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VISITING RULES

Visiting Hours

- Visiting hours for each institution, housing area and/or inmate classification shall be posted through the warden or designee and available at the visitor registration desk. Notification to prospective visitors concerning posted visiting hours is the responsibility of the inmate. When arriving for a visit, visitors must not arrive more than fifteen (15) minutes prior to, nor more than fifteen (15) minutes after, the posted start of each visiting session. Visitors who do not arrive at the correctional facility during scheduled time frames will not be permitted entrance into the correctional facility grounds, unless approved by the shift supervisor or above.

Positive Identification Required

- Only individuals whose names are on the inmate's approved visitors list will be entitled to visit. Positive photo identification will be required for all visitors for entry to Wyoming Department of Corrections correctional facilities and the facility visiting area, including school aged children. Upon arrival at the visiting desk/reception area, the visitor shall sign in on any required registration form/log and present proper identification (ID).
- One of the following current photo ID's will be required as identification for visitors age 16 and over to enter a Department of Corrections facility:
 1. Drivers license;
 2. Passport;
 3. State identification card (state employee or Department of Transportation);
 4. Military or other federal identification;
 5. Student identification card;
 6. Tribal identification card; or
 7. Other official governmental identification.
- Privileged visiting shall not be permitted without the required current photo ID. However, basic visiting may be approved with at least two of the following pieces of identification:
 1. Social Security Card;
 2. Birth certificate or registration;
 3. Current identification card from service organizations (other than military) with picture and signature; or
 4. Current bankcards and signature.



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- Children under 16 years of age may also use the following appropriate ID:
 1. Birth certificate or registration;
 2. Social security card;
 3. Insurance card;
 4. Tribal identification card;
 5. Student body card or school identification card; or
 6. State identification card.

Minor Children

- Only the minor children of the inmate who are accompanied by an approved adult visitor, or the minor children of a custodial parent or legal guardian who is also an approved visitor and accompanying them to the visit, who are listed on the inmate's visiting list and who have a notarized WDOC Form #532, *Letter of Custodial Consent* on file with the institution, are authorized to visit.
- Minors who were the victim of the inmate's past or present sex crime involving a minor will not be allowed to visit, unless otherwise approved in accordance with WDOC Policy and Procedure #5.400, *Inmate Visitation*.

Appropriate Clothing/Dress Required

- In order to maintain a positive environment for all inmates and visitors, a reasonable clothing standard must be established. Visitors are encouraged to wear clothing that is conservative in nature in order to maintain a respectful visiting environment. Some types of clothing may be prohibited to maintain the security of the facility.
- Visitors are not allowed to wear blue denim or other clothing that is similar to inmate attire. This restriction is necessary to ensure the safety of all individuals if an emergency arises. Children fewer than three feet tall will be permitted to wear blue denim. Visitors should check with the specific facility they are visiting to inquire about clothing that is prohibited because it is similar to inmate attire.
- Clothing that is unduly suggestive or form fitting is prohibited. Dresses, skirts, jumpers, culottes, and shorts shall not be worn more than two inches above the middle of the kneecap. Slit dresses/skirts shall be permitted only if the slit is not more than two inches above the middle of the kneecap. Wrap-around skirts are not permitted.
- Clothing that exposes an undue amount of flesh (e.g., exposing chest, back, thighs, or midsection) is prohibited. Examples of clothing that will be prohibited include: halter tops/dress, tube tops, see-through clothing, sheer fabrics, mini-skirts, shirts with low cut neck lines, wrap around skirts, and crop tops. Visitors are required to wear undergarments.



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- Umbrellas, hats, outer garments such as raincoats, ski jackets and other garments that protect against rain and other inclement weather are normally prohibited within the main visiting room. Some visiting rooms require outside travel once checked in. In these cases, the institution will provide a designated area for the garment.
- Light-weight sweaters, jackets, sweatshirts without hoods, lined jackets/coats, and/or sport/suit coats are permitted to be worn as outer garments, but must be worn by the visitor during the entire visiting session or left in the visitor's locker. These outer garments must be removed for security screening. Sweatshirts with hoods are not permitted inside the visiting area at any time.
- Accommodations will be made on a case-by-case basis for religious head gear consistent with security practices. Where possible, arrangements should be made prior to visit.
- Clothing, hairstyles, insignias or other paraphernalia associated with security threat groups (gangs) or that create undue attention or conflict are prohibited; i.e., clothing with slogans, suggestive, or controversial statements.
- Footwear must be worn.

Restriction on Items You May Bring to Visitation and Exchange of Objects/Articles with Inmates

- Property, including mail and photographs, shall not be brought in to the inmate through the visiting process.
- Visitors shall secure their personal property such as purses, keys, wallets, money, coats, hats, blankets, etc. in a visitor locker or specified secure point in the correctional facility lobby, if available, until the visit is over or leave these items locked within their secured vehicle in the parking lot. The WDOC shall not be responsible for the loss of such items brought onto WDOC grounds.
- It is the responsibility of the visitor to lock his/her locker. Lockers will be inspected following visiting hours. Contents will be confiscated, inspected, inventories and/or logged and placed in holding. Visitors who have questions regarding confiscated property shall make a request in writing to the warden or designee.
- Baby-care items shall be permitted as follows per child: up to six diapers, one clear bottle (plastic), one single layer blanket, one pacifier, two teething toys, one sealed powdered milk container or sealed individual powder or liquid formula packs, and diaper wipes (in clear plastic bag or in unopened sealed package). All items shall be subject to search. No baby seats or carriers will be permitted, if such are supplied by the institution.
- Other than items from the vending machines, visitors shall not exchange any object or article with an inmate.



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- Paper items produced by children during the visiting session with materials provided may be taken out by the child or displayed in the visiting room.

Visiting Security Screening Required

- All individuals entering upon Wyoming Department of Corrections (WDOC) property are subject to random searches of their person, property and vehicles, to include search by a WDOC canine team. By entering upon the property, you grant consent to be searched.
- Explosive devices, firearms, ammunition, alcoholic beverages, narcotics, dangerous drugs, or objects or material of any kind which might be used to compromise the safety and security of the facility are not permitted on facility grounds.
- Tobacco products and cell phones are not permitted in the visiting area or on facility grounds outside of the visitor's vehicle.
- All documents/items permitted to be brought to the visiting room shall be searched prior to entering or leaving the visiting room/area and/or must be stored in designated lockers.
- Visitors must be processed through a security checkpoint to access the visiting area within all WDOC facilities. Security staff will screen all visitors and search any authorized hand-carried items in accordance with the department's rules and facility access procedures.
- Processing may require the removal of shoes, jackets, sweaters, suspenders, belts or other accessories for closer inspection and/or separate processing. Areas of the body that have body piercings and/or undergarments with an underwire often alarm metal detectors and may delay or even prevent visiting. Visitors may be asked to remove body piercings and/or jewelry to expedite the screening process.
- For security purposes, initial screening of visitors will be done by metal detector. For most visitors, successfully completing the scan by metal detector and the related inspection of clothing and authorized personal items will preclude additional screening. At institutions equipped with a functional walk-through metal detector, all visitors must successfully pass through the detector unless a visitor has a documented medical condition or disability that would preclude the visitor from passing through the detector. At institutions or facilities without a functioning walk-through metal detector, a hand-wand type of metal detector may be used.
- Additional screening will occur when an individual sets off the alarm of the metal detector or an individual has provided documentation to substantiate a condition that precludes successful screening by metal detector. This additional screening may include either a hand-wand inspection in conjunction with a frisk search of the visitor's body, including the torso; a frisk search alone; or a skin search. Additional screening, other than hand-wanding, will be conducted by staff of the same gender as the visitor. Visitors should let staff know of any personal needs or concerns a visitor may have regarding additional screening due to religious or cultural considerations, disability, or other medical concern.



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1. Hand-Wand Inspection. A hand-wand inspection helps staff to identify what may have set off the alarm on the walk-through metal detector or to confirm an alarm present during the initial screening. During the wand procedure the visitor will be asked to stand with feet and legs apart and arms out to the side while the staff member passes the wand in close proximity to all areas of the visitor's body.

2. Frisk Search. A frisk search complements the hand-wand inspection but may be performed as a stand-alone procedure, when appropriate, or to resolve alarms set off during an inspection by metal detector. In order to ensure security, this inspection may include touching sensitive areas of the body and will be performed by someone of the same gender as the visitor.

3. Skin Search. A skin search is a security procedure that involves visual inspection of a person's body with all of their clothing removed and a thorough inspection of the person's clothing for the purpose of detecting contraband. No visitor will be asked to submit to a skin search except as provided in WDOC Policy # 3.013, *Searches*.

- Visitors with documentation regarding a medical condition or disability must present this information to staff to help inform staff of the visitor's situation. This documentation should be provided prior to the date of visitation or at the time of initial visiting application so that the information can be entered onto the visitor's data base. This documentation will not exempt the visitor from the security screening process.
- Visitors with proper documentation of a medical condition, medical device or disability that would preclude their passing through a walk-through metal detector or hand-wanding or both will be offered a frisk search as an alternative. Visitors with a medical device (on the interior or exterior of their body) should check with their doctor prior to arriving at the institution to determine if it is safe to go through the metal detector or be hand-wanded. Visitors that have been advised by their doctor that they should not go through the metal detector or be hand-wanded must provide staff with documentation of the same. This documentation should be provided prior to the date of visitation or at the time of initial visiting application so that the information can be entered onto the visitor's data base.
- If a visitor has an implanted medical device that the visitor would like to remain private and confidential, the visitor should ask staff to please be discrete when assisting him or her through the security screening process. Visitors with a pacemaker should carry a Pacemaker Identification Card (ID) when attempting to visit. Visitors showing staff a valid pacemaker ID will be offered a frisk search as an alternative to passing through the walk-through metal detector or being hand-wanded.
- To expedite the processing of visitors, it is recommended (but not required) that the visitor advise staff that he or she has an implanted pacemaker, other implanted medical device, or metal implant and where that implant is located. Staff will offer the visitor a frisk search as an alternative once it becomes known that the



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visitor has a metal implant or implanted medical device. If a visitor has an implanted bone growth stimulator or other device that operates under a specific magnetic calibration, which cannot be x-rayed because the calibration of these units cannot be disrupted, staff will offer a frisk search in combination with a physical inspection of the device as an alternative to being x-rayed.

- Staff will need to resolve all alarms associated with metal implants. Most alarms will be able to be resolved during a frisk search and should not typically require the lifting and/or removal of clothing.
- Visitors who are confined to wheelchairs will be required to present a medical card or documentation to support their need to be in the wheelchair. This documentation should be provided prior to the date of visitation or at the time of initial visiting application so that the information can be entered onto the visitor's data base. A modified frisk search will be used for visitors confined to wheelchairs as the reliability of handheld metal detectors is limited by the structure of the chair itself. Visitors in wheelchairs will limit their accessories and personal possessions to only those items medically necessary during the visiting session.
- If a visitor chooses not to submit to a frisk search, the visit may not be allowed to occur. Should a visitor withdraw consent at any time once a search, of any kind, has been initiated, the searching officer will discontinue the search immediately. The visitor will not be allowed to visit.
- Within the limits of available resources, staff will be discrete when conducting all searches and inspections of visitors.

Physical Contact during Visits

- Visitors who are approved for privileged visiting may briefly embrace and kiss the inmate at the beginning and end of the visits. Hand-holding and holding of small children under seven years of age by the inmate is permitted during the visit as long as the conduct is appropriate in nature.

Supervision and Control of Children:

- Visitors and inmates shall appropriately supervise children at all times while in the visitation/play area. Visitors must ensure that children do not become disruptive to the point that they interfere with other visits, or jeopardize the security of the visiting environment. If this occurs, a visit may be ended prematurely to remove the child.

Appropriate Behavior by Visitors is required:

- Visitors shall not engage in a disturbance, as defined in this rule, or otherwise violate the visiting rules. Any visitor who exhibits indication of the use of alcohol, narcotics, or other intoxicants shall have the matter referred to local law enforcement and shall not be permitted to visit.



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Items Purchased from Facility Vending Machines

- All items purchased from the vending machines must be consumed or disposed of in the visiting facility. Inmates shall be prohibited from handling money and/or tokens, and from approaching, or operating the vending machines.
- No cash or negotiable instruments other than up to \$20 in change, tokens or other authorized cash substitute devices if applicable, shall be allowed in the visiting room/area. Tokens carried into the visiting area must be clearly inspected and approved by visiting room staff.

Loitering on facility grounds Prohibited

- After the visiting period, all visitors shall sign out and leave the visiting area promptly and shall not loiter on WDOC grounds. Attempts to communicate verbally or non-verbally with inmates from the grounds before or after the visiting session may cause review of the visitor's visiting status.

Parking Guidelines

- Visitors shall park and lock/secure their automobiles in the designated visitor parking lot. Parking for visitors with disabilities will be available in designated areas.
- No one, including minor children or animals, shall remain or be left unattended in cars or on institution property. Vehicles found to be unlocked/unsecured shall be locked by the staff member and/or the visitor will be required to report to his/her vehicle and the visit will be terminated.

Restrooms

- Restrooms are available for visitor use. Female sanitary items may be provided upon request or through a vending machine.
- Inmates may not accompany any visitor, including minor children, to the restroom. For the safety of the child, only an outside escort may accompany a child to the restroom.
- Once a visitor or an inmate leaves the visiting area other than to access the restroom, the visit shall be terminated. If the facility does not have a restroom available for inmate use, the visit shall be terminated if the inmate must leave to use a restroom. Inmates with a documented medical condition as verified by WDOC medical staff shall be permitted restroom privileges in those facilities where inmate restrooms are not available.

General Visiting Rules

- Before each visitor's initial visit, the correctional facility warden or designee shall ensure that a visitor's consent form is reviewed with and signed by the visitor. These consent forms outline the visitor's agreement to comply with the visiting rules and



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his/her consent to the required search of person and property prior to visitation. Consent forms will be maintained in the inmate's base file.

- Visitors shall not be permitted to leave any unauthorized item in the visiting area, facility or facility grounds for an inmate, or pass any item to any inmate prior to, during or following a visit other than those approved items purchased through vending machines in the visiting area during the visiting period.
- Any visitor found in possession of contraband (i.e., drugs, weapons, tobacco products, cell phones, or any unauthorized item) may have his/her visiting privileges suspended, restricted or revoked and may be referred for criminal prosecution.
- Visitors shall not be permitted to bring cameras, audio/video recording equipment, cell phones, or any other electronic devices into the correctional facility.
- Visitors shall not be permitted to bring pets or other animals onto correctional facility property, except in the case of a trained assistance dog, such as a seeing-eye dog, with an appropriate service harness.
- Food items from outside the penitentiary are not allowed.
- All visits shall be conducted in a quiet, orderly and dignified manner. A visit may be terminated for foul and/or abusive language/conduct or refusal to comply with WDOC rules, policies, or procedures.
- Excessive physical contact or conduct of a sexual nature between inmates and visitors such as petting, fondling, prolonged kissing or bodily contact, etc. is prohibited.
- Visitors shall not be permitted to leave and re-enter the visiting area during a visit. If a visitor leaves the visiting area, the visit shall be terminated.
- Once visitors and inmates have been assigned seating in the visiting room/area, changing location requires approval of the visiting room supervisor.
- Neither a visitor nor an inmate shall be permitted to visit with a person who is not specifically authorized for the current visit.
- Visitors shall not be permitted to visit twice in one visiting session, unless approved in advance by the warden or designee.
- Visitors shall only have access to those areas specifically designated as visiting areas.
- An individual shall not generally be approved for more than one inmate's visiting list. Any exception shall be evaluated on a case-by-case basis by the Warden (as may be done in the case when a visitor is immediate family to more than one inmate).



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- Visitors who wish to be added to a different inmate's visiting list than the one they are currently registered for must wait six months after being dropped from the first list before being added to the second list.
- Any staff member, contractor, volunteer or student who has terminated employment or services with the WDOC may not be considered for visits until one (1) year after termination of employment or services.
- WDOC staff shall not be allowed to participate in the visiting process unless special approval is granted by the Warden or his/her designee in cases where an employee's immediate family member is incarcerated.

Posting Money to an Inmate's Account

- Money orders or cashier's checks will be accepted from visitors during visitation for later posting to inmate's accounts – **NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED.** All money orders and cashier's checks must be clearly marked with the inmate's name and number and given to the receptionist, or placed into a designated secure drop box if so directed. If the money order or cashier's check is received by staff during visitation, a three-part receipt will be prepared with the original going to the visitor, one to the inmate, and one to the business office/inmate services officer along with the money order or cashier's check. If the money order or cashier's check is placed into a designated drop box, the business office/inmate services officer shall be responsible for issuing the receipt and posting the money to the inmate's account. Posting of funds may also be completed using kiosk services, if they are available.

Visitors in Violation of Visiting Rules:

- Visitors found in violation of one or more of these rules are subject to sanctions as directed by the facility warden or designee. Violation of visiting room protocol by a visitor, or violation of rules of prohibited conduct by an inmate shall result, at a minimum, in disallowance or termination of the visit.