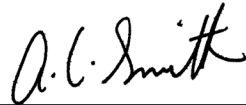




<b>SUBJECT:</b> <b>Incarcerated Person (IP) Visitation</b>	PAGE <u>  1  </u> OF <u>  15  </u>
	NUMBER: <b>76-VIS-01</b>
<b>ORC/OAC REFERENCE:</b> ORC 5120.01	<b>SUPERSEDES:</b> 76-VIS-01 dated 03/01/2025
<b>RELATED ACA STANDARDS:</b> 2-CO-5D-01; 5-ACI-7D-14, 7D-16, 7D-17, 5-ACI-7D-19, 7F-06	<b>EFFECTIVE DATE:</b> <b>February 16, 2026</b>
	<b>APPROVED:</b> 

**I. AUTHORITY**

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

**II. PURPOSE**

The purpose of this policy is to establish procedures within the Ohio Department of Rehabilitation and Correction (DRC) which governs visitation programs for incarcerated people.

**III. APPLICABILITY**

This policy and procedure applies to all incarcerated persons (IPs) and employees of the DRC, especially to those incarcerated people who receive visits, those staff who process visiting applications, and the visiting room staff who monitor and supervise visiting.

**IV. DEFINITIONS**

The definitions for the terms below can be found at the top of the policies page on the DRC Intranet/Internet.

**Definitions Link**

- **Applicant**
- **Approved Visitor**
- **Bona Fide Identification**
- **Child**
- **Clergy of Record**
- **Courtesy Visit**
- **Guardian**
- **Immediate Family**
- **Reentry Mentor**
- **Service Animal**
- **Special Visit**
- **Video Visitation**

## **V. POLICY**

It is the policy of the DRC that people in the physical custody of the DRC be allowed visitation privileges. The visiting program is designed to enhance contact with family and other supporters that will enable the IP to successfully re-enter society at the conclusion of their incarceration.

## **VI. PROCEDURES**

### **A. General Visiting Guidelines**

1. The DRC General Visiting Instructions (DRC2274) and Declaration of Understanding (DRC2554) shall be made available to all staff, the incarcerated population, and visitors. Each institution has different physical facilities and programs; therefore, the managing officer at each institution shall have discretion in determining the number of visitors allowed, the frequency, duration, priority of visits, and the visiting hours. Any significant changes to local visiting guidelines shall be made available for visitors and IPs to review thirty (30) days prior to the change effective date. These changes shall be displayed at the front entrance of the institution, in the visiting areas, and in the living areas of the units. However, no institutional specific policies will supersede the General Visiting Instructions (DRC2274).
2. Visitation areas shall have facilities fully accessible to disabled visitors, including restrooms and entrance ramps to the visitation area. Visiting facilities shall permit opportunities for formal/informal communication. Devices that preclude physical contact shall not be used except in instances of substantiated security risk, (e.g., special management housing). Modest breastfeeding for online and in person visits is permitted.
3. Staff facilitated institution programs that include family engagement activities shall not count towards the number of visits allowed. Contacts of this type are categorized as formalized activities in programs facilitated by staff and are established in addition to normal visits.
4. Each institution's visiting room shall have a designated Imagination Library area. The Imagination Library should be child friendly and display partnering with Dolly Parton's Imagination Library of Ohio. Each designated Imagination Library should have the Imagination Library Logo as part of the area's design. Each Imagination Library shall have an employee contact/designee. The employee will receive the Imagination Library books, stock the area accordingly, and ensure enrollment flyers are available for the incarcerated population and visitors.
5. Employees assigned to visiting shall be required to participate in and complete an initial four (4) hour Front-Entry/Visitor's Training Course. This course shall provide each employee with a holistic view of balancing good security and public relations and once completed shall be documented in the employee's training file.
6. IPs may be required to wear special clothing and/or footwear during the visit as determined by the managing officer.
7. Service animals will be granted entrance under the following provisions and in compliance with the Americans with Disabilities Act (ADA).
  - a. DRC may ask the person who has the animal if it is a service animal required because of a disability, and what service the animal is trained to perform. DRC may not ask an individual

with a disability for proof of their disability or for any information about their disability, nor may DRC require proof or certification of the animal's training or vaccination. Service animals do not always have a sign, symbol, or harness indicating they are service animals.

- b. DRC has the right to exclude a service animal from the premises only if the animal is out of control and the animal's handler does not take effective action to control it or the animal is not housebroken. DRC may not refuse service to an individual with a disability who may normally be accompanied by a service animal, when they are not accompanied by the service animal. Individuals with a disability are not required to bring the service animal on all visits, this does not stop them from bringing the service animal on future visits.

## **B. Reception Center Visitation**

1. Immediate family members and the mother or father of the IP's children shall be declared by the IP at the time of their arrival on the Incarcerated Person Reception Visiting list (DRC2248). This list shall be entered into DOTS portal screen VSL by the appropriate reception staff.
2. Immediate family members, the parent(s) of the IP's children, and one (1) designated support person are permitted to visit a person housed at a reception center. The mother or father of the person's legal children is permitted to visit without the child or children.
3. Adults requesting to visit an IP during reception shall submit a complete Visitor Application (DRC2096), signed Declaration of Understanding (DRC2554), signed General Visiting Instructions (DRC2274), and a copy of their bona fide identification at the time of their first visit.
  - a. All minor visitors shall have a Minor Visitor Application (DRC2238) completed and signed by the child's custodial parent or legal guardian, with accompanying documents to prove the child's identity and legal parent or legal guardian.
  - b. If the minor visitor is the IP's child, the DRC2238 can be completed and signed by the child's custodial parent, legal guardian or temporary caretaker and must be accompanied by the child's birth certificate, naming the IP as the mother or father.
4. The first visit will be considered a courtesy visit. Courtesy visit applications shall be reviewed by the visitation officer. The visiting officer shall check DOTS Portal screens, VSL and VSNOT to attempt to determine that the courtesy visitor is not a victim of the IP's current and previous conviction. Questionable applications may be forwarded to the managing officer's designee for resolution. The managing officer's designee may authorize the courtesy visit for those individuals. Visitor information from the bona fide identification shall be entered into the DOTS Portal VISTI Screen (Visitor Details) and list the visitor as an applicant. The visitation application packet shall be sent to the appropriate unit staff for review and approval. The visitor will not be allowed subsequent visits until the application is approved.
5. An IP may select one (1) person, not the victim of current or past crimes, to immediately send a Visitor Application (DRC2554) for the purpose of placing money on the IP's account. Only one visitor will be approved at reception in accordance with this policy via mailed, emailed, or faxed application. All other visiting applications will be received during a courtesy visit or once the IP is transferred to a parent facility.

6. IPs returning to DRC within two (2) years of release from incarceration shall have their prior visiting list reviewed and updated at reception by classification specialists. This review shall include verification of victims and co-defendants who may be restricted from visiting. When identified through the screening process, the new victim or co-defendant visiting status shall be determined on a case-by-case basis. The individuals on the visiting list in a re-approved status shall not have to repeat the application process. The reception center staff shall enter or copy and paste the old visiting list to the IP's new visiting list in DOTS Portal. These IPs are still required to submit an Incarcerated Person Reception Visiting list (DRC2248) to declare immediate family and the parent(s) of the IP's children. They are subject to section VI.C.1 of this policy.

### **C. Visitor Application and Processing Procedures**

1. The IP's visiting list may include up to fifteen (15) approved adult visitors and shall be comprised of no more than two (2) friends.
  - a. Immediate family members, (see Appendix A) the IP's children, and the other parent(s) of the IP's children shall be declared on the Reception Visiting List. Changes to the IP's family can be made with the discretion of the approving staff member if special circumstances exist (i.e. marriage, birth, etc.). The other parent of the IP's children shall be considered family members for this policy.
  - b. Official visitors outlined in subsection VI.F of this policy shall not be counted towards the fifteen (15) total visitors.
  - c. IPs who had more than fifteen (15) visitors on their visiting list as of November 26, 2005, shall retain all their visitors. New visitors cannot be added to the list; they can only be exchanged for current visitors. Family can be exchanged at any time. New friends can only be exchanged two (2) times per year at the annual security conference and once at the midpoint of the next annual security conference.
  - d. IPs that are incarcerated before March 01, 2025, shall retain the current number of family members and friends. If the IP requests the addition of a new friend to their visit list, they must remove a current friend if they are at or above two (2) friends. New friends can only be exchanged two (2) times per year at the annual security conference and once at the midpoint of the next annual security conference.
2. Each potential visitor must complete a Visiting Application (DRC2096), sign a copy of the Declaration of Understanding (DRC2554) and the General Visiting Instructions (DRC2274), and present a copy of their bona fide identification before being approved. This application may be sent through the U.S. Mail, emailed, faxed, or dropped off in person; however, visitation shall not be granted until the application has been processed, and the visitor has been approved and notified. Potential visitors are not required to provide proof of address. Attorneys and official visitors are excluded from the application process and will follow procedures outlined in subsection VI.F of this policy.
  - a. Family members, the IP's children, and the other parent(s) of the IP's children declared on the Reception Visiting List can apply for visitation at any time during the IP's incarceration.
  - b. The two (2) approved friends may apply any time during the first six (6) months of incarceration. Any changes to the two (2) approved friends may take place every six (6) months moving forward.

- c. Visiting applications of potential approved friends shall be reviewed to determine if the visitor will have a positive effect on the IP's attitude, behavior, overall adjustment, or reentry efforts. This shall include a review of the nature of friendship detailed in the visiting application. Questionable applications shall be forwarded to the managing officer's designee for final approval.
3. Visitors may be placed on more than one (1) DRC IP's visiting list if they have not been restricted from another DRC institution for actions that present a threat to the safety, security, health, and good order of the institution. The managing officer/designee may approve visitors to visit with more than one (1) IP during a scheduled visit if all involved are approved visitors.
4. Designated unit staff shall conduct an electronic search for information regarding visitor applicants. At a minimum, decision makers shall search DOTS Portal screens: NAMS1, SCOPE, VNAMS, and VADDS to determine past and current restrictions and visitation histories involving other IPs. In addition, the visitor's name should be searched through the IP's PSI or indictment for co-defendant and/or victim status. Information shall be reviewed, and a decision based on a case-by-case basis. Checks shall be documented on the visiting application and in the VSNOT screen of DOTS Portal along with initials. Designated unit staff shall note receipt of the appropriate forms in DOTS Portal on the Visitation Notes screen. Visitor applications and supporting documents shall be electronically scanned into OnBase by designated staff. Visitors may list their e-mail address on the visitor application to facilitate communication with the case manager.
5. All visitors must register upon each visit and show bona fide identification. Visitors entering the institution shall conform to regulations in accordance with DRC General Visiting Instructions (DRC2274).
6. Any visitor applicant that is under supervision must have the written permission of the managing officer to visit.
  - a. Anyone on APA supervision must request a recommendation from their parole officer. The parole officer shall complete an APA Visit Request form (DRC3105) and forward it to their APA regional administrator for review. The APA regional administrator shall send the APA Visit Request form (DRC3105) with their recommendation to the managing officer of the respective institution for the final decision.
  - b. Anyone on other types of supervision (i.e., out of state, county/municipal probation, or community control) must submit a letter from their supervising officer granting them permission to visit and their contact information.
7. Amish Visitors: Those individuals identifying themselves as Amish may visit one (1) time only after which they are to be informed that they must obtain one (1) of the following items and present it when they arrive for their next visit:
  - a. State identification without a picture; or
  - b. A letter from the local county sheriff, prosecutor, judge, or health department, indicating the individual is who they say they are, with the signature of the visitor notarized; or
  - c. A letter from an elected state official (e.g., congressman, representative, senator, etc.) indicating the individual is who they say they are, with the signature of the visitor notarized.

The visitor shall then sign in with the visiting officer/supervisor comparing the signature on the letter to the signature provided that day. If there is any question as to the similarity in the

signatures, a supervisor must make the determination regarding the individual being able to visit.

8. Visitors shall not enter any areas of the institution except for approved visitation areas and approved routes to and from those areas, unless approved by the managing officer/designee.
9. Visitors are not permitted to deliver packages, correspondence, money, or printed materials directly to IPs. All such items shall be processed through the mail per policy. In addition, IPs shall not be permitted to convey any property to a visitor without the written consent of the managing officer/designee.
10. Only approved visitors may deposit funds to an IP's account by utilizing the approved DRC process.

#### **D. Minor Visitation**

1. A Minor Visitor Application (DRC2238) shall be completed and signed by the child's custodial parent or legal guardian, with accompanying documents to prove the child's identity and legal parent or legal guardian. This application shall be submitted and approved before the time of the first visit. Verification of identity can be satisfied with a birth certificate and/or change of custody documents if applicable.
  - a. In cases where the IP's child is the prospective visitor, a Minor Visitor Application (DRC2238) shall be completed and signed by the child's custodial parent, guardian, or temporary caretaker. The child's birth certificate shall be presented with the incarcerated person listed as a birth parent. This application shall be submitted and approved before the time of the first visit.
  - b. Once the minor child's verification is complete, they shall be listed as "approved minor" in the VSL screen of DOTS Portal.
  - c. The name, date of birth, and address of the verified minor children shall be entered in the VISTI screen on DOTS Portal. The approved minor's name and name of custodial parent shall be documented in the VSNOT screen of DOTS Portal indicating when the verification was made and by whom.
  - d. Visitors designated as an "approved minor" in DOTS Portal shall not be permitted to put money on IP's account or conduct video visits without a parent or legal guardian.
  - e. Minor children shall not count towards the fifteen (15) visitors allowed on an IP's visiting list.
  - f. Once the minor child has reached their eighteenth (18<sup>th</sup>) birthday, an Adult Visitor Application (DRC2096) shall be submitted and approved prior to the next visit.
2. Any application for a child to visit with an IP that is incarcerated for sex offense must also complete an Acknowledgement of Minor Child Visitation with a Sex Offender (DRC2296).
  - a. Appropriate unit staff will mail or email the Acknowledgement of Minor Child Visitation (DRC2296) to the parent or legal guardian of the child applicant. The form shall be completed to list the sex crimes that the IP is incarcerated for.
  - b. The parent or legal guardian will then return the Acknowledgement of Minor Child Visitation (DRC2296) once it has been signed and notarized acknowledging the request for the child to visit with the sex offender.

- c. Parents or legal guardians of children that are approved on visit lists of IPs incarcerated for sex offenses before the effective date of this policy will be notified in writing of the IPs conviction. This notification will be documented in VISNOT. No other further documentation will be required.
3. Minor visitors must be accompanied by an approved adult visitor.
    - a. IP's children must be accompanied by an approved adult visitor and must present the child's birth certificate with the IP listed as the mother or father.
    - b. Minors that are not the IP's children who are accompanied by a parent listed on the birth certificate or a custodial court order naming them as the guardian shall present this documentation at every visit.
      - i. In cases where a minor that is not the IP's child visits and a custodial parent or legal guardian does not accompany the child, a notarized Authorization for Minor Child Visitation (DRC4371) shall be provided, specifying the name(s) of the guardian(s) listed on the approved visiting list who may bring the child to visit and permission for the child to be photographed and searched.
      - ii. The notarized Authorization for Minor Child Visitation (DRC4371) shall be presented every visit along with the documentation naming the custodial parent or legal guardian.
      - iii. The Authorization for Minor Child Visitation (DRC4371) may be revoked at any time by the custodial parent or legal guardian.
      - iv. The Authorization for Minor Child Visitation (DRC4371) will be valid for one (1) year from the date notarized and shall be updated yearly or when the IP is transferred to a different facility.
  4. Minor visitors without approved adult visitor
    - a. A minor visitor over the age of sixteen (16) may make a special request to visit alone or with his or her siblings. These requests will be approved on a case-by-case basis by the managing officer in consultation with legal services.
    - b. An unaccompanied minor shall not be searched for any reason. If circumstances exist where a search would be warranted, entry shall be refused instead of a search.

#### **E. Family Orientation**

1. Each institution shall develop and make available an informational packet for IPs' families and/or other visitors. The goal of the information packet shall be to help the family understand and navigate the system, assure them they are not alone, and remind them of how they contribute to the IP's quality of life in the institution.
2. The packet shall include at a minimum:
  - a. Explanation of the DRC's mission statement,
  - b. Explanation of the Institution's mission and unique programs,
  - c. How to register and reserve a visit electronically,
  - d. Visitation times,
  - e. How to access the DRC website for specific information,

- f. How to contact Institutional departments,
  - g. How to contact the Family Advisory Council with a concern,
  - h. How to report a serious illness or death of a loved one,
  - i. How to report information that could be helpful to the safety of the IP and the security of the institution, including but not limited to suicidal thoughts by the IP, threats to the IP, threats received by family members from another IP, information the IP conveys that could be construed as possible criminal activity (i.e., escape plans, drug conveyance, etc.), information the IP conveys regarding medical symptoms.
3. This information needs to be available to families during visitation and family engagement events.
  4. Each visit room shall display information regarding the following topics:
    - a. Information about local means of public transportation to the institution available to visitors and provide a means for visitors to contact public transportation agencies for needed services,
    - b. Community Reentry resources,
    - c. How to contact institutional staff with concerns,
    - d. How to contact the Family Advisory Council with a concern.
  5. As required in DRC Policy 50-PAM-02, Incarcerated Person Communication/Weekly Rounds, the duty officer should engage with visitors and offer to address questions or concerns during rounds in the Visiting Room.

#### **F. Professional Visitors**

1. When an IP is adding an attorney to their visiting list, the case manager or other designated staff shall call the telephone number provided in the Ohio Supreme Court Directory (or equivalent if the attorney is registered in another state) to verify the attorney's telephone number and that they are the attorney requested by the IP. The case manager or other designated staff shall also verify the attorney is in good standing with the state bar that issued the attorney's license by accessing that attorney's state's attorney registration directory or the equivalent database by requesting the attorney furnish a copy of their state bar law license.
2. The attorney's information shall be appropriately documented on VIST2 screen in DOTS Portal. If an IP has more than one (1) attorney, list each attorney under special/professional visitors, VIST3.
3. Except when authorized in writing by the managing officer/designee, attorneys shall not be allowed to personally deliver packages, correspondence, money, or printed materials to any IP. The managing officer/designee may authorize the attorney to bring in materials to aid in legal process (like recording devices, stenographs, etc.).
4. An IP may have one (1) person listed as their clergy of record except in the case of associate or staff pastors. In the event the clergy of record is not available, associate or staff pastors may visit in their place. This exception does not increase the number of allowable visits. The clergy information shall be documented in the VIST2 screen of DOTS Portal.

- a. The institution chaplains are responsible for verifying all professional certifications prior to the clergy being listed on the visiting list.
  - b. Except when authorization is in writing by the managing officer/designee, clergy shall not be allowed to deliver packages, correspondence, money, or printed materials to any IP.
5. An IP may have one community organization volunteer that has partnered with DRC to assist them in transitioning into the community added to their approved visitor list as a reentry mentor. Reentry mentors are approved using the guidelines set forth in DRC Policy 71-SOC-01, Recruitment, Training, and Supervision of Volunteers. They do not count towards their fifteen (15) person visiting list limitation.
6. Professional contact visits require the approval of the managing officer/designee and shall be centrally scheduled via the Visiting Office or Warden's Office. Other circumstances that may warrant a professional/official visit include the following:
- a. Parole or probation officers,
  - b. Medical or mental health professionals,
  - c. Law enforcement,
  - d. Veterans Administration officials,
  - e. Magistrates, judges, and other court officials,
  - f. Official visitors granted at the discretion of the managing officer, or
  - g. Social services professionals, including other state agencies.

### **G. Special Visits**

The managing officer/designee may grant special visits for personal visitors utilizing the Special Visit Request (DRC2466) when special circumstances are present, such as visitors who do not visit on a regular basis or for purposes of crisis intervention. Such special visits may be approved for hours other than those regularly scheduled for visitation as scheduling and space permits. Special visits may not be authorized more than once per IP every three (3) month period. The managing officer/designee shall verify that the special visitor is not a victim of the IP's current and previous conviction. Out-of-state special visitors may be permitted to visit for three (3) consecutive days with the approval of the managing officer/designee. Approval of a special visit request to include visit dates and times shall be recorded on the VSNOT screen of DOTS Portal.

### **H. Denial and Suspension of Visitation**

1. Visitation applications may be denied for reasons including but not limited to the following:
  - a. Visitation could jeopardize the safety, security, health, or good order of the facility, or the safety or security of the other incarcerated people, staff, visitors, contactors, or community; or
  - b. The visitor has a past record of disruptive conduct; or
  - c. The visitor is directly related to the IP's current or prior criminal behavior; or
  - d. The visitor will not have a positive effect on the IP's attitude, behavior, overall adjustment, or reentry efforts; or

- e. The visitor is under supervision and does not have the written permission of both the managing officer and their parole/probation officer to visit; or
  - f. The visitor was formerly incarcerated and does not have written authorization from the managing officer to visit; or
  - g. The visitor is a current or past DRC employee, volunteer, or independent contractor, and has not received written authorization from the managing officer; or
  - h. The visitor was a victim of personal injury or harm of the IP's crime, either under the current conviction or any previous conviction(s), unless the managing officer/designee grants approval. The managing officer/designee may contact the Office of Victim Services (OVS) for consultation, in which case the OVS will provide a written opinion. The managing officer/designee grants final approval. Unit staff, in conjunction with the institution victim coordinator, are responsible for ensuring these steps are taken prior to any victim being allowed to enter the institution for a visit; or
  - i. Required documentation has either been falsified and/or incomplete forms were returned for processing.
  - j. The visitor has been indefinitely restricted from visiting any DRC facility in the past.
2. An approved visitor may be denied access to visit for reasons including, but not limited to:
    - a. A visitor refuses to show appropriate and bona fide identification,
    - b. A visitor refuses to submit to a search,
    - c. A visitor appears to be under the influence of an intoxicating substance,
    - d. There is insufficient space for visiting (terminations of earlier visits are to occur before denying a visit due to lack of space) or reservations were not secured when required,
    - e. Possession of contraband that is prohibited by department policy and/or state law,
    - f. Inappropriate dress, as defined by the managing officer/designee. Refer to the General Visiting Instructions (DRC2274),
    - g. Any circumstance that presents a threat to the security of the institution, staff, visitors and/or IPs.
  3. If a visitor is deemed to be inappropriately dressed, the facility shall offer the visitor alternative clothing (ex: scrub shirts) to prevent the visitor from being turned away.
  4. Only the managing officer/designee (the supervisor in charge of the visiting area) may terminate visits. Reasons for termination of a visit shall include, but not be limited to, inappropriate conduct or a violation of visiting rules.
  5. Whenever a visit is denied or terminated, an Incident Report (DRC1000) shall be prepared by the official taking the action. A copy of the report shall be forwarded to the managing officer/designee. The statement of reasons completed by the reporting officer shall provide details of the visitor(s) and/or IP's inappropriate actions and be documented in DOTS Portal visitation notes.
  6. If contraband is found in the possession of a visitor, the contraband shall be confiscated, and the visitor may be referred to law enforcement officials for possible felony prosecution. If the visitor refuses to be detained until the arrival of law enforcement officials, force shall not be used; however, vital information (i.e., the visitor's name, address, telephone number, automobile make

and model, description, license plate number and state where issued) shall be documented and forwarded immediately to the shift supervisor who in turn shall notify the appropriate local authorities.

7. Only the managing officer/designee may, at their discretion, suspend any of the IP's approved visitors, except attorneys and clergy of record unless they are personally involved, for any misconduct involving the IP and/or visitor. Upon determining that visitation shall be suspended, the managing officer/designee shall provide a written notice of the time-period of suspension to the IP, all suspended visitors, and visitation staff, as documented on the Termination of Mail/Visiting Privileges (DRC2199). Suspension from an institution serves as a suspension from all facilities. The statement of reasons may be limited to the extent it would jeopardize the security of the institution or the safety of any individual. All suspensions and/or changes in a visitor's status shall be entered into the DOTS Portal Screen (VISTI), in the Viapath visit portals, and a brief explanation for the suspension noted into the DOTS Portal Screen (VSNOT) within twenty-four (24) hours of the decision to suspend. Institution staff documenting the visiting suspension shall notify all other institutions where the visitor is documented as a visitor on an IP's visiting list. This notification shall be in writing and directed to the managing officer's administrative assistant or investigator.
8. If an IP is found guilty of any drug conveyance or conveyance during visitation and they have more than two (2) approved friends in accordance with section VI.C.1.e. of this policy, they will no longer be provided with this exception and will be reduced to two approved friends on their approved visiting list. This reduction will be coordinated by the managing officer's administrative assistant and unit staff. It will be documented on the VISNOT screen in DOTS portal.
9. Visitor suspensions shall be progressive in nature in accordance with the Visiting Restriction Guidelines for Visitors. Based on the severity of the incident, the managing officer has the discretion to suspend or restrict visitation on the first offense for all rules violated (attached exclusions may range from denial of visiting for that day, suspension of visiting privileges for a specific period, or indefinite removal from the approved visiting list). Visiting privileges may be suspended for reasons including, but not limited to:
  - a. Upon reviewing a denial or termination report, the managing officer/designee determines that suspension is warranted,
  - b. The visitor repeatedly violated visiting rules,
  - c. The visitor continually failed to control children,
  - d. Sexual physical contact,
  - e. The visitor refused to submit to a search, in which case they may be restricted from visiting at any DRC institution,
  - f. Falsifying information on the visitation application; or
  - g. The visitor exhibits other behavior and actions which the managing officer/designee, at their discretion, determines they may jeopardize the security of the institution.
10. Visitors may appeal or request a review of the suspension within seven (7) days of the date the suspension of Mail/Visiting Privileges (DRC2199) was completed. All appeals shall be in writing and submitted to the managing officer/designee. A final decision will be made on the decision on suspension of Mail/Visiting Privileges (DRC2200) which is not appealable.

11. If a visitor is arrested on the grounds of the correctional facility, their visitation privileges shall be suspended until disposition of the case. The suspension may continue for the duration of any court sentence, including terms of probation, incarceration, and post release supervision, up to indefinite suspension as determined by the managing officer.
12. A violation that poses a significant risk to security or injury to another person may result in an immediate and indefinite restriction. Indefinite removal shall only occur with the written approval of the managing officer. Delegation of indefinite removal may only be assigned to the staff person acting in the managing officer's official capacity during their absence. Any visitor who is indefinitely restricted shall not be permitted to visit any DRC facility unless the indefinite restriction is removed by the managing officer of the facility for which the person wishes to visit. All indefinite visitor restrictions shall be forwarded to all DRC institutions to ensure the visitor is restricted from any other IP's visiting lists.
13. Only those who meet the definition of "Immediate Family" contained within this DRC Policy 76-VIS-01 will have the opportunity to ask for reconsideration of any indefinite suspension issued by the Ohio Department of Rehabilitation & Correction.
  - a. Immediate family members become eligible for reconsideration on the five-year anniversary of their issued suspension.
  - b. Eligible family members may submit their request for reconsideration via letter or e-mail to the managing officer where the IP currently resides.
  - c. The managing officer will review the suspension in its totality to formulate a decision to reinstate in-person visiting privileges. A letter will be generated from the managing officer advising of the decision rendered which will be mailed to the family member. A copy of the letter will be e-mailed to the administrative assistant, investigator, unit management chief, scanned into OnBase, and noted in VSL & FNOTE of DOTS Portal. The decision rendered is not subject to further appeal by the requesting party.
  - d. Any immediate family member approved for re-instatement must reapply following current visitation protocols.
  - e. Appeal consideration will only be given to those in parent facilities and not for those in reception or sanction facilities/status.
  - f. If an IP completes their sentence and is released and then recommits, the appeal timeline remains intact and does not change based on reincarceration.
  - g. The first year of reinstated visitation may be non-contact. This decision will rest with the managing officer.
  - h. Should a second violation of the same or similar nature occur once the immediate family member has been reinstated, no future reconsiderations will be provided to that individual.
14. The administrative assistant to the managing officer/designee shall be responsible for processing all IP visiting restrictions that are the result of any disposition imposed by the Rules Infraction Board (RIB) and shall enter the suspension into the appropriate DOTS Portal screen (VRIB). Restrictions entered at a reception center must be thoroughly reviewed upon receipt at the parent institution.

15. In all instances where IP's test positive for or are in possession of illegal drugs or refuses to comply with a request for a drug screen, in addition to appropriate Rules Infraction Board (RIB) disciplinary actions, the managing officer/designee may modify the IP's visits according to the following:
  - a. First Offense – All visits may be suspended for up to three (3) months.
  - b. Second and Subsequent Offenses – All visits may be suspended for up to six (6) months. Progressive disciplinary action will apply for subsequent offenses.
  - c. This section does not affect attorney and clergy visits unless that person is involved in the drug violation.

## **I. Video Visitation**

1. Video visitation throughout the DRC is designed to increase visiting opportunities and reduce burdens on family and friends. Therefore, assisting in facilitating these visits is an important role at all facilities. All video visits will be subject to screening criteria as outlined in this policy.
2. Video visits shall be available in general population housing units at all Level 1, 2 and 3 prisons seven (7) days a week. Each Level 1, 2, and 3 facility shall set a minimum of three (3) hours in the morning, three (3) hours in the afternoon and three (3) hours in the evening where video visits will be available, for a total of nine (9) hours each day. Video visitation is at the discretion of the managing officer in limited privilege housing units.
3. The requirements of video visiting at Level 4 and ERH prisons are at the discretion of the managing officer based on the operational need and capacity of the facility. However, should make every effort to make video visiting available seven (7) days a week and in the evenings. Visitors shall be required to make video visit reservations forty-eight (48) hours in advance for Level 4 and ERH prisons. All Level 4 and ERH institutions shall designate an individual or post responsible daily for checking all video visits scheduled for the day and sending notification to the housing units where the video visit is scheduled. In addition, this designated person/post shall also provide the post responsible for monitoring/terminating video visits with a schedule of video visits for the day.
4. TPU video visitation is at the discretion of the managing officer based on the operational need and capacity of the facility.
5. All Near Field Communications (NFCs) shall have a sign containing the following information posted next to them: "All electronic communications are subject to monitoring and recording". The hours of video visitation and video visitation rules shall be posted in the area as well.
6. Facilities shall be required to have the video visits monitored where an authorized staff member can actively view the screen and terminate a visit if they see a violation of this policy or if they receive notification from another party there is a problem. Monitoring can be done in any approved location by the managing officer (e.g., control center or other area of their choice which is staffed during video visiting hours) where the staff member can periodically look at the screen and terminate a visit if they see something inappropriate or if they receive notification from another party there is a problem. Facilities shall not be required to constantly live monitor video visits.

7. Any live monitoring of video visits shall be without sound unless approved by a supervisor. Any time live visits are listened to, it shall be in a manner where members of the public, or parties not associated with the monitoring, cannot hear.
8. The review of a recorded visit shall only be authorized by a supervisor, and designee authorized to review recorded visits, at the discretion of the managing officer.
9. Housing unit officers shall be advised of the video visiting process and all of the rules associated. All post orders in housing units shall be updated to include information on whom to contact in the facility when the housing unit officer determines a video visit is causing disruption in the unit or becomes aware of a rule violation.

#### **J. Video Visitation Rules**

1. All video visits shall be with approved visitors or be prior, tentatively approved. They must also be approved and registered through the video visit vendor application.
2. IPs must be dressed as if they were attending an in-person visit during a video visit.
3. All visitors must adhere to all applicable visiting rules as if they were visiting in person to include those rules pertaining to minors participating in visits.
  - a. Minor children should not participate in video visitation unless they are approved minor visitors.
  - b. At no time shall a minor participate in video visitation without the parent or legal guardian present.
  - c. Such violations shall result in a suspension of an IP's video visitation privileges.
  - d. The suspension may be temporary or indefinite depending on the nature of the violation and the managing officer's discretion.
4. Video Visit rules include restrictions on inappropriate clothing regardless of gender or age including overly revealing clothing, skintight clothing, and clothing that displays offensive, illegal, or gang-related messages.
5. There shall be no displays of nudity, pornography, sexual acts, sexual poses, violence, drug use, alcohol use, smoking/vaping, gang signs, weapons, general gang activity (including clothing) or any other illegal activity during a video visit.
6. All video visits are monitored and recorded. Visits may be terminated for any violation of the rules listed herein. In addition, restrictions/suspensions may be issued which affect not only video visits but visiting in person (including the ability to send money).
7. IPs will not be reimbursed any costs associated with video visits that are terminated for rule violations.
8. Recording of video visitation sessions by the visitor is strictly prohibited and may lead to loss of video visitation privileges.

9. Even if a visit is not terminated during the actual visit, a review of a recorded visit (authorized by a supervisor or designee at the discretion of the managing officer) which reveals violations of prison rules may result in suspension or termination of visiting privileges after the fact. There is no statute of limitations as to how far back a review of a previous visit can be used to suspend/terminate current visiting privileges.
10. Video visits do not count against the number of regularly allowed in-person visits.

**K. Variations from Policy**

Based upon the circumstances of the requested visit, an exception to this policy may be made by the managing officer. In such cases, written documentation signed by the managing officer/designee must be scanned to OnBase indicating the reasons for the exception and must have the managing officer/designee's signature of approval.