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	Visiting Room Protocol for Inmates	Last Revised: 10/01/11

VISITING ROOM PROTOCOL FOR INMATES

Visiting is an important component within the correctional system. In order to enhance the visiting experience, the department has developed protocol for visitors and inmates. The protocol for visitors is contained in WDOC Form #534, *Visiting Rules*.

Visiting protocol for inmates shall include:

A. Authorized Property

- 1.** Inmates shall not be permitted to bring anything with them to the visiting area other than their state-issued correctional facility identification card, cell key, religious medallion, and jewelry worn appropriate to their classification level and WDOC policy, unless approved in writing in advance by the facility warden or designee, or as approved by WDOC Policy and Procedure #4.201, *Access to Attorneys*.
- 2.** Only those items noted may be taken from the visiting area by the inmate.
- 3.** Inmates who are actively involved in a formalized reentry program and nearing release from confinement may request to send personal property items out of the institution with an approved visitor by sending a written request and signed property disposition form to the warden or designee, at least fourteen calendar days prior to the anticipated visit.
 - i.** The request from the inmate must include the specific date on which their visitor will pick up the property and a detailed list of the property items.
 - ii.** Items approved to be sent out of the institution with an approved visitor shall be processed through the institution's inmate property staff and inventoried by property room staff.
 - iii.** Once the items approved to be sent out of the institution with an approved visitor have been processed and inventoried, the property may be held in the property room until the date specified by the inmate on his request or the property may be delivered directly to the visiting room by staff for temporary storage and disposition, as determined by local operational procedures.
 - iv.** A copy of the inventory sheet that was completed by the property room staff shall be forwarded to the inmate; a copy will be attached to the property and forwarded with it to the visiting room; and a copy will be kept for file.



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- v. Inmates shall not be authorized to transport property items to the visiting room for disposition.
- vi. Visitors shall be required to sign a receipt for all property items received and shall receive a copy of the inventory sheet completed by the property room staff. The signed receipt shall be returned to the property room for filing.

B. Assigned Seating

1. Visiting staff will assign visiting locations within the visiting area that are appropriate for the size and make-up of the group, in conjunction with space availability.
2. Once visitors and inmates have been assigned seating in the visiting room/area, changing location requires approval of the visiting room supervisor.
3. Inmates and visitors shall not be allowed to leave and re-enter the visiting area during a visit.

C. Limited Contact

1. Visitors who are approved for privileged visiting may briefly embrace and kiss the inmate at the beginning and end of the visits.
2. Hand-holding and holding of small children under seven years of age is permitted during the visit.

D. Dress Code

1. In order to maintain a positive environment for all inmates and visitors, a reasonable clothing standard must be established. Therefore, inmates who are not in compliance with the requirements of WDOC Policy and Procedure #4.201, *Inmate Grooming, Hygiene and Sanitation*, shall not be permitted to visit.
2. Inmates shall be required to be fully dressed in the appropriate inmate uniform.
3. Shorts, exercise wear, shower shoes, slippers and sandals may not be worn to visitation unless medically required and authorized by a written medical pass issued by a WDOC contract medical provider.



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4. Inmates may not wear hats and coats in the visiting area, except at the discretion of the warden or designee based on the operational needs and physical plant layout. Inmates may not wear sunglasses in the visiting area unless medically required.

E. Security Screening and Search

1. All inmates must be processed through a security checkpoint for screening and search prior to and following each approved visit.
2. Security screening may include the use of metal detectors or other security screening equipment, as well as frisk or skin search.
 - i. At all secure facilities, inmates shall be skin searched prior to and after visiting.
 - ii. At all non-secure correctional facilities, inmates may be frisk searched, scanned with a metal detector or other security screening device, or skin searched prior to and after leaving the visiting room area.
 - iii. Visiting room staff shall have the discretion in determining appropriate search methods based upon security needs, but random and for cause skin searches should be expected.
3. All restrooms, basic visiting areas and privileged visiting areas shall be thoroughly searched by security staff prior to the arrival of inmates and visitors and following completion of each scheduled visiting session.

F. Exchange of Items with Visitors

1. Other than items from the vending machines, inmates shall not receive or exchange any object or article with any visitor. At institutions where photography services are offered during the visiting session, photographs purchased during the visiting session may be retained by the visitor or delivered to the inmate by staff following the visiting session.
2. Paper items or other art work produced by children during the visiting session with materials provided within the visiting room may be taken out by the child or donated for display in the visiting room.
3. All items purchased from the vending machines must be consumed or disposed of in the visiting facility and may not be taken back inside the institution.



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4. Inmates shall be prohibited from handling money and/or tokens, and from approaching or operating the vending machines.

G. Restroom Usage

1. Restrooms are available for visitor use.
 - i. For security reasons, inmates and visitors will not be permitted to use the same restroom facility.
 - ii. For the safety of the children, only visitors may accompany a child to the restroom.
2. Depending on the physical plant design of the facility, a restroom(s) separate from that used by visitors may be available for inmate use.
 - i. Where a separate inmate restroom is available within or immediately adjacent to the visiting area, the inmate may request permission from the visiting room supervisor to use the restroom without terminating the visit.
 - ii. If the facility does not have a restroom available exclusively for inmate use, the visit shall be terminated if the inmate must leave to use a restroom.
 - iii. Inmates with a documented medical condition as verified by medical staff shall be permitted restroom privileges outside of the visiting area in those facilities where inmate restrooms are not available, but shall be subject to escort to and from the restroom facilities and security screening and search prior to leaving and returning to the visiting area.
 - iv. Once a visitor or an inmate leaves the visiting area other than to access the restroom, the visit shall be terminated.

H. Non-authorized Visits

1. Neither a visitor nor an inmate shall be permitted to visit with a person who is not specifically authorized for the current visit.

I. Adherence to Rules

1. Inmates shall be expected to observe all correctional facility rules and policies during a visit.



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2. Inmates shall be required to conduct their visit in a quiet, orderly and dignified manner.
3. Inmates shall be responsible for the behavior of visitors under the age of 18.
4. Violation of visiting room protocol by a visitor, or violation of rules of prohibited conduct by an inmate shall result, at a minimum, in disallowance or termination of the visit.