

Visiting Inmates at the Cascade County Adult Detention Center

General Procedures

The Administrator or his designee will be responsible for the operation of the visiting program. Visiting regulations will include regular scheduling of visits at times that will assure reasonable access to inmates by family, friends, and others in the community, and will provide inmates and visitors with information regarding the visiting process. Notices will be given to both visitors and inmates of contraband restrictions and visiting regulations. **For the stateside inmates only it will include procedures for obtaining approval for family members, friends, and others to visit; this information will be addressed during the inmate's orientation program.**

Approval of Visitors for Stateside Inmates - MSP (Montana State Prison) will approve persons for an inmate's visiting list in accordance with the MSP Procedure 3.3.8: Refer to visiting state inmates at Cascade County Regional Prison, Great Falls website.

Exceptions to Regular Visits

1. Special Visits - The Administrator or his designee may approve special visits. Since the inmate is permitted frequent regular visiting, special visits will be limited to unusual circumstances. For example, families traveling from other states who visit infrequently may be granted extra visits. Family members not yet on the approved visiting list may be granted one-time-only visits pending formal approval and provided they have a picture I.D.
2. Legal Visits - attorneys will be granted special visiting. Attorneys should normally visit between 8 A.M. and 12 Noon and 1 P.M. to 5 P.M. on business days and will call 24 hours in advance to minimize delays in arranging the visit. Attorneys must present proper credentials and identification, and will be subject to search procedures and all other facility rules and regulations. Conversations between inmates and attorneys may be visually observed by officers, but not overheard, recorded, or listened to in any manner. Attorneys and inmates may exchange written material without it being read. Every effort will be made to arrange attorney / client visits in a designated room, which allows privacy for the discussion. All reasonable precautions will be taken to preserve the confidentiality of the attorney / client relationship.
3. Religious Visits – visits between inmates and representatives of their religion will be held as confidential by staff. Visit into the cellblocks will not be considered confidential.
4. Detention Inmates and Pre Hearing Confinement - inmates in Pre Hearing Confinement and Detention Segregation status will not be allowed visits.

Visitor Searches

1. A large sign will be prominently posted at the visiting area entrance stating that all visitors will be subject to search prior to being allowed to visit any inmate. In addition, all visitors and visitor's property will be subject to search at anytime while on facility property.
2. All visitors will pass the metal detector and may be pat searched prior to entering the visiting area. Strip searches **will not** be performed on visitors. If a visitor fails to pass the metal detector, hand held metal detector and a pat search then that visitor will not be allowed to visit.

Conditions of Visiting

1. Visiting Hours
 - a. Non-contact visiting hours have been established in accordance with the daily operation of the facility and are set as follows:

Saturday	0830 - 1700 hrs. (3/30 minute visits per weekend county)
Sunday	0830 - 1700 hrs. (3/30 minute visits per weekend county)
 - b. Visitation hours for G/H units are 08:30-12:30. Visitation hours for J/K units are 12:30-1700.
 - c. Contact visits for **state inmates only** are scheduled Saturdays and Sundays from approximately 1730 - 1930 hrs. Visitors must arrive at the facility to check in by 1700.
2. Number of Visitors
 - a.. No more than five (5) people, including children, may visit an inmate on a non-contact visit.
 - b. No more than four (4) people, including children, may visit an inmate on a contact visit.

Passage of Visitors For All Visitation Areas

1. Visitors should report to the lobby area of the facility with only the following items:
 - a. car keys (2 only), on a bare ring (nothing else on the ring);
 - b. identification with picture (no wallets or purses); current state or federal issued I.D.'s only;

- c. one handkerchief (white only);
- d. a reasonable amount of jewelry, including:
 - (1) one (1) ring
 - (2) one (1) pair of earrings
 - (3) one (1) necklace
 - (4) one (1) wristwatch or one bracelet; not both
- e. Visitors with infants may also have:
 - (1) one (1) clear plastic bottle per infant
 - (2) one (1) diaper
 - (3) one (1) blanket, not quilted; no larger than 3' X 3'
 - (4) no baby carriers or diaper bags will be allowed
 - (5) Four (4) baby wipes in a clear plastic bag
- f. Visitors must be escorted by an officer at all times while in the secured part of the facility.
- g. Visitors should make acceptable transportation arrangements in the event that they end their visit early or are terminated from visiting. Visitors will not be permitted to loiter an excessive period of time in the lobby area waiting for a ride.

Dress Code

1. This code applies to men, women and children seven (7) years and above. In general visitors must be dressed in a manner that will not distract, disturb or be offensive to other visitors, inmates, or staff. Decisions in this matter will be made by the supervisor on duty. If the visitor has a question about the decision, it will be referred to the Assistant Administrator or higher authority. If a Lieutenant or higher is not in the facility the supervisors decision is final. If, in their estimation, the clothing is not appropriate, the visitor will be asked to leave. The visitor will not be allowed a wrap to cover the problem in question. He or she must leave.
2. These items of clothing will not be allowed in the visiting areas:
 - a. Spandex tops or pants
 - b. Shorts or culottes
 - c. Transparent Clothing.
 - d. Dresses or skirts with slits above the knee, or skirts or dresses that button or snap up the front, back, or wrap around.
 - e. Shawls or ponchos

- f. Vests (down-filled types)
 - g. Any skirt or dress higher than knee length
 - h. Any shirt or top that is less than three inches below the belt line (so that skin is revealed when the arms are raised).
 - i. Head scarves, hats or caps
 - j. Camouflage clothing (exceptions: military commanders or 1st sergeants)
 - k. Tank-type tops are not allowed as an outer garment. All tops, shirts or blouses must have sleeves, must be worn with a bra, and must not be excessively low cut.
 - l. No coats, jackets or sweaters will be allowed in the visiting area.
 - m. Female visitors must wear a bra at all times (no metal underwire bras are allowed).
 - n. Bib overalls
 - o. Wind pants
3. Any article of clothing worn into the visiting area may not be taken off while visiting.
4. Tobacco in any form, as posted, is prohibited within the facility.

Contact Visit Rules State Inmates Only – Refer to visiting state inmates cascade county regional prison, great falls website.

Suspension of Visiting Privileges

1. The visitor's privilege to visit may be terminated for:
 - a. Being under the influence of alcohol or drugs or having alcohol on the breath.
 - b. Refusing to submit to a pat search.
 - c. Failure to produce current picture identification or falsification of identification.
 - d. Violating facility visiting rules or any other facility rule.
 - e. Failure to properly supervise children which results in disruption of the visiting area and other visitors.

- f. Improper physical contact with the inmate, or the inmates improper conduct with children.
 - g. Other reasons for denying, terminating or suspending a visit as are reasonably necessary to preserve the security of the facility and maintain reasonable order in the visiting areas.
2. A written report by the officer (s) terminating the visit must be submitted to the supervisor on duty (See attachment). The visitor, inmate and the Administrator will be given a copy of the report with a notice of the temporary suspension of visiting privileges. The inmate is entitled to an administrative hearing before a permanent disposition is made, if one is requested. There is no provision for such hearing for the visitor. The inmate may bring witness statements from the visitor to the hearing.
 3. Visiting violations by the inmate will be handled in accordance with the established Inmate Disciplinary Policy. When an inmate is given a visiting restriction as a result of a violation of facility rules, some or all visits may be denied. It is the inmates responsibility to notify those on his visiting list of the restriction.
 4. For serious violations of visiting rules, such as introducing contraband, the Administrator may suspend a visitor indefinitely. Under such suspension, immediate family members may reapply for visiting privileges after six months. All other visitors may reapply after one year. Depending on the seriousness of the violation, the Administrator may:
 - a. Reinstate regular visiting privileges.
 - b. Reinstate visiting in the non-contact area only.
 - c. Continue the visitor suspension.
 - d. Revoke visiting privileges.
 5. The Administrator is responsible for publishing and updating the list of posted rules of visiting to clarify, define and implement this policy. Copies of the posted rules will be displayed in the lobby and visiting areas.