

MICHIGAN DEPARTMENT OF CORRECTIONS

“Committed to Protect, Dedicated to Success”

MEMORANDUM

DATE: December 9, 2024

TO: Wardens
Correctional Facilities Administration

FROM: Jeremy I. Bush, Deputy Director
Correctional Facilities Administration

SUBJECT: Visiting Standards - In-Person Visiting – Effective December 9, 2024

This memorandum supersedes all other 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 Special Alternative Incarceration.*

A. FORMS

Visiting forms include:

- CAJ-334 *Visitor List*
- CAJ-103 *MDOC Visiting Application*
- CAJ-290 *Clothed Body Search of Visitor -Waiver*

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 the following from the list at any time: immediate family members, attorneys/representatives, a Michigan Department of Health and Human Services (MDHHS) employee or representative acting on MDHHS’S behalf, clergy, 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 all persons requesting to be added to the prisoner's visiting list. Parole or discharge from a Michigan Department of Corrections (MDOC) facility results in deactivation of all a 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.

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 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.

The proposed visitor must mail the completed application to the facility where the prisoner is housed. Incomplete applications and applications returned electronically will not be processed. 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.

The information provided on the completed application will be verified. Verification will include follow-through with law enforcement agencies. Copies of documents/certificates which 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 paternity 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.

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. Visit Scheduling & Visitor Tracking

All visits are by appointment only. Approved visitors may schedule a visiting appointment using the ViaPath technologies scheduler:

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

Visitors may schedule up to two separate in-person visits on the same day.

Visitors of the Amish faith shall be required to make contact with the Warden/designee via telephone or U.S. Mail to schedule an in-person visit.

Notes: *It is recommended that visitors review the quarantine tables found on the MDOC website at www.michigan.gov/corrections to ensure that the facility or housing unit of the person they are scheduled to visit is not currently under outbreak status or housed in a quarantined/isolation unit. Previously scheduled visits will be cancelled if a facility or an individual housing unit goes on outbreak/quarantine.*

Only persons who have submitted a MDOC Visiting Application (CAJ -103) 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.

Additional required information about scheduling visits:

- Visits must be scheduled at least 48 hours prior to the visit.
- Visits must not be scheduled more than 7 days prior to the visit.
- A maximum of five persons may participate in a visit with a prisoner. Children less than two years of age will not be counted in that number. Space restrictions in non-contact booths may require the facility to limit the number of non-contact visitors to less than five, as directed by the Warden.
- The duration of a visit shall not exceed two hours from the time all parties have access to the visiting room, except for visits involving prisoners who are STG II, which shall be one hour.
- The MDOC recommends visitors arrive at the facility 30 minutes before their scheduled visit.

- Visitors who arrive late to a scheduled appointment will have the amount of time they are late subtracted from the two-hour visiting duration.
- A visit may be cancelled if the visitor is more than 60 minutes late for the appointment unless the visitor calls ahead of time to let the facility know they are running late due to circumstances outside of their control (e.g., heavy traffic, road construction, weather).
- All “no show” visits will be counted towards the prisoner’s allowable number of visits.
- All visits and all visitors must be entered into Visitor Tracking.
- If visiting space is available in the visiting room, visitors may be permitted a hold-over visit with the approval of the Warden/designee. In the event a hold-over visit is approved, the hold-over visitors shall be required to remain in the visiting room, and facility staff will enter the second visit in visitor tracking. The time taken to enter the second visit counts towards the two-hour time frame of the second visit. The total time of the two visits shall not exceed four hours.

C. 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-brother, half-sister, stepbrother, or stepsister 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. The adult accompanying the minor must be on the prisoner’s approved list.

Note: *A Department of Health and Human Services (DHHS), or Friend of the Court employee (or an employee of a private agency working under contract with DHHS) who is on official business or is facilitating a visit between the prisoner’s child and the prisoner, shall be permitted accompany the child on the visit if they have an approved visiting application.*

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, 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.

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, smocking of a visitor (see I-14), etc.

D. REQUIRED IDENTIFICATION

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 prior to each 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.

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.

Visitors of the Amish faith shall be required to present non-photographic identification as authorized by the CFA Deputy Director.

E. NUMBER OF VISITS ALLOWED

The maximum number of visits each prisoner is permitted will vary based on security level as identified below. Visits not used during a month will not be carried over to subsequent months.

- If a visit is terminated because of a mobilization, that visit shall not be counted as one of the allowable visits for the month.

Level I:	Eight per month
Level II:	Seven per month
Level IV (GP and Protection):	Five per month
Level V (GP and Protection):	Four per month
Segregation (Administrative Punitive and Temporary):	Four per month

STG I:	Three per month
STG II (See PD 04.04.113 for	Two non-contact visit per month

additional information about visits
with prisoners that have a STG II
designation.)

RSAT Parolees:

Seven per month

F. ENTERING A CORRECTIONAL FACILITY

Once visitors enter the correctional facility, they shall be required to remain in the facility lobby/restroom or visiting room until the visit is complete. Under no circumstances will a visitor be permitted to go out-of-doors, or into non-public areas of the facility.

If a visitor chooses to wear a mask during a visit, they shall be issued a single use mask. Visitors shall be issued a small bag for the storage of their personal mask in a facility locker.

G. VISITOR SEARCHES (note: This section applies to both contact and non-contact visits).

Searches will be completed in accordance with Policy Directive 04.04.110 *Search and Arrest in Correctional Facilities*. Visitors who fail to clear the metal detector in addition to a clothed body search after two attempts shall be screened by use of a hand-held metal detector.

H. BLACK LIGHT HAND MARKING SYSTEM FOR VISITORS

Facilities must use the black light wrist marking system for visitors. The black light will be used to check the wrist marking on exit from the visiting room.

I. VISITOR ATTIRE

1. Visitors must be fully dressed in clean clothes that are in good repair, e.g., holes in the clothing are not acceptable; however, worn, or frayed clothing that has no hole or tear may be acceptable. Visitors are not permitted to exchange, share, or give any part of their attire to a prisoner.
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 and shorts or skirts/dresses that are more than 3” (three inches) above the knee. Measurements are to be taken when the visitor is seated with feet flat on the floor and at the highest point of the skirt, e.g., if the skirt has a slit, then the measurement would be taken at the top of the slit. (If the slit is in the front or side of the skirt, the measurement would be taken while seated; if the slit is in the back of the skirt, the measurement may be taken while the visitor is standing).

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, including but not limited to yoga pants, running tights, jeggings, unitards, etc., may not be worn as outer garments. Additionally, extreme form-fitting clothing that exposes the shape of the breast or nipple is also prohibited.
6. Clothing items with excessive metal that cannot be effectively searched or will not pass the MDOC'S search policies (i.e. the metal detector) will require the visitor to have a non-contact visit (subject to availability).
7. Clothing or jewelry which displays words, symbols, gestures, or pictures that may be perceived as obscene, gang related or inflammatory are prohibited.
8. Outer garments such as shawls/ponchos/lightweight coats/jackets (including denim and jogging suit jackets), winter coats/jackets, shrugs, vests, head covering, gloves, or outer boots that slip over a shoe are not allowed in the visiting room. Blazers, suit coats, and sweaters are permissible. Note: Hooded garments are prohibited.
9. Visitors are permitted to wear religious clothing and head covering (e.g., Hijab, yarmulke, turban, habit, etc.), into the visiting room, but are subject to search and inspection. It may be necessary for MDOC staff to search/inspect these items at any time during the visiting process.
10. Visitors who have hair loss due to medical condition and/or treatment may be permitted to wear head covering (scarf, turban, hat, or wig); this head covering is subject to search and inspection. It may be necessary for MDOC staff to search/inspect these items at any time during the visiting process.
11. Footwear must be worn at all times.
12. Sunglasses are not permitted; however, visitors with who have a medical prescription for sunglasses may be allowed non-contact visits.
13. All items including jewelry and eyeglasses worn by visitors will be itemized and thoroughly searched upon entry and inventoried upon leaving the visiting area. Jewelry shall be limited to no more than ten pieces (a ring set, or an earring set shall count as two pieces). All visitors with permanent jewelry and/or piercings who cannot be effectively searched or pass the MDOC'S search policies (i.e. the metal detector) will only be allowed a non-contact visit (subject to availability).

Note: *Jewelry which includes an open compartment or space designed to contain photographs, hair, ashes, etc. is prohibited (e.g., lockets, rings, charms, vials, etc.). Also prohibited are watches, including, electronic wrist bands, pendants, eyeglasses, sunglasses, and other similar items which contain a camera, GPS, wireless or electronic functions.*

An accurate clock is required in locations which are clearly visible to visitors in all visiting areas, including attorney visiting areas.

14. Visitors who arrive in clothing that does not comply with these standards will not be permitted to visit. An exception may be made if this is the person's first visit to any MDOC facility (verification in Visitor Tracking necessary); in this case, the person is to be provided a smock and permitted to visit. A notation will be made in Visitor Tracking when a smock is used.

Note: *A visitor shall not be permitted to visit if they arrive in an outfit which requires smocking on their second or any subsequent visit to any MDOC facility. However, a visitor who has not been allowed to visit due to inappropriate attire may be permitted to visit if they return to the facility appropriately dressed, including the day of the initial denial.*

When necessary, the shift commander will make the final decision regarding visitor attire.

J. PROPERTY ITEMS VISITORS ARE ALLOWED TO BRING INTO THE VISITING ROOM

Note: *The MDOC is not responsible for the loss, theft, or damage of a visitor's property.*

The following list is all-inclusive:

1. Locker key.
2. Visitor pass.
3. Identification card.
4. Funds for the purchase of food items sold from vending machines located in the visiting room where the visit is taking place. The funds shall be:
 - a. Change (dollar coins, quarters, dimes, and nickels only), maximum \$25 per visitor. The maximum allowed for a visiting party of three or more persons is \$60; or
 - b. Pre-paid vending card as authorized at the facility where the visit will take place.

Notes: *Money is not allowed in facilities where vending cards are used.*

Food items sold from vending machines must immediately be removed from the manufacturer's packaging and the food item immediately placed on an individual paper plate for each person eating the food, i.e., the prisoner and visitor(s) are not permitted to share the same plate nor to eat or drink from the same paper plate/food container. The manufacturer's packaging shall be disposed of prior to the visitor's return to their seat. Food items must remain uncovered until consumed. Food items must be consumed or thrown away at the end of the visit.

5. When an infant is on the visit: Two clear plastic bottles, one pacifier, and one single-layered baby blanket (no quilt or comforter style). A clear plastic spill-proof cup "sippy cup" is permitted when a toddler is a member of the visiting party. Note: Breast feeding of an infant is not permitted in the visiting room.
6. Medications and/or medical equipment (e.g., wheelchair, cane, walker, oxygen equipment, prosthesis, etc.) which may be needed by a visitor during a visit are permitted with the approval of the shift commander. Visitors requiring medication and/or medical equipment during a visit may be required to sit next to the officer's station.

Visitors in wheelchairs who are paraplegic or have mobility from the chest up are required to use the facility's wheelchair while in the visiting room. Each facility must have a wheelchair available for visiting room use. The visitor's wheelchair will not be permitted in the visiting area.

Visitors who are required to use a facility wheelchair will not be physically handled or moved by facility staff. A member of that visitor's visiting party is responsible for the move to the facility wheelchair. If the visiting party is unable to accomplish this move, the visitor may be allowed to use their own wheelchair; however, the visit will be non-contact.

Visitors in wheelchairs who are quadriplegic or have limited or no mobility of their upper extremities, may use their own wheelchair while in the visiting room. However, the visitor and their chair will be searched as thoroughly as possible before entering the visiting room. The visitor will undergo a clothed body search of exposed areas, i.e., upper, and lower extremities, without actual removal from the chair. Additionally, the visit will be assigned to a location next to the officer's station.

7. A service dog that provides a service for a visitor with a disability is permitted to accompany a visitor while in the visiting room. The service dog shall be individually trained to do work or perform tasks for the benefit of the visitor with a disability, and the work or tasks performed must be directly related to the visitor's disability. Emotional support, well-being, comfort, or companionship does not qualify as a service, and these dogs may not be permitted to accompany a visitor into the visiting room. A service dog in-training that is being trained or socialized is permitted to accompany a visitor while in the visiting room if the dog trainer or raiser is accompanying the service dog in-training.

If it is not obvious what service the dog provides, staff shall not: (1) Ask about the visitor's disability, (2) Require medical documentation, (3) Require a special identification, clothing, or training documentation, or (4) Ask the dog to demonstrate its ability to perform work or a task. Staff may ask the following questions to determine whether the dog may accompany the visitor: (1) Is the service dog required because of a disability, and (2) What work or tasks has the service dog been trained to perform?

The service dog or service dog in-training, as well as all accompanying items, including harnesses, collars, capes, backpacks, shall be searched before entering the visiting room. A visitor, service dog, or service dog in-training shall not be isolated from the visitation room. A visit shall not be denied because of allergies or fear of the service dog or service dog in-training.

A visit with a service dog or service dog in-training may be disallowed if: (1) The dog is out of control and the handler does not take effective action to control the dog, or (2) The dog is not housebroken, (3) Contraband is discovered on the dog or visitor.

If the visit is denied because of behavior or housebreaking issues, the visitor shall be notified of alternative methods of visitation, such as video visitation. Animals may not be left alone in vehicles.

Individuals who fraudulently represent an unqualified dog as a service dog or service dog in-training may be referred to police for unlawful criminal activity.

8. Immediate family members, as defined in PD 05.03.140 *Prisoner Visiting*, may bring legal documents in on a visit for review only with the prisoner. The documents cannot be left with the prisoner nor left at the front desk for the prisoner. These items are subject to search before being taken into the visiting room.
9. Attorneys or their representatives, legal paraprofessionals, or law clerks on attorney visits may take the following with them into the visiting room/confidential visiting area: a) legal papers, including the attorney's file on the prisoner's case; e.g., correspondence, pleadings, transcripts, DVD recording related to the prisoner's case, which may be shown to the prisoner only on a DVD player provided by the MDOC facility, b) writing pads and implements (any combination of five pens and pencils), softbound copies of law books; e.g., Michigan Court Rules, compilation of criminal statutes, sentencing guidelines. No other items will be allowed unless the Warden has given prior approval. Laptop computers and other electronic devices are prohibited. All items are subject to search.
10. Attorneys, legal paraprofessionals, and law clerks on attorney visits may leave legal documents for the prisoner at the front desk at the conclusion of their visit. Documents cannot be given to the prisoner directly. These items are subject to search and will be delivered to the prisoner as mail.

11. Outreach volunteers and clergy are permitted to carry the following items into the visiting room when visiting as a volunteer/clergy: a) two religious books, e.g., a scripture book and study book, b) any combination of five pens and pencils, c) a note pad or loose-leaf paper. Clergy may bring sacramental items into the visiting room only if approval has been obtained through the Warden prior to the visit.

12. Representatives of the media are permitted to bring the following items into the visiting room for the purpose of interviewing a prisoner: a) a notebook/pad and b) any combination of five pens and pencils. Electronic equipment and audio/visual recording devices are prohibited. Items carried in by the media representative will be searched and must leave with the media representative at the conclusion of the visit. These items cannot be given to the prisoner.

Note: *Cameras, cellular telephones, pagers, and other electronic devices are not permitted. Visitors must leave these items in a locked motor vehicle or in a secure area designated by the Warden for this purpose. The furnishing of a cellular telephone to a prisoner is a felony under MCL 800.238a.*

K. PRISONER PROPERTY AND CLOTHING

The only items of personal property a prisoner may have with him/her 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.)

All allowable property permitted will be inventoried and thoroughly searched upon entry and leaving the visiting area.

<p>Allowable Property</p> <ul style="list-style-type: none"> • Identification card, which must be submitted to the visiting room officer to be placed 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.
<p>Allowable Clothing</p> <ul style="list-style-type: none"> • State issue face mask. • State issue shirt/blouse. • State issue trousers. • Undershirts.

- Underwear.
- 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 *Religious Beliefs and Practices of Prisoners*.

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.

L. ASSIGNED SEATING/CROSS VISITATION/PHYSICAL CONTACT

Prisoners and visitors, including children aged two and over, will be assigned a specific seat in the visiting area. Prisoners shall be allowed to visit only with those individuals who have signed in to visit them, i.e., no "cross visitation" will be allowed between prisoners or their visitors.

Note: *Brief greetings are acceptable; continued conversation is not.*

Physical contact between prisoners and visitors is prohibited except for one kiss and one embrace between a prisoner and each of their visitors on entry to the visiting room and again as the MDOC staff member releases the individual visiting party at the end of the visit.

Additionally, a prisoner and their visitor are permitted to have their arms around the shoulders of one another and may hold hands. A prisoner who is a parent or grandparent may appropriately touch and hold their child/grandchild if under two years old and bottle feed their infant/grandchild while visiting.

Children must be under direct supervision of the visiting parent, guardian, or other visiting adult immediate family member at all times including when children are using the restroom. Corporal punishment of children is prohibited and may result in termination of visiting privileges.

If provided by the prisoner benefit fund, a prisoner and their visitor(s) may use toys, games, books, coloring pages, crayons and/or an electronic tablet while visiting. Toys shall be permitted only if they are constructed of material which can be easily cleaned and sanitized. Books and games made of paper shall be removed from the visiting room when they become excessively soiled, worn, or tattered. The use of all games and toys by a child

must be under the direct supervision of the visiting parent, guardian, or other visiting adult immediate family member. Crayons and coloring pages must be removed from the facility by the visiting party at the conclusion of the visit.

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. Portable non-contact stalls may also be used for this purpose. Prisoners are required to remain seated at all times unless given permission to leave their seats by visiting room staff.

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

M. RESTROOM USE

Visitors shall use only restrooms designated for public use. Visitors shall not be permitted to use restroom facilities that are used by prisoners.

- A member of a visiting party may leave their assigned seat during the course of the visit to change a child's diaper in an area designated by facility staff. This diaper changing area shall be located in the visiting room or an area adjacent to the visiting room where the diaper change may be observed by visiting room or gate staff. Prisoners are not permitted to change a child's diaper.
- Visitors and prisoners returning from the restroom will be searched prior to their return to the visiting room. If staff have reason to believe the visitor has been anywhere other than the restroom, the visitor will be refused re-admittance.
- Visitors and prisoners will not be permitted to use the restroom while count is being conducted in the visiting room. Once count for the visiting area is cleared, use of the restroom may resume.

N. PHOTOS

- Visitors will be permitted to take a photograph with the prisoner during the visit. An embrace including a kiss is permitted while a picture is being taken.
- Inappropriate gestures in photographs will result in the confiscation of the photograph.
- The taking of photographs shall be permitted only during a time when the entire event may be directly observed by the visiting room staff member.

O. PROPERTY LEFT AT THE INFORMATION DESK ON VISITS

Legal documents left by an attorney, legal paraprofessional, or law clerk at the conclusion of a legal visit are the only items that may be left at the information desk; all such documents must be clearly identified with the prisoner's name and identification number. (See Paragraph J-10)

P. TERMINATION OF A VISIT

In-person visits may be restricted for the reasons set forth in PD 05.03.140 *Prisoner Visiting* and for inappropriate or disruptive behavior on the part of the prisoner or a visitor, including but not limited to, inappropriate touching, kissing, fondling, sitting on the lap of a prisoner/visitor (including children two years of age or older), exposure of the breasts or genital areas, excessively loud conversations, tantrums, repeated failure to remain with the visiting party, passing of contraband.

A prisoner or visitor who engages in inappropriate behavior shall be given notice of the proposed visitor restriction and of a hearing in accordance with PD 05.03.140 *Prisoner Visiting*.

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

NOTE: If a prisoner/parolee discharges from MDOC custody with a visitor restriction, the restriction shall expire and shall not be reactivated if the prisoner/parolee returns to prison.

Q. EXITING THE VISITING ROOM

When visits are over, only one table shall be released at a time.

c: Director Washington
EPT
Assistant Deputy Directors, CFA