



## Inmate Visitor Information Brochure Guidelines

The *Inmate Visitor Information Brochure* provides inmates and their visitors with information and guidance on the following:

- A. Visitor Approval - Visitor Online Application Process for Institutions, Visitor Eligibility, and Sex Offender Visitation Approval. Video visitation is available for immediate and non-immediate family and friends.
- B. Transportation Options - Personal Vehicles, Assisting Families of Inmates (AFOI) Transportation Program, Public Transportation Services (5-ACI-7D-22)
- C. Visiting Schedule - General Population, Restorative Housing Visitation, Special Status Inmate Visitation, Institution Specific Visitation (Specialized Populations) (5-ACI-7D-15)
- D. Admission Requirements - Identification Requirements, Admission of Minors, Approved Visitor Attire, Authorized Items (5-ACI-7D-15)
- E. Visitation Screenings and Searches - Inmate Visitors, Mobility Impaired Visitors, Service or Guide Animals
- F. Visiting Room Operation - General Guidelines, Prohibited Conduct, Supervision of Minors (5-ACI-7D-15)
- G. Alternate Visitation Methods - Video Visitation Program, Non-Contact Visitation, Non-Contact Video Visits

The visitation program varies by institution to accommodate for the structural design, operational needs, security level, and mission of the institution; the institution specific *Inmate Visitor Information Brochure* provides additional information for the institution as follows:

- A. Information on transportation services to the institution: AFOI and Public Transportation Services. (5-ACI-7D-22)
- B. Information on an institution's visitation allocation system when one is utilized.
- C. Maximum number of visitors allowed to visit with each inmate at one time; specifying adult and minor if restricted based on space requirements, limits on the number of visits each inmate may have per day if applicable, total number of visiting hours per month by inmate security level. (5-ACI-7D-14, 5-ACI-7D-15)
- D. Visiting information for Restorative Housing Units to include available days, hours of operations, and maximum number of visitors.
- E. Visiting information for other special status inmates to include available days, hours of operation, contact or non-contact visitation and video visiting, and maximum number of visitors, when applicable.
- F. Visiting information for specialized populations e.g., Security Level S, SDTP, STAR, etc. to include available days, hours of operation, contact or non-contact visitation and video visiting, and maximum number of visitors when applicable.
- G. Specific hours of operation for home internet video visitation.
- H. Address/phone number, and directions to the institution. (5-ACI-7D-15)
- I. Procedure for how visits are terminated. (5-ACI-7D-14)
- J. Rules prohibiting visitors of one inmate sending funds to or receiving funds from another inmate unless both inmates are documented immediate family members and have prior approval of the Facility Unit Head.
- K. Process for special visits, for example: family emergencies. (5-ACI-7D-15; 4-ACRS-5A-18[II])

