

MICHIGAN DEPARTMENT OF CORRECTIONS

“Committed to Protect, Dedicated to Success”

MEMORANDUM

DATE: May 5, 2025

TO: Wardens
Correctional Facilities Administration

FROM: Jeremy Bush, Deputy Director
Correctional Facilities Administration

SUBJECT: Visiting Standards - Video Visiting – Effective: May 5, 2025

This memorandum applies to Video Visiting Standards and must be displayed in a prominent location which is available for visitors to review. The standards are to be applied uniformly at each facility. Deviation from these standards is not permitted without authorization of the Correctional Facilities Administration (CFA) Deputy Director.

Note: *These standards apply to all CFA facilities. The Standards do not apply to the Special Alternative Incarceration.*

Use of the video visitation system, outside of the visitation program, for deaf and/or hard of hearing prisoners determined to be “eligible” by the Statewide Americans with Disabilities Act (ADA) Coordinator will be implemented as approved by the CFA Deputy Director or designee.

All video visits are recorded except for video visits between an attorney, or representative working on behalf of an attorney meeting with their incarcerated client.

A. FORMS

Visiting forms include:

- CAJ-334 *Visitor List*
- CAJ-103 *MDOC Visiting Application*
- CAJ-356 *Outreach Volunteer Application*
- CAJ-1069 *Visiting Application – Attorney, DHHS (Child Welfare) & SOM Employee*
- CAJ-1037 *LEIN Request*

Note: *Persons who are approved to visit in person will not be required to submit a second application to participate in Video Visitation and the prisoner will not need to complete a new Visitor List.*

The **CAJ-334 Visitor List** allows a prisoner to identify immediate family members, qualified clergy, attorney on official business with the prisoner, representative acting on the attorney's behalf on official business with the prisoner, outreach volunteers, and not more than ten others from whom they would like to receive visits. The date received is identified by the Resident Unit Manager/designee's dated signature. This date establishes the point of reference in determining the prisoner's eligibility to add or delete non-family members from their approved visiting list. The prisoner shall be allowed to add or delete immediate family members at any time. The Department shall administratively add or delete the following from the Visitor List (CAJ-334) based on the request of the professional visitor(s): attorneys/representatives, clergy, a Michigan Department of Health and Human Services (MDHHS) employee or representative acting on behalf of the MDHHS, or a friend of the court employee who is facilitating a visit between the prisoner's child and the prisoner.

An immediate family member is identified as a grandparent, parent, stepparent, spouse, mother-in-law, father-in-law, child, stepchild, grandchild, sibling (this includes minor sibling), stepbrother, stepsister (this includes minor stepbrother and stepsister), half-brother and half-sister (this includes minor half-brother and half-sister). An aunt and uncle may be included if adequate verification is provided that they served as a surrogate parent, i.e., Verification of Guardianship.

The **CAJ-103 MDOC Visiting Application** must be completed for persons requesting to be added to the prisoner's visiting list, including clergy and outreach volunteers.

Visiting applications may be sent by the prisoner to those persons they wish to visit. The application may also be picked up in person at a Michigan Department of Corrections (MDOC) facility or obtained from the MDOC website located at www.michigan.gov/corrections. Copies of the visiting application will not be mailed by a MDOC facility to a proposed visitor.

A proposed visitor submitting a CAJ-103 MDOC Visiting Application must send the application via the Department's approved electronic visiting application process or by mail. The completed and signed application should be sent to the facility where the prisoner is housed. Incomplete applications will not be processed. When sending by mail, the proposed visitor is encouraged to include a self-addressed-stamped-envelope (SASE) with their visiting application. The SASE will be used to provide notification of their approval or denial for placement on the prisoner's visiting list. If a SASE is not included with the application, the MDOC will provide notification to the proposed visitor only if the visiting application is denied or is incomplete. Visiting applications received electronically will receive notification of the approval/denial of the visiting application at the e-mail address provided.

Professional visitors using the **CAJ-1069 Visiting Application – attorney, DHHS (Child Welfare) & SOM employee, must submit the application** to the Warden's Administrative Assistant at the facility where the visit will take place to permit expedited processing of the application. The CAJ-1069 submitted by an attorney will be processed within two business days of receipt at the facility; (other professional visitors, will require additional processing time). Visiting applications received via the Department's approved electronic visiting application process will receive notification of the approval/denial of the visiting application at the e-mail address provided. Child welfare workers who are not

employed by a state agency and representatives acting on behalf of an attorney shall be required to submit a CAJ-1037 LEIN Request along with their visiting application. The CAJ-1037 may be obtained by contacting the facility.

The information provided on the completed application will be verified. Verification will include follow-through with law enforcement agencies. Copies of documents/certificates which that verify the relationship of the proposed visitor with the prisoner may be requested. If the proposed visitor is an immediate family member of the prisoner and is on probation or parole, a letter from their parole/probation officer granting permission to visit with the prisoner must be submitted with the application.

If the proposed visitor is a minor, a copy of the minor's birth certificate, copy of the minor's certificate of adoption, or copy of the court order establishing parental rights must be submitted with the visiting application. These copies of documents will not be returned to the sender.

If the proposed visitor is denied placement on a prisoner's approved visiting list, both the prisoner and the proposed visitor will be provided written notification of the denial.

Parole or discharge from an MDOC facility will result in deactivation of all the prisoner's visitors. All persons who wish to visit a prisoner who is re-incarcerated must once again go through the approval process and must submit a new visiting application.

Notes:

Copies of completed MDOC Visiting Applications are not to be given to prisoners.

The MDOC is not able to change or override information provided in the criminal background check. Inaccuracies must be addressed with the law enforcement agency which originated the charge.

The **CAJ-356 Outreach Volunteer Application** is used by a religious organization with an established outreach program to apply for recognition by the Department as an outreach volunteer group. The information provided on the completed application will be verified, which will include follow-through with law enforcement agencies. The application is submitted to the CFA Special Activities Coordinator. The religious organization will be notified in writing of the approval/denial of the recognition.

B. VISITOR TRACKING

All visitors must be entered into Visitor Tracking; this includes personal, clergy, attorney, outreach volunteer visits, and MDHHS visits.

Staff entering information into the Visitor Tracking record shall verify that it is not a duplicate of a record already in the system and shall ensure that identification information and type of identification are correctly entered.

The Visitor Tracking system and the MDOC visit scheduling platform shall be updated immediately when there is a change in the status/situation of a prisoner or visitor, e.g., marriage, discharge, visitor restriction, etc.

C. REQUIRED IDENTIFICATION

Registered and approved visitors using MDOC Video Visitation are required to log into the ViaPath Visitor Website 10 minutes prior to their scheduled and approved visit for verification and approval purposes. Adult visitors shall be required to present a pictured driver's license, state identification card, military identification card, passport, or other government issued identification for identification verification on video prior to each visit, to include stating the name of each person on the video visit. Temporary identification cards and driver's licenses that do not contain a photograph must be accompanied by other photographic identification; a restricted or suspended license may be used for identification purposes. Discrepancies in the information recorded in Visitor Tracking and the visitor's identification may cause a visit to be delayed or denied until the information can be verified.

Attorneys shall present their bar card along with their photo ID at the start of a video visit. Attorney representatives are required to present the letter from the attorney on official letterhead along with their photo ID at the start of a video visit.

Female prisoners who have given birth during their incarceration may be permitted to visit with their newborn infant prior to the receipt of the birth certificate with the Warden's approval. Denial of such a visit will require written notification of the CFA Deputy Director with reason for the denial identified.

D. MOBILIZATIONS AND MDOC TECHNICAL DIFFICULTIES

If a video visit is terminated because of a mobilization or MDOC technical difficulties, that visit shall not be counted as one of the allowable visits for the month.

E. NUMBER OF VISITORS ALLOWED

A maximum of five persons may participate in a video visit with a prisoner. Children less than two years of age will not be counted in that number.

F. ALLOWABLE MINOR CHILDREN VISITS

A person under the age of 18 may be placed on a prisoner's approved visitor list only if they are:

1. An emancipated minor; or
2. The child, stepchild, or grandchild of the prisoner; or
3. The sibling, half sibling or step sibling of the prisoner.

Please refer to PD 05.03.140 *Prisoner Visiting*, for a list of the circumstances when a person under the age of 18 shall not be permitted to visit. A minor (unless an emancipated minor) must be accompanied by the child's legal guardian or by an adult immediate family member of the child during the entire video visit. The adult accompanying the minor must be on the prisoner's approved list.

Registered and approved visitors under the age of 18 must present an original or a certified true copy of a birth certificate, certificate of adoption, a court order establishing paternity, or a pictured identification (i.e., driver's license, state identification card, passport or other government issued identification) if they have one, prior to the video visit and each time they visit. (This is for identification purposes, not to establish and verify parentage.)

Discrepancies in the information recorded in Visitor Tracking and the visitor's identification may cause a visit to be delayed or denied until the information can be verified.

G. VISIT SCHEDULING

All visits are by appointment only. Approved visitors may schedule a visiting appointment using the MDOC visit scheduling platform:

<https://midoc.gtlvisitme.com/app>.

The maximum number of video visits per month shall be:

Level I – Five

Level II – Four

Level IV-General Population and Protection – Three

Level V and STG I – Two

Segregation and STG II – One

Video Visits will be permitted for up to 20 minutes. All requests for video visits must be scheduled no later than 48 hours prior to the visit. Video visits are able to be scheduled no earlier than 7 days prior to the visit. All video visits will be paid for by the visitor using ViaPath. All “no show” visits will be counted towards the prisoner's allowable number of visits. If a facility is unable to comply with the video visiting hours identified, or if programming or other facility activities conflicts with the periods given, an exception to the visiting hours must be sought from the CFA Deputy Director.

Note(s): *Only persons who have submitted a MDOC Visiting Application (CAJ -103, CAJ-356, or a CAJ-1069) and who have been approved to visit by the Michigan Department of Corrections will be permitted to visit. Visits scheduled in the ViaPath scheduling application by persons who have not yet received MDOC approval, will not be honored.*

Visits with clergy, outreach volunteers, an attorney, a representative acting on behalf of an attorney, a MDHHS child welfare representative, or a Friend of the Court employee who is facilitating a visit between the prisoner's child and the prisoner will not be counted against the prisoner's allotted monthly visits.

H. VISITOR ATTIRE

1. Visitors must be fully dressed. No wearing of underwear, bathing attire, or lingerie as outer garments. Visitors are not permitted to remove any clothing during the visit. However, breastfeeding shall be permitted during a video visit as long as the breastfeeding child is on the prisoner's approved visitor list.
2. Undergarments must be worn including underpants/panties; brassieres are required for all female visitors with breast tissue, including those who identify as female.
3. Clothing which exposes excessive skin (e.g., abdomen, breast, chest, back, thigh, etc.) is prohibited. This clothing includes, but is not limited to, see-through clothing, tube/halter tops, very short skirts/dresses, including shorts or skirts/dresses that are more than 3" (three inches) above the knee.

A visitor who is fourteen years of age or younger must be attired in clothing which covers their body from the base of the neck to the top of the knees. T-Shirt and shorts/trousers are acceptable, a sundress is not acceptable.

4. Clothing which exposes undergarments is prohibited. Sleeveless tops are allowed only if the armholes are fashioned in a way that conceals the undergarments and breast/chest of the visitor.
5. Extreme form-fitting clothing that exposes the shape of the breast or nipple is prohibited.
6. Clothing or jewelry that displays words, symbols, gestures, or pictures that may be perceived as obscene, gang related or inflammatory are prohibited.
7. Visitors are permitted to wear religious clothing and head covering (e.g., Hijab, yarmulke, turban, habit, etc.).
8. Visitors who start the video visit in clothing that does not comply with these standards will not be permitted to video visit. An exception may be made if this is the person's first video visit to any MDOC facility (verification in Visitor Tracking necessary or ViaPath); in this case, the person is to be allowed to change prior to the video visit and permitted to visit. A notation will be made in Visitor Tracking and in ViaPath. If a visitor is not dressed appropriately a second time, the visit will not be allowed, and the visit will be counted towards the prisoner's number of allowable video visits.

When necessary, the shift commander will make the final decision with regard to visitor attire.

I. PROPERTY ITEMS VISITORS ARE ALLOWED DURING A VIDEO VISIT

1. Visitors are not allowed to show any items during a video visit.
2. Immediate family members, as defined in PD 05.03.140 *Prisoner Visiting*, may show and discuss legal documents on a video visit.

3. Attorneys, legal paraprofessionals, and law clerks on attorney visits may show and discuss legal documents on a video visit.
4. Clergy may show and discuss religious documents on a video visit.

J. PRISONER PROPERTY AND CLOTHING

The only items of personal property a prisoner may have with them when visiting, are listed below. All clothing worn into the visiting room by a prisoner must remain on during the visit. Clothing worn must be in good repair and may not be torn or altered. When necessary, the shift commander will make the final decision with regard to prisoner attire. (Prisoners at Duane L. Waters Health Center shall be required to wear appropriate hospital issued undergarments, pajamas, robe, and slippers while on visits.)

Allowable Property
Identification card, which must be submitted to the officer for placement in a secure area. Room keys, if applicable. Prescription eyeglasses and medically necessary items authorized by Health Care and the Warden, including but not limited to medical alert card, prosthesis. Legal paperwork for use on attorney visit. Must have prior approval of Warden/designee. Religious material for use on clergy visit. Must have prior approval of Warden/designee. Religious medallion/medicine pouch as allowed by PD 05.03.150 <i>Religious Beliefs and Practices of Prisoners</i> . Ring.
Allowable Clothing
State issue Shirt/blouse. State issue trousers. Undershirts. Undergarments must be worn including underpants/panties; brassieres are required for all female prisoners with breast tissue, including those who identify as female. Socks. State issue work oxford shoes: other shoes permitted only as approved by Health Care and the Warden. Religious head covering as allowed by PD 05.03.150 <i>Religious Beliefs and Practices of Prisoners</i> .
Clothing Not Permitted:

Shorts.

Clothing which exposes excessive skin, e.g., abdomen, breast/chest/back, thigh, etc. Extremely form-fitting clothing and extremely loose-fitting clothing.

With approval of the Warden, personal coats, jackets, and gloves may be worn up to the visiting room instead of state issue if the facility can accommodate the storage of these items outside of the visiting room during the visit.

K. ASSIGNED SEATING FOR SCHEDULED VISITING ROOM VIDEO VISITATION

Prisoners will be assigned a specific seat in the visiting area. Prisoners shall be allowed to visit only with those individuals who have been approved to video visit them.

Corporal punishment of children is prohibited and may result in termination of visiting privileges.

Prisoners who present special problems must be assigned to a seat in the area closest to the officer's station to permit staff to continuously monitor their behavior. Prisoners are required to remain seated at all times and be facing forward unless given permission to leave their seats by visiting room staff. Prisoners who leave the video visiting screen may have the video visit terminated.

Be advised that these standards are not a substitute for staff supervision. Prisoners and visitors must be closely monitored at all times to ensure that inappropriate behavior does not occur.

L. HOUSING UNIT VIDEO VISITATION

Prisoners shall wear state-issued blue clothing for video visits and the clothing shall meet the same requirements as attire for in-person visits. Prisoners are required to remain seated at all times and be facing forward. Prisoners scheduled to video visit in the housing unit who leave the video visiting screen, allow other prisoners to video visit or be on the video visiting screen may have the video visit terminated.

Be advised that these standards are not a substitute for staff supervision. Prisoners and visitors must be closely monitored at all times to ensure that inappropriate behavior does not occur.

M. RESTROOM USE or LEAVING THE VIDEO

Visitors must remain on the video screen. Visitors are not allowed to use the restroom or change a child's diaper while on a video visit. Visitors who do not remain seated or leave the video visit will have the visit terminated.

N. PHOTOS/VIDEOS/SOCIAL MEDIA/COMPUTER USAGE AND GAMES DURING VIDEO VISITS

Visitors are not allowed to take photos or videos during video visits.

Visitors are not allowed to make or receive calls, texts, view or post social media, play games, or use other technical devices during video visits.

Visitors are not allowed to play music, watch/show television, videos, or movies together while on video visits.

Visitors who violate these rules may be placed on visitor restriction in accordance with MDOC PD 05.03.140 *Prisoner Visiting*.

O. TERMINATION OF A VISIT

Visitors must remain seated and not show their entire body during the video visit. Visitors are not to video visit while driving or riding in a moving vehicle.

Visitors are not to visit in public areas that show persons or children who are not approved to visit; the presence of a pet or animal during a video visit is allowed.

Visits are not to be conducted in bed or in a bathroom.

Inappropriate or disruptive behavior on the part of the prisoner or a visitor may result in the termination of the visit and may lead to a permanent visitor restriction in accordance with MDOC PD 05.03.140 *Prisoner Visiting*. Such behavior includes, but is not limited to, inappropriate touching (including under or through clothing), kissing, fondling, exposure of the breasts or genital areas, excessively loud conversations, tantrums, repeated failure to remain with the video visiting party, any activity deemed to be sexual, gang related, involve weapons or drugs or any criminal acts, allowing non-approved visitors on video, video visits in a public area that shows non-approved persons, including children.

Note: *All activity that is considered criminal will be reported to the Michigan State Police.*

Notation of visits terminated based on inappropriate behavior and any subsequent visitor restriction shall be made in the Visitor Tracking system and the MDOC visit scheduling platform.

c: Director
Washington EPT
Assistant Deputy Directors, CFA