITING PRIVILEGES

- a. Upon completion of the suspension period the visitor may request reinstatement of visiting privileges to the Warden.
- b. If denied, the visitor may appeal the denial of reinstatement as described in Section 20.

Attachment

Attachment 1 – Video Visitation Inmate Refusal Slip (Official Use Only)

DOC/PP4081.1/11/15/2016



**D.C. DEPARTMENT OF CORRECTIONS  
CENTRAL DETENTION FACILITY  
VIDEO VISITATION INMATE REFUSAL SLIP**

I \_\_\_\_\_, DCDC# \_\_\_\_\_ refuse

my video visitation (social visit) with Visitor \_\_\_\_\_ on \_\_\_\_\_

Inmate Signature: \_\_\_\_\_ Date & Time: \_\_\_\_\_

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