



PO Box 8707  
Pine Bluff, AR 71611-8707  
Phone: 870-267-6200  
Fax: 870-267-6244  
www.adc.arkansas.gov

## ADMINISTRATIVE DIRECTIVE

**SUBJECT: Inmate Visitation**

**NUMBER: 17-22**

**SUPERSEDES: 16-30**

**APPLICABILITY: Employees, Inmates, and Visitors**

**REFERENCE: AR-865 - Inmate Visitation      PAGE: 1 of 20**  
**AD 2016-20 Punitive Segregation**

**APPROVED: Original Signed by Wendy Kelley      EFFECTIVE DATE: 07/30/17**

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### **I.      POLICY:**

It shall be the policy of the Arkansas Department of Correction (ADC) to permit inmates to have visits with family, friends, attorneys and spiritual advisors under conditions that are consistent with the security and good order of departmental operations.

### **II.     PURPOSE:**

Visitation privileges for inmates are essential to maintaining good morale, sustaining family life and ensuring relationships in the community upon release. Because of limited space, staff availability, scheduling considerations and security requirements of correctional units/centers, certain limits must be set and controls established governing visits. Nothing in this policy shall interfere or restrict the authority of the ADC to determine an inmate's unit of assignment. This policy also governs video visitation.

### **III.    PROCEDURES:**

#### **A.      Approval of Visitors**

1. Inmates will not be allowed visitors during their initial reception and orientation to the Department of Correction commonly referred to as "intake."
2. Inmates will be allowed to visit immediate family members for a period up to thirty (30) days after the inmate completes intake and is

received at their initial unit of assignment until such time as a visitation list is established. The family relationship must be validated by inmate information on record.

For the purposes of this policy, immediate family members are defined as the inmate's father, mother, sisters, brothers, spouse, children, grandchildren, and any other person whose relationship with the inmate has been verified as that of a parent/guardian such as mother-in-law, father-in-law, grandparents, aunts, or uncles, or, whose relationship with the inmate has been verified as that of a child/ward such as a foster child, son-in-law, daughter-in-law, niece or nephew. This list of immediate family members includes step family members and half siblings.

3. Inmates will receive information regarding procedures governing visitation within the first week after arrival at each facility.
4. After the initial thirty (30)-day period at the initial unit of assignment, only visitors on an inmate's visitation list will be allowed to visit.
  - a. A Visitation Application (Attachment I) must be received from all visitors wishing to visit before they can be added to the inmate's visitation list.
    - (1) The inmate is responsible for providing visitors with applications, including family members, on their temporary list.
    - (2) All applications must be submitted to the visitation clerk.
  - b. Any incomplete application will be rejected and returned to the applicant for completion of mandatory information.
  - c. Once the completed application is received, the visitation clerk or designee will perform a criminal history query.
  - d. Upon approval by the Unit Warden, the visitor's name and address shall be placed on the inmate's list, and the inmate shall be advised, in writing, that the person is now approved for visitation.
    - (1) It is the responsibility of the inmate to inform visitors of their approvals/denials, scheduled visitation days and times, and changes in these schedules.
    - (2) Additions to the approved list may be made at any time; however, due to delays that can be caused by excessive submissions of additions, a restriction can be applied after a visitation list is established. A warden may restrict an inmate's ability to add visitors for a period of ninety (90) days due to excessive submissions. Excessive is defined as the addition of five (5) or more visitors in a thirty (30)-day

period, or the addition of the same visitor more than twice in a thirty (30)-day period.

- (3) It shall be the responsibility of the inmate to notify the visitation clerk of any requested changes on the approved visitation list.
5. Approved visitors may not be listed on more than one inmate's visitation list unless the visitor is confirmed as an immediate family member of each inmate and approved by the warden(s).
6. Visitors with Prior Convictions
  - a. Immediate family members with past felony convictions may not apply for visitation until sixty (60) days after their release from confinement. If the visitor is currently on probation/parole, his/her supervising officer must submit written approval directly to the unit. Regardless, approval for visitation must also be obtained from the Warden.
  - b. Non-immediate family members who apply for visitation and have a prior felony conviction may be granted visitation privileges only by the Director or designee.
  - c. Any applicant for visitation that has a prior misdemeanor conviction may be granted visitation privileges only by the Warden/Center Supervisor.
7. Employees/Former Employees
  - a. Current ADC employees and contract employees (working in an ADC facility), shall not be approved for visitation unless, prior to their employment, they were immediate family members of the inmate.
  - b. Former ADC employees and former contract employees shall not be approved for visitation for a period of three (3) years from their last date of employment unless, prior to their employment, they were immediate family members of the inmate. Waivers of the three (3) year period for former employees, contractors, interns, or students may be granted by the Warden if the employee left in good standing and is an immediate family member and/or an attorney of record for the inmate.
8. Volunteers/Former Volunteers
  - a. Volunteers, including interns, with the Arkansas Department of Correction shall not be placed on any inmate's visitation list unless they are immediate family members and were so related to the inmate prior to their work as a volunteer or the inmate's incarceration.

- b. Former volunteers and interns may be placed on an inmate's visitation list eighteen (18) months following their last date as a volunteer. Waivers can be granted by the Warden if the volunteer left in good standing and is an immediate family member and/or an attorney of record for the inmate.
9. A maximum of twenty (20) persons may be placed on any inmate's visitation list. Once this number is reached, the inmate cannot add another visitor without removing one from the existing list.
- a. Visitation applications containing all mandatory information that are received when an inmate is not eligible for change will be placed in the inmate's visitation file.
  - b. Any application that does not become active within one-hundred twenty (120) days from the application date will be shredded.
  - c. Any application that is rejected (other than those that are incomplete and therefore returned to the applicant) or that is for a visitor who has been removed from the visitation list may be shredded, but shall remain in the electronic record.

## B. Special Visits

### 1. Spiritual Advisor and Attorney of Record

Visits between a licensed attorney representing the inmate or having obtained a subpoena or court order for a visit, spiritual advisors, ministers of record and the inmate will be permitted Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. upon prior arrangement (a minimum of twenty-four (24) hours in advance whenever possible) with the Warden/Center Supervisor/designee.

- a. Unit/center staff may maintain visual observation and will provide as much privacy as possible to ensure confidential verbal communication.
- b. Visiting attorneys will not be subject to a comprehensive background check, but must provide a state issued photo identification and a valid state bar number so that staff can verify the attorney is currently licensed (license has not been suspended nor canceled).
- c. Any assistant to an attorney who is not also licensed as an attorney will be subject to a background check on the same basis as any other visitor. Attorneys wishing to send non-attorney assistants for inmate visits, or be accompanied by non-attorney assistants, are encouraged to obtain and submit completed visitation requests and authorization forms for such assistants in a timely fashion so as to allow for a background check.

- d. Attorneys will be advised/reminded that no metal should be worn, including under wire that could prevent clearing the security devices. Any metal required for the visit, such as writing instruments, must be placed in a basket to clear the x-ray machine.
2. News media requests for inmate visits and interviews are governed by Board of Corrections Administrative Regulation 011.
    - a. Representatives of news organizations wishing to conduct in-person interviews with an inmate incarcerated within the Arkansas Department of Correction shall submit their requests in writing to the Public Information Officer.
    - b. Any news media visit can be denied, canceled or restricted by the Director or Warden if there are security concerns based on present circumstances or concerns regarding subject matter, including, but not limited to: pending appeals or legal matters related to the inmate's criminal conviction; institutional adjustment; and/or re-victimization if a victim(s) has been registered in the electronic offender management system by the ADC Victim Services Coordinator.
    - c. Requests that could provide, or attempt to provide, compensation to the inmate, which are for entertainment purposes, or which would impose a burden on the agency's limited resources will be denied.
    - d. Inmates in punitive/administrative segregation are not eligible for in-person news media interviews.
    - e. Inmates having served sixty (60) days or less of their initial assignment are not eligible for in-person news media interviews.
    - f. All requests for in-person interviews shall be reviewed by the Public Information Officer, who will then forward the request and a recommendation to the Director. The Director will decide whether to approve the requests.
    - g. News Media representatives denied a media visit, may follow the process of a regular visitor to speak with an inmate if the inmate sends that person an application to be processed. Regular guidelines will apply.
3. Disciplinary Cases

Inmates on punitive status may be allowed visitation privileges in accordance with the appropriate administrative directive.

#### 4. Special Status/Assignment

- a. Inmates on special status/assignment may be allowed to visit, consistent with good security, as designated by the Warden/Center Supervisor/designee.
- b. Examples of special status/assignment include, but are not limited to Administrative Segregation, Investigative Status, those in residential Mental Health programs or Protective Custody.
- c. Death Row visits are held in accordance with the appropriate administrative directive.
- d. Inmates admitted to an ADC infirmary or hospital may be allowed to receive visits after receiving approval of the Warden/Center Supervisor after concurring with the Unit Health Services Administrator.

#### 5. Non-Agency Medical Facilities

- a. Any visits in non-agency medical facilities will comply with the facilities' visitation rules in addition to those found in this policy.
- b. Inmates hospitalized in non-agency facilities may be allowed visitation by the Medical Services Administrator if admission is for a critical condition or the hospitalization is for an extended period of time as covered in subsection (c) or (d) below. When visits for surgical procedures are approved:
  - (1) Visits will occur prior to surgery or after returning from recovery;
  - (2) visitors will be restricted to immediate family members on the inmate's approved visitation list; and
  - (3) these provisions may be modified at the discretion of the Medical Services Administrator in conjunction with the Warden/Center Supervisor of the inmate's unit/center of assignment.
- c. The Medical Services Administrator may approve and coordinate visits for inmates who are hospitalized in non-agency facilities in cases of terminal illness or critical condition.
  - (1) Special arrangements may be made by the Medical Services Administrator with the approval of the Warden/Center Supervisor of the inmate's unit/center of assignment for individuals not on the inmate's approved visitation list and may include minors in cases of terminal illness or critical condition; and,

- (2) When the Medical Services Administrator cannot be reached, the Warden/Center Supervisor may approve visits on an emergency basis after consulting with ADC's hospital security coordinator or a Deputy Director consistent with the facilities policies.
- d. The Medical Services Administrator may approve and coordinate all visits for inmates who are hospitalized in non-agency facilities for an extended length of time (greater than 7-10 days duration). Where these visits are approved:
  - (1) The visits shall occur at the time the visit would normally have occurred at the inmate's unit/center of assignment; and
  - (2) the amount of visitation time shall not exceed four (4) hours in duration.

#### 6. Visitation Other Than Regular Visitation Days

Upon approval of the Warden/Center Supervisor, visits may be granted any two (2) days to approved visitors whose residence is more than three hundred (300) miles from the unit/center.

- a. These are not extra visits and will count toward the inmate's allowed number of monthly visits. They will not be granted if it would exceed the inmate's allowed number of monthly visits.
- b. Visitation may be approved for two (2) days of regular visiting hours.
- c. The visitor must request the visit twenty-four (24) hours in advance during regular business hours.

#### 7. Department of Human Services - Division of Children and Family Services (DHS-DCFS)

Consistent with the provisions of Arkansas Code Annotated § 9-27-303 as amended by Act 993 of 2017, the Department of Correction will support the efforts of the DHS-DCFS to "reunify a family after a child is placed out of his or her home" by facilitating a special visit between incarcerated parents, their minor child(ren) involved in an active DHS-DCFS case, and DHS-DCFS staff. The DHS-DCFS may identify other individuals to attend the visit who are appropriate to assist the DHS-DCFS in their reunification efforts. However, the Warden/Center Supervisor may deny admission to a visitor or, limit the number of visitors, based upon security considerations or staffing limitations.

- a. These visits will be permitted Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. upon prior arrangement with the Warden/Center Supervisor/designee. The DHS-DCFS is entitled to establish initial contact with an incarcerated parent via a prescheduled telephone call arranged through the Unit Chaplain.
- b. A request for special visitation shall be submitted in writing to the Warden/Center Supervisor a minimum of five (5) business days in advance of the requested special visitation. The request must include a completed visitation form for each person requesting to participate in the visitation.
- c. Visitors involved in these efforts will be subject to a comprehensive background check, and must possess valid government issued photo identification as provided for in the policy during their visit. The results of a background check will be valid for twelve (12) months from the date of the check.
- d. Except for waivers granted in this section, visitors involved in these efforts will be subject to the same entrance procedures and conduct guidelines applicable to a regular visitor. Visitors involved in these efforts will be advised/reminded that no metal should be worn, including underwire, which could prevent clearing the security devices. Any metal required for the visit, such as writing instruments, must be placed in a basket to clear the x-ray machine. Visitors involved in these efforts will be allowed to bring in such documents as necessary to involve an incarcerated parent in case planning. All case planning documents must remain in the possession of the visitor during and after the special visit.

### C. Visitation Schedule

All eligible inmates shall be entitled to visitation privileges only in accordance with the following schedule:

1. Saturdays and Sundays will be designated visitation days for all routine visits.
2. There will be no visitation on holidays unless the holiday falls on a regular visitation day.
3. Hours for visitation will be from 12:00 noon to 4:00 p.m., except as authorized by the Director.
4. All Class I inmates will be permitted weekly Sunday visits for a maximum of four (4) or five (5) visits a month depending upon the number of Sundays.
5. All Class II, III and IV inmates will be permitted two (2) visits a month, either the first and third Saturday of the month or the second



and fourth Saturday of the month as determined by the Unit's schedule. In cases where inmates of the same immediate family are housed at the same unit/center, the Warden/Center Supervisor may approve requests by those inmates to visit on the same day, per the schedule of the lower class inmate.

6. Where space is limited, the Warden/Center Supervisor is authorized, as approved by the Director, to divide the inmate population in such a manner as to balance the number of visitors present on either visitation day.
7. The scheduling of special visits shall be performed in accordance with unit/center procedures.
8. Where space for non-contact visits is limited, the duration of these visits may be reduced to two (2) hours with approval of the Director.

The scheduling of video visits shall be established and posted for the inmate population where available.

#### D. Rules Pertaining to Visitors

1. All visitors shall register in and out of the unit/center point of entry and are subject to biometric identification. Records are to be maintained and/or destroyed according to the Department's Records Retention policy.
2. All visitors twelve (12) years of age or older will be required to show a valid unexpired driver's license or state issued photo identification. Adult escorts may vouch for the identity of minor visitors under the age of twelve (12) years.
3. Approval of an individual on a visitation list is conditioned upon the signing of a consent form authorizing searches of one's person, vehicle and personal belongings pursuant to ADC policies on searches. For minors under the age of eighteen (18), the parent/guardian must sign in addition to the minor.
4. In addition to searches required to enter a facility, visitors may be requested to submit to an additional search for contraband prior to, during, or after the visitor's meeting with the inmate if the search has been authorized by the duty Warden/Center Supervisor.
  - a. Any person or vehicle entering a correctional unit can be searched for contraband. Visitors in wheelchairs and those wearing wigs or religious headgear are also subject to search. If a wig or religious headgear is being worn, the visitor will be searched outside the presence of other visitors by an employee of the same gender. Entrance will be denied if a visitor is not willing to submit to a search and clear all security procedures. The visitor's privileges to

visit will then be suspended indefinitely. The visitor's privileges may only be reinstated by the Warden/Center Supervisor.

- b. Any visitor who knowingly brings or attempts to bring any contraband onto the unit/center grounds shall be dealt with according to the appropriate administrative regulation(s) and directive(s) governing searches for and control of contraband. The visitor's privileges to visit will be revoked and may only be reinstated by the Warden/Center Supervisor. The visitor may also be subject to criminal prosecution.
- c. Several different electronic scanning devices are used to detect the presence of contraband. Personal clothing choices containing metal snaps, buttons, buckles, under wire, etc. may cause the electronic detectors to alarm and require removal of clothing item. **(Visitors are encouraged to avoid wearing any items with metal which will slow down entrance for visitation.)** Anyone unable to clear the scanning devices will be denied entry and the visitor's privileges to visit will then be suspended indefinitely. The visitor's privileges may only be reinstated by the Warden/Center Supervisor.
- d. The recording, or photographing, of a video visit is prohibited. Individuals found to be in violation of this policy, or found to be facilitating the violation of this policy, will have their visitation privileges suspended for a minimum of one (1) year from the date the Department becomes aware of the first violation. A subsequent violation will result in the permanent loss of the visitation privileges of the violator.

#### E. Visitation Activities and Restrictions

1. No more than four (4) persons shall be permitted to visit an inmate during any one (1) visitation period. A person of any age is counted as one (1) of the four (4) except as provided by E. 1 (b).
  - a. Minor children, under the age of eighteen (18), may not be allowed to visit unless accompanied by an approved adult visitor, or upon proof of emancipation.
  - b. Minor children of the inmate allowed to visit may exceed the limit of four (4) visitors; however, only two (2) approved adult visitors may accompany the minor children when the limit of four (4) is exceeded. The Warden must authorize any other exception.
2. Visitors who have been admitted to the unit/center to visit an inmate shall not visit any other inmate unless specific prior permission is granted for such a visit by the duty Warden/Center Supervisor.
3. Visitors will not be admitted when the apparent odor or effect of alcohol or other drugs is detected.

4. Visits may be denied, terminated, or modified for reasons of health condition of the inmate or visitor, or the inmate's program participation.
5. Any behavior on the part of the inmate or visitor that is or may be disruptive to the security and good order of departmental operations or violates Department of Correction rules will result in denial of or termination of the visit.
6. Visitors will be responsible for keeping children under control. Failure to control and supervise children is grounds for termination of the visit.
7. Visitors' clothing must be appropriate for the age and occasion. No halter-tops, tank tops, hats, shorts, mini-skirts/dresses, see-through clothing, leggings, jeggings, or camouflage attire may be worn. Brief cut or otherwise provocative clothing will not be permitted. No sleeveless tops are allowed because shoulders must be covered at all times. Children ten (10) years of age and under will be allowed to wear shorts of an appropriate length. Metal on clothing items should be avoided due to delays in clearing security equipment when additional search procedures are required including the removal of any items containing metal.
8. Visitors will be allowed to carry in only the following items: clear plastic bag containing a small amount of cash for purchasing refreshments, prescription medication in the visitor's name and in original pharmacy container, government issued identification, baby bottles, baby diapers and diaper wipes, car keys and jewelry (being worn). The Department of Correction accepts no responsibility for the property of visitors. The Warden/Center Supervisor or designee may set limits on the amount of money or any item listed above that a visitor will be allowed to bring into the facility.
9. Visiting inmates will be allowed to wear a wedding band and must wear state issued footwear or footwear issued by the medical department if required by a current script.
10. Where facilities allow, the inmate and the visitors may eat and drink only those items sold through available vending operations or as designated by the Warden/Center Supervisor. Inmates and visitors may purchase items that can be consumed during the visitation period. Items not consumed must be taken out by the visitors at the end of the visitation period or thrown away. No other objects or articles may be exchanged between the visitors and inmates.

F. Conditions for Visitation

1. Visits shall be held in a relaxed manner under observation. All visitors shall be treated courteously and professionally. It is important that officers present a good appearance, be pleasant, tactful, alert to any

problems that may arise, and be able to refer such problems to appropriate officials.

2. The Warden/Center Supervisor has the authority to restrict contact visitation consistent with unit policy and the security needs of the Unit/Center.
3. Inmates who violate the following rules may be placed on Non-Contact Visitation for one (1) year for each offense. This will include all visitors on the inmate's visitation list.
  - a. Under the influence of and/or use of an illegal drug, alcohol, intoxicating chemical or any medication in an unauthorized manner.
  - b. Refusal to submit to substance abuse testing.
  - c. Possession/introduction of any drug, narcotic, intoxicating chemical, or drug paraphernalia not prescribed by medical staff.
  - d. Possession or movement of money or currency, unless specifically authorized.
  - e. Possession of clothing or property not issued or authorized by the Center/Unit.
  - f. Correspondence/conduct with a visitor in violation of regulations.
  - g. Possession/introduction/use of a cell phone or unauthorized messaging device.
  - h. Possession/introduction/use of unauthorized electronic devices or parts of one, such as a charger or sim card.
  - i. Indecent exposure
  - j. Social media
4. When any visit is a threat to the security and good order of the unit/center, the visit shall be terminated.
5. During an institution emergency, quarantine, or power failure, visitation may be canceled as deemed appropriate by the Warden/Center Supervisor or designee.

G. Suspension/Termination of Approval

1. Visitation is a privilege and visitation privileges will be denied should the department determine a visitor or inmate has attempted to violate department rules or regulations.

2. A visitor who is removed from an inmate's visitation list, regardless of why the removal occurred, shall wait a minimum of six months before being eligible to be placed on any inmate's visitation list. This six-month wait shall not apply to mentors who are on the visitation list as part of a program approved by the Arkansas Department of Correction.
3. Any visitor found to have knowingly introduced, or attempted to introduce, contraband or who refuses to comply with a search requested by staff may be removed from the inmate's visitation list for a minimum of one (1) year. The visitor must reapply for visitation privileges for any inmate through the application process.
  - a. Any visitor found to have knowingly introduced, or attempted to introduce, drugs, cell phones, weapons, implements of escape, tobacco products, or any other items that threaten the security and good order of the institution may be permanently prohibited from visiting at any ADC location. The Warden may reconsider the decision to permanently deny visitation after considering the nature and extent of the incident, and completion of a minimum of one (1) year since denial.
  - b. Violation of any visitation rules, including displaying sexual acts or other prohibited behavior on video visitation will also result in cancellation of all visitation privileges.
  - c. Any visitor who refuses to comply with searches as requested by staff shall be removed from the inmate's visitation list as refusal will be considered an attempt to introduce contraband. The visitor will also be removed from the inmate's telephone list.
  - d. Any changes in the visitation status should be listed in the electronic Offender Management Information System (eOMIS).

#### H. Alerts in the Electronic Record

1. Any visitor whose visitation privileges have been suspended or terminated in the past should result in an "alert" flag.
2. Any current or former employee, contractor, intern, or volunteer should result in an "alert" flag.
3. Any visitor suspected of introducing contraband during a prior visit will result in an "alert" flag.
4. Any visitor placed on a suspicion list by the Warden/Center Supervisor due to correspondence, phone calls, or other available information leading to security concern will result in an "alert" flag.
5. An "alert" must be read, but will not result in the denial of a visit; it is to have staff supervising visitation aware of the information contained in the alert when allowing the visitor into the unit.

## I. Visitor's Arrest

The procedures listed below shall be followed when notification has been made of an approved visitor's arrest:

1. The Visitation Clerk will compare the arrest information against visitation information on file to verify accuracy of the information and verify identity of the visitor.
2. The Warden/Center Supervisor will place the visitor on suspension status.
3. The visitor will be advised of the suspension in writing through U.S. Mail. Visitation privileges will remain suspended until the following information is provided for review (see Attachment III):
  - a. Copies of arrest reports;
  - b. Written statement detailing the circumstances of the arrest;
  - c. Court records and/or disposition of the charges; and
  - d. Other documents as requested.
4. The inmate will receive a notice advising of the suspension. (Inmate will not be given details).
5. Once the requested information has been received, the Warden/Center Supervisor and/or the Visitation Clerk will re-evaluate the visitor's visitation status.
6. Following the re-evaluation, the Warden may:
  - a. Return the visitor to approved status;
  - b. Continue the suspension for specific period of time; or
  - c. Permanently revoke visitation privileges.
7. The inmate shall be advised, in writing, of the Warden's decision. It is the responsibility of the inmate to inform the visitors of changes of status, days, times, schedules, etc.

**IV. REFERENCES:**

American Correctional Association (ACA) Standards

Attachment I

ARKANSAS DEPARTMENT OF CORRECTION
VISITATION /TELEPHONE CONTACT REQUEST AND AUTHORIZATION FORM
Please circle your request selection: ADDITION CHANGE

PLEASE MAKE SELECTION : PHONE LIST VISITATION LIST BOTH

Inmate's Name: ADC#

Applicant's Name:

PLEASE PRINT NAME AS IS APPEARS ON DRIVER'S LICENSE

Street or Address Street City State Zip Code

Mailing Address Street City State Zip Code

Date of Birth: / / Telephone Number:

Are you a CURRENT or PREVIOUS ADC employee CONTRACT employee or VOLUNTEER? YES NO

IF YES, Date last employed or volunteered: Unit of Assignment:

SOCIAL SECURITY #:

If age 12 or older, Valid Driver's License /State Issued Photo ID Number: State of issue: SEX: RACE:

Relationship to Inmate:

If form is for an Attorney request, provide State Bar Number

ARE YOU PRESENTLY ON THE APPROVED PHONE LIST OF ANOTHER INMATE INCARCERATED WITHIN THE ARKANSAS DEPARTMENT OF CORRECTION? YES NO IF YES, PLEASE COMPLETE THE FOLLOWING; IF MORE THAN ONE, LIST ALL. Use additional paper if needed.

Inmate Name ADC # RELATIONSHIP Incarceration Unit
Inmate Name ADC # RELATIONSHIP Incarceration Unit

ARE YOU PRESENTLY ON THE APPROVED VISITATION LIST OF ANOTHER INMATE INCARCERATED WITHIN THE ARKANSAS DEPARTMENT OF CORRECTION? YES NO IF YES, PLEASE COMPLETE THE FOLLOWING; IF MORE THAN ONE, LIST ALL. Use additional paper if needed.

Inmate Name ADC # RELATIONSHIP Incarceration Unit
Inmate Name ADC # RELATIONSHIP Incarceration Unit

SEARCH AUTHORIZATION

I, Name OF City State request

permission from the Arkansas Department of Correction, to Visit and/or Contact by telephone, Inmate ADC #. I have read the rules and regulations on the back of this form and I understand them fully. I do agree to abide fully by such rules and regulations. I understand that there will be consequences should I fail to follow the rules and regulations governing telephone usage and/or visitation, both those located on the back of this application and rules posted at the Unit. In consideration for being granted permission to telephone usage and/or visitation, I consent to recording of telephone calls and a criminal background check(s).

COMPLETE AND RETURN THIS FORM TO:

VISITATION CLERK
At the Inmate's Assigned Unit

Printed Applicant's Name (Must be Legible or Form Cannot Be Processed)

Signature of Applicant

If you are under 18 years of age, your Legal Guardian's approval to visit and consent to a search of your person and possessions or contact by telephone must be indicated by signing below. Additionally, you will be required to have an approved adult with you to visit. Signature of Parent or Legal Guardian constitutes "consent" or approval.

Relationship to Applicant:

Signature of Legal Guardian or Parent

Clearly Print Parent or Legal Guardian's Name



**(Back of Attachment I)****Rules Governing Inmate Visits**

1. In order for you to be placed on the approved visitation list, this form must be legibly completed in its entirety and **RETURNED TO THE ADDRESS INDICATED. DO NOT RETURN THE APPLICATION TO THE INMATE.** Note that upon request, the inmate may remove any or all visitors from his/her approved visitation list. It is the responsibility of the inmate to notify you if your application is approved for visitation, of the visitation schedule, and any changes to either.
2. You may contact the particular unit to confirm the visitation schedule at that unit. Visits will not be scheduled on a holiday unless the holiday occurs on the inmate's regularly scheduled visitation day.
3. Visits for inmates assigned to administrative segregation may be arranged by contacting the Visitation Office. These visits will be conducted in a more secure setting. Inmates assigned to punitive status may be permitted to receive visits of two hours one time per month. These visits must be requested at least 24 hours in advance and must be approved by the Warden or designee based on the inmate's behavior.
4. All persons, property, and vehicles entering State property shall be subject to search. Any refusal to comply with searches will result in denial of future entry into the facility. Additionally, all applicants and visitors will be subject to a criminal background check at application, and each visit.
5. No more than four (4) persons shall be permitted to visit any one inmate during any visitation period. All visitors must be on the approved visitation list. A person of any age is counted as one of the four persons allowed to visit. When an inmate has minor children that would exceed the number of allowed visitors (with an adult visitor), a maximum of two (2) adults will be allowed to accompany the inmate's minor children during the visitation period. The Warden must authorize any other exceptions.
6. Brief cut, provocative, or inappropriate clothing will not be permitted. No halter-tops, tank tops, hats, shorts, mini-skirts/dresses, see-through clothing, leggings, jeggings or camouflage attire may be worn. No sleeveless tops are allowed because shoulders must be covered at all times. Clothing containing metal (such as snaps, buttons, buckles, under wire, etc) should be avoided as those items may prevent the visitor from clearing certain security devices, cause delays and lead to additional searches. Children 10 years of age and under will be allowed to wear shorts of an appropriate length.
7. Visitors will not be permitted to give any inmate money, gifts, food or any other items. **THE FURNISHING OR INTRODUCTION OF ANY PROHIBITED ARTICLE INTO A DEPARTMENT FACILITY IS IN VIOLATION OF ARKANSAS CODE 5-54-119 AND IS A FELONY PUNISHABLE BY LAW. THIS INCLUDES TOBACCO, ANY SMOKING PARAPHERNALIA, ELECTRONIC COMMUNICATION DEVICES, ALCOHOL AND/OR DRUGS.** Visitors will be allowed to carry in only the following items: identification, baby bottle, baby diapers and diaper wipes, car keys and jewelry (being worn). A Warden may place a limit on the amount of money or other items that can be brought into the visitation area.
8. Visitors who have been admitted to the institution to visit an inmate shall not visit any other inmate at any time, unless the Warden or designee grants specific permission for such visit in advance.
9. Improper conduct on the part of any visitor shall result in immediate termination of the visit and may result in the suspension or revocation of visiting privileges. Children must be kept from running and kept as quiet as possible so as not to interfere with other visits.
10. Any visitor under the influence of alcohol and/or drugs, or who knowingly brings, or attempts to bring, any alcohol, drugs, tobacco, electronic communication devices, etc., into the institution, or upon its grounds, may be detained for arrest by the appropriate authorities or removed from the institution grounds immediately. The incident shall be reported to the Prosecuting Attorney for appropriate action. In addition, incidents shall result in the indefinite suspension of all visiting privileges of such person(s).

\*\*\* Current and former ADC employees and contract employees shall not be approved for visitation or telephone calls for a period of three (3) years from last date of employment, unless they are immediate family members and were so prior to their employment. Any person who has participated as a volunteer at any time within the last eighteen (18) months shall not be placed on any inmate's visitation or telephone list unless they are immediate family members and were so prior to their work as a volunteer or the inmate's incarceration. Waivers can be granted by wardens if employees or volunteers left in good standing.

**Rules Governing Inmate's Telephone Usage****A. Inmate Personal Phone Use**

1. Inmates will be provided up to ten (10) copies of the Visitation/Telephone Authorization Form at their parent unit. The inmate is responsible for providing the form to their family, friends and attorney. All applicable information is required and must be completed by the applicant.
2. Once the completed application is returned, the Unit Visitation Clerk or designee will perform a criminal history query. Any incomplete application will be rejected and returned to the applicant for completion of mandatory information.
3. Upon approval, the Unit Visitation Clerk will add the applicant's information to the inmate's Relatives and Associates List in eOMIS, stamp the form for approval, and forward to the contracted telephone coordinator.
4. Inmates are limited to ten (10) numbers on their approved list, which shall not contain certain numbers (i.e., judges, prosecutors, family of victims, ex-inmates that are not immediate family members, etc.).
5. PREA Hotline and Attorney phone numbers are not included in the phone list limit of ten (10) numbers.
6. Telephone calls shall be limited to thirty (30) minutes per call excluding the inmate's attorney.
7. All telephone calls, except those to an attorney, will be recorded and may be monitored, and that "use" constitutes "consent." The attorney exception does not apply in cases where the relationship is not of a professional attorney-client one, such as situations where the attorney is a family member or friend.
8. Three-way calling and call forwarding are not permitted and will be considered an abuse of telephone privileges by the inmate and you.
9. Abuse of telephone privileges may result in disciplinary action, suspension and/or termination of use of the telephone system. Abuse sanctions are identified and referenced in the Inmate Disciplinary Manual.
10. All phone calls must be pre-paid or collect. Incoming calls shall not be permitted. Additional information regarding prepaid accounts can be found on the Arkansas Department of Correction's web page.
11. Inmates in punitive segregation are not allowed telephone privileges except in cases of emergency or as provided by policy.
12. Inmates can only add or delete names once every 90 days unless an exception is granted by the warden. Revision of the inmate's current phone list to the limit of ten (10) numbers will be initiated by the Contracted Telephone Coordinator upon the next requested list update. At that time, the inmate must select the ten (10) preferred phone numbers from his/her existing list.
13. Phone call recipients or the person who has contracted for that phone number may request removal from an inmate's phone list at any time by submission of a written letter requesting the removal. The letter shall be addressed to the Unit Visitation Clerk to include the following information:
  - a. Inmate's Name
  - b. ADC Number
  - c. Recipient's Name/Person contracting for phone number
  - d. Phone Number to be removed
14. If the recipient of the call or the person who contracts for that phone number indicates they do not wish to receive calls, the inmate will be advised in writing and the number deleted from their calling list.

**B. Legal Assistance**

1. Applications requesting the addition of Attorney telephone numbers must be verified by the Unit Visitation Clerk. Attorneys must provide their name, address, phone number(s), bar number and state where licensed, indicating that he/she is an attorney in good standing. If possible, verification of this information should include an attorney search from the Arkansas Attorney Search Website: [http://courts.state.ar.us/attorneys/attorney\\_search.cfm](http://courts.state.ar.us/attorneys/attorney_search.cfm).
2. Attorneys may contact the warden/center supervisor/administrator's office or his/her designee to request a return call from the inmate.
3. Attorney telephone calls shall not be monitored or electronically recorded, provided the attorney properly notified the Department that his/her telephone registration form is for the inmate's attorney, and the information has been verified.

STATE OF ARKANSAS  
DEPARTMENT OF CORRECTION

BKS. \_\_\_\_\_

APPROVED VISITATION LIST

CLASS \_\_\_\_\_

NAME: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

NUMBER \_\_\_\_\_

NAME	RELATIONSHIP	ADDRESS
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____

[Visitor's Name]  
[Visitor's Mailing Address]  
[City, State, Zip Code]

Dear [Visitor's Name]:

Please be advised that your visitation privileges have been suspended due to your arrest on [Month, Date, Year] with [Arresting Agency].

Please provide the following information to assist in the re-evaluation of your visitation status:

1. Copies of the arrest report(s);
2. A written statement detailing the circumstances of the arrest;
3. Court records indicating disposition of the charges;
4. Other information as explained below:  
[Explanation of other information]

Your visitation privileges will remain suspended until the above-requested information is received and the re-evaluation is completed. Once the investigation and subsequent re-evaluation is complete, you will be advised of the decision in writing.

If you have any questions, please contact the visitation clerk at:

[Visitation Clerk's Name]  
[Visitation Clerk's Telephone Number]

Sincerely,

[Warden's Signature]  
Warden

cc: Inmate's Visitation File  
File