

Visitors Rules of Conduct/Violations/Sanctions

Each offender will be responsible to inform his/her visitor of the "Visitors; Rule of Conduct/Violation/Sanctions." Sanctions will be imposed statewide to include private prisons holding Oklahoma Department of Corrections offenders.

Visitors are responsible for securing of personal items (keys, cars locked, etc.) Absolutely no electronic communication devices or pagers will be allowed. (4-4499)

Visits are structured so as to allow informal communication between the offender and his/her visitor. Offenders and visitors may hold hands or place their arm around the shoulder of each other while visiting. They may embrace (hug) and exchange brief kisses at the beginning and conclusion of their visit. They may not engage in any sexual activity. Sexual activity is defined as:

1. Continued embracing and excessive kissing.
2. Placing of "hickeys" on person's bodies.
3. The touching, rubbing, biting, kissing, or fondling of the genitals/vagina area, breasts, buttocks, thighs, back or stomach, whether through or underneath the clothing.
4. Sitting on laps.
5. Straddling of legs over each other.
6. Sexual intercourse.
7. Laying down.
8. Female visitors/offenders entering male toilets. Male visitors/offenders entering female toilets.

Any sexual stimulation or sexual activity between visitors and offenders is strictly prohibited and will result in termination of the visit and possible removal of the visitor from the offenders visiting list for a period to be determined by the facility head.

Individuals may be denied by the visiting officer, shift supervisor or duty officer if they disrupt the visiting process. Contraband in any form is prohibited. This includes but is not limited to; cellular phones/accessories, electronic devices, alcohol, firearms, ammunition, drugs, drug paraphernalia or narcotics, paperwork legal or otherwise, photograph or any item which may jeopardize the safety and security of the institution. Any attempt to introduce such items by a visitor may result in termination of visiting privileges and possible filing of felony charges against the visitor. This also includes placing any item in/around the facility for an offender to pick up later.

Any attempt by either the offender or visitor to pass any item not specifically authorized will result in the termination of the visit and possible removal of that visitor from the offender visiting list.

At medium security facilities and above, if it becomes necessary for the offender to use the restroom while at the visiting location, the visit for that day will be terminated and the visitor(s) will be required to leave the facility.

Once a visitor makes contact with the offender and departs the institution; he/she will not be allowed to return to the institution that day to continue the visit.

Offenders are responsible for the conduct of their visitors, including minors (children). Visits will be conducted in a quiet, orderly manner. If the children playing start running across the floor or becoming disruptive, the offender will be warned. If disruptive behavior continues, the visit will be terminated. Children must remain within sight/control of the offender/adult visitor at all times during the visit. (4-4499)

Visits will be terminated for improper conduct, including disruptive behavior, inappropriate physical contact, and possession of contraband. The shift supervisor will be notified, and the appropriate incident reports written.

Visitors will park in the designated parking area(s). Once on institutional grounds, visitors will be responsible for signing in at the visiting room/designated area. At no time will the visitor be allowed to visit with the offender outside of the visiting room/designated area. Visitors and offenders will not have any contact, physical or verbal, until they enter the visiting room/designated area.

The use and possession of, tobacco or tobacco like products is prohibited at all Department of Corrections facilities, except community corrections centers. At minimum, medium, and maximum security facilities tobacco and tobacco like products must be secured in the visitor's vehicle for the duration of the visit. The use of these products is prohibited until the visitor exits state property.

Visiting hours will be specified during offender orientation.

Visiting Privilege Level Criteria (4-4499)

The chart below indicates the length offenders can visit per security level:

1. Maximum Security
 - a. Level I -- Up to 1 hour non-contact per week with individuals on offender's approved visiting list. Legal visits will be in accordance with OP-030118.
 - b. Level II -- Up to 2 hours per week
 - c. Level III -- Up to 3 hours per week
 - d. Level IV -- Up to 4 hours per week
2. Medium Security
 - a. Level I -- Up to 1 hour non-contact per week with individuals on offender's approved visiting list. Legal visits will be in accordance with OP-030118,
 - b. Level II -- Up to 2 hours per week
 - c. Level III -- Up to 4 hours per week
 - d. Level IV -- Up to 6 hours per week
3. Minimum Security
 - a. Level I -- Up to 1 hour non-contact per week with individuals on offender's approved visiting list. Legal visits will be in accordance with OP-030118.
 - b. Level II -- Up to 4 hours per week
 - c. Level III -- Up to 6 hours per week
 - d. Level IV -- Up to 8 hours per week

4. Community Corrections

Offender assigned to community corrections may visit no more than eight hours per week. Offenders assigned to community contract facilities (halfway house) may visit no more than 16 hours per week.

5. Segregation Housing Units

Offenders housed in segregation housing units will be allowed the following visiting privileges:

a. Administrative Segregation and Protective Custody Offenders

Segregation housing unit offenders will be allowed a 1 hour non-contact visit per week to include mother, father, spouse, legal and clergy. These hours do not apply to long term segregation or protective custody at the Oklahoma State Penitentiary or Mabel Bassett Correctional Center.

b. Disciplinary Segregation Offenders

Offenders serving time for disciplinary segregation (DU Time) will not be allowed to visit while on the unit, with the exception of attorney/clergy visits. Offenders held in disciplinary detention exceeding 60 days will be afforded the same visiting privileges as offenders in long term administrative segregation and protective custody.

The following rule violations may result in termination of visiting privileges on the first offense based on the seriousness of the offense within the Department of Corrections and private prisons holding Oklahoma offenders:

- Escape (Aiding and Abetting)
- Introduction of Weapon(s)
- Introduction of Cellular Phones/Accessories/Electronic Devices
- Drugs or Alcohol (Illegal)
- Assaults (Staff/visitors/offenders; Verbal and/or Physical)

Under Oklahoma Statutes, Title 57, Chapter 1, Statute 21: Any person who, without authority, brings into or has in his or her possession in any jail or state penal institution or other place where prisoners are located, any gun, knife, bomb, or other dangerous instrument, any controlled dangerous substance as defined by Section 2-201 et seq. of Title 63 of the Oklahoma Statutes, any intoxicating beverages or low-point beer as defined by Sections 163.1 and 163.2 of Title 37 of the Oklahoma Statutes, money, or financial documents for a person other than the offender or a spouse of the offender, including but not limited to tax returns, shall be guilty of a felony and is subject to imprisonment in the custody of the Department of Corrections for not less than one(1) year or more than five years, or a fine of not less than one hundred dollars (\$100.00) or more than one thousand dollars (\$1,000.00), or both such fine and imprisonment. Any person who, without authority, brings into or has in his or her possession in any jail or state penal institution or other place where prisoners are located, cigarettes, cigars, snuff, chewing tobacco, or other form of tobacco product shall, upon conviction, be guilty of a misdemeanor punishable by imprisonment in the county jail not to exceed one (1) year or by fine not exceeding Five Hundred Dollars (\$500.00), or both by such fine and imprisonment. Any person knowingly, willfully and without authority brings into or has in his or possession in any secure area of a jail or state penal institution or other secure place where prisoners are located any cellular phone or electronic device capable of sending or receiving any electronic communication shall, upon conviction, be guilty of a felony punishable by imprisonment in the custody of the Department of Corrections for a term not exceeding two (2) years, or by fine not exceeding Two Thousand Five Hundred Dollars (\$2,500.00), or by both such fine and imprisonment.

Other violations of facility visiting rules, including those listed above, will be handled accordingly:

1st Violation of any rule infraction - Suspension may occur **90 to 180** days

2nd Violation of any rule infraction - Suspension may occur **180 to 365** days

3rd Violation of any rule infraction - Permanent suspension will occur. A total of three violations per visitor will result in **permanent suspension** of visiting privileges. Only the appropriate deputy director or higher may rescind a permanent suspension.

Searches (4-4503)

Searches will be conducted in accordance with OP-040110 entitled "Search and Seizure Standards." Refusals to comply with a search order will result in termination of the visit and possible removal from the visiting list. Searches will include searches of all items brought into the prison facility; pat down searches upon entering; the use of x-ray machines to scan property; and the use of metal detection devices.

Any searches of the personal property of an individual must be done while continuously observed by the owner of such property.

At the discretion of the facility head, canine drug detection screening may be used to assist in searches. If the canine alerts on a visitor or their vehicle, the following action will be taken:

First alert on person or vehicle: visit is denied for that day only

Second alert on same person or vehicle: 90 day suspension

Third alert on same person or vehicle: 1 year suspension