

## 1.5.D.1 Inmate Visiting

### I Policy Index:



**Date Signed:** 03/27/2015  
**Distribution:** Public  
**Replaces Policy:** 5D.4  
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**Affected Units:** Adult Institutions  
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**Revision Number:** 8  
**Office of Primary Responsibility:** DOC Administration

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### II Policy:

The Department of Corrections may promulgate rules, policies and procedures for inmate visits pursuant to SDCL § 1-15-20. Inmates may be allowed visits with approved visitors except where there is suspicion that such visitation would jeopardize the security, safety, or the disciplined operation of an institution.

### III Definition(s):

#### **Attorney of Record:**

An attorney, who has appeared in court or who has signed or received pleadings or other forms on behalf of an inmate client. The attorney remains the Attorney of Record until another attorney or the client substitutes for him/her, he/she is allowed by the court to withdraw, or the case is closed.

#### **Visit:**

Authorized by the Department of Corrections in its correctional facilities. An inmate and an approved visitor are permitted to see and talk with each other on a scheduled basis for a reasonable period of time with limited physical contact.

#### **Class I Visit:**

A visit conducted in a visiting room or designated visiting area of an adult DOC facility during which limited physical contact is allowed between the inmate and the visitor. Conjugal visits are not allowed at SD DOC facilities.

#### **Class II Visit:**

A visit conducted with the inmate physically separated from the visitor in a glassed off area located within the visiting room. No physical contact between the inmate and visitor is allowed during Class II visits.

#### **Special Visit:**

For the purposes of this policy, a special visit involves anyone not on the inmate's visit list, anyone who is unable to visit during scheduled visiting hours or other visit requests requiring special arrangements. All special visits require prior approval from the Warden or his/her designee.

#### **NCIC III:**

National Crime Information Center (NCIC) III is a computerized index of criminal justice information (i.e.- criminal record history information, fugitives, stolen properties, missing persons).

**Clergy:**

Recognized religious leaders. Clergy may be required to provide a copy of their credentials and/or identification substantiating their standing within a religious sect.

**DOC Staff:**

For the purposes of this policy, DOC staff is any person employed by the DOC, full or part time, including an individual under contract assigned to the DOC, an employee of another State agency assigned to the DOC, authorized volunteers and student interns.

**IV Procedure(s):**

**1. Application and Verification:**

- A. The requesting inmate or prospective visitor must complete and submit a [Visit List Verification](#) form (See [Attachment 1](#)) to the respective facility. A [Visit List Verification](#) form must be completed for each prospective visitor.
  - 1. All prospective visitors age sixteen (16) and older are required to provide the DOC with their social security number for the purpose of conducting a criminal background check.
  - 2. Prospective visitors who do not wish to share their personal identification information i.e., social security number, date of birth with the inmate may complete the [Visit List Verification](#) form and send this directly to the facility where the inmate is housed.
  - 3. Personal identification information provided directly to the DOC by the prospective visitor will be treated as confidential and will not be released to the inmate.
- B. Inmates in Admission and Orientation (A&O) may apply for visits while housed in A&O.
  - 1. Inmates in A&O may request and receive visits from their Attorney of Record and/or clergy with approval from designated DOC staff.
- C. Inmates are responsible for contacting prospective visitors and notifying the visitor of the status of their [Visit List Verification](#) form (“approved” or “denied”) and when the visitor has been added to the inmate’s approved visit list.
- D. Prospective visitors may appeal a decision denying their request for visits to the Warden. The Warden will respond in writing to the prospective visitor within fifteen (15) days of receipt of the appeal. The decision of the Warden is final and not subject to further appeal.

**2. Eligible Visitors:**

- A. Minor children (under the age of 18) must be directly supervised for the duration of the visit by a social worker, non-incarcerated custodial parent/guardian or responsible immediate family member who is at least 18 years old and on the inmate’s approved visit list.
- B. Persons with a criminal record must be approved for visitation by the Deputy Warden or his/her designee. This includes but is not limited to those on active parole, probation or other forms of conditional release (community program or furloughs) or those with pending charges.

1. A person convicted of a felony, including those who have received a Suspended Imposition of Sentence, must be off supervision for a minimum of three (3) years before he/she will be considered eligible to visit an inmate.
  2. A person convicted of a misdemeanor must wait a minimum of one (1) year after completing jail time, term of probation or final payment of any fine before he/she will be considered eligible to visit an inmate.
  3. Persons with a criminal record may be granted an exception to visit by the Deputy Warden or his/her designee after review of the nature and extent of the person's total criminal history and any recent criminal activity. Exceptions will generally be limited to an inmate's immediate family or when there is clear demonstration that the visit will positively benefit the inmate.
  4. Present or former inmates of the SD DOC may not be on an inmate's visitor list, unless approved by the Deputy Warden or his/her designee.
  5. The Warden, Deputy Warden, Associate Warden(s) or Special Security may deny a visit from any person deemed a threat to the security or disciplined operation of the institution.
- C. A victim of the inmate's past or present crime(s) will not be allowed to visit the inmate without prior approval from the Deputy Warden or his/her designee.
1. The victim must submit a request in writing to the Deputy Warden or his/her designee.
  2. The Deputy Warden or his/her designee will respond directly to the victim.
- D. At no time will former DOC staff (including contract staff and volunteers) be allowed to visit an inmate without prior approval from the Deputy Warden or his/her designee. The Deputy Warden may approve the visit request if the former staff person is a member of the inmate's immediate family and/or there is clear demonstration the visit will positively benefit the inmate.
1. Exceptions will not be made if there is evidence supporting the former staff member was/is engaged in inappropriate relations or behaviors with the inmate.
- E. Eligible visitors include:
1. Spouse;
  2. Children;
  3. Parent;
  4. Brother;
  5. Sister;
  6. Step-brother;
  7. Step-sister;
  8. Step-child;
  9. Grandchild;
  10. Step-parent;
  11. Half-sister;
  12. Half-brother;
  13. Grandparent;
  14. Great Grandparent;
  15. Mother-in-law;
  16. Father-in-law;
  17. Son-in-law (husband of an inmate's daughter);
  18. Daughter-in-law (wife of an inmate's son);

19. Sister-in-law (spouse of the inmate's brother or sister);
20. Brother-in-law (spouse of the inmate's brother or sister);
21. Legal Guardian;
22. Attorney of Record;
23. M-2/W-2 Sponsor;
24. AA or NA Sponsor; and
25. Friend(s) (Max of 4 allowed)

- F. Persons who do not fit in categories 1 through 25 in the above list will be considered a "friend".
- G. A person shall be considered a "spouse" only if marriage to the inmate is valid and in accordance with SDCL §§ [25-1-1](#), [25-1-30](#) and [25-1-38](#). If staff question whether a person is the "spouse" of an inmate, the inmate is responsible for verifying the validity of marriage.

### **3. Visit List:**

- A. A list of each inmate's approved visitors and any subsequent changes made to the inmate's visit list shall be entered and maintained in the Comprehensive Offender Management System (COMS) for system wide utilization and access by DOC staff for the duration of the inmate's incarceration.
- B. DOC staff may conduct subsequent reviews of any visitor on an inmate's approved visit list for the purposes of identifying any updates and/or law enforcement and intelligence data pertinent to the visitor (includes NCIC background check).
1. If new information/data is discovered which causes a visitor to be ineligible for visitation with an inmate (in accordance with the conditions set forth within this policy), the visitor may be removed from the inmate's approved visit list.
  2. The reason for the removal/denial shall be treated as confidential and will not be released to the inmate. The Deputy Warden or his/her designee will notify the visitor in writing within five (5) business days of the removal/termination. The notice shall include the reason for the termination and the start and end date of the termination period, as applicable.

### **4. Visitor Identification:**

- A. Each visitor is required to provide a valid (not expired or canceled) photo ID to the control room staff prior to entrance into the facility/visit area. Children under the age of sixteen (16) are exempt from this requirement.
1. Acceptable forms of a photo ID include a state issued driver's license, passport, state issued ID, student ID, recognized SD tribal ID or Military ID. The ID card must include a photo of the visitor.

### **5. Attorney of Record Visits:**

- A. Attorneys are not required to complete a background check prior to visiting, provided the attorney presents their "Certificate of Membership" (Bar Card) and an accepted form of photo ID to the control room staff.
- B. An inmate's Attorney of Record may visit the inmate during scheduled visitation hours without prior notice. Any request by an attorney or inmate for an attorney/inmate visit outside the scheduled visitation hours must be made prior to the visit, and approved by unit staff.

- C. If an attorney who is not the inmate's Attorney of Record wishes to visit the inmate, the attorney must request the visit in advance through unit staff.
- D. An attorney may meet with only one (1) inmate at a time, unless prior authorization to meet with multiple inmates has been granted by the Deputy Warden or his/her designee.
  - 1. Any items or materials brought into a facility by an attorney are subject to search by DOC staff. Legal materials may be searched for contraband but not read.
  - 2. Attorneys are not normally allowed to physically transfer documents to an inmate during a visit. If the attorney needs the inmate to review documents in advance of the visit, the attorney may mail the documents to the inmate. The Deputy Warden or his/her designee may grant exceptions on a case by case basis.
- E. If an attorney who is not the inmate's Attorney of Record requests a visit with an inmate regarding an open legal action, staff shall consult with the respective DOC staff attorney prior to approving the visit (See DOC policy 1.3.E.1 [Inmate Legal Assistance](#)).
- F. Inmate(s) are not required to accept an attorney visit. If an inmate refuses a visit with an attorney, the inmate should sign the [Attorney Visit Refusal Form](#) (See [Attachment 2](#)). If the inmate refuses, his/her refusal to sign will be noted on the form by DOC staff.
- G. Attorneys will not be allowed to visit non-identified inmates or groups of inmates, i.e. all maximum security inmates or any inmate who wants to speak with an attorney. Attorneys must specifically identify the inmate(s) they wish to visit prior to the visit.
- H. Audio monitoring of an inmate/attorney visit by DOC staff is not allowed. DOC staff may visually monitor the visit.
- I. The Warden, Deputy Warden or Associate Warden(s) may refuse admission to any attorney or terminate, limit or suspend an attorney/inmate visit for failure by the attorney to comply with state law, DOC policy or established institutional rules and/or regulations.

## **6. Clergy/Religious Leader Visits:**

- A. Inmates may request clergy/religious leader visits by kiting the facility's CAC or designated staff member.

## **7. Special Visit Requests:**

- A. All inmates, with the exception of those in A&O, are allowed four (4) special visits per year. For the purpose of this policy, a "year" is defined as January 1 to December 31.
  - 1. Additional special visits may be approved by the Deputy Warden or his/her designee.
  - 2. Special visits may be approved for visitors who travel a long distance (i.e., at least 200 miles one way).
  - 3. Special visits will only be approved for visitors who meet the conditions, rules and regulations set forth in DOC policy for entry into the facility.
  - 4. Special visits are subject to the rules and guidelines that apply to regular visits.

- B. The inmate requesting the special visit, or the prospective visitor(s), must complete and submit a [Special Visit Request](#) form (See [Attachment 3](#)). Each prospective visitor, regardless of age must be included on a [Special Visit Request](#) form.
  - 1. Prospective visitors who do not wish to share their personal identification information with the inmate (i.e., social security number, date of birth, etc.) may complete the [Special Visit Request](#) form and mail this directly to the facility where the inmate is housed.
- C. Special visit requests will normally be processed within 5 business days of receipt. The inmate will be notified of the decision to grant or deny the special visit.

## 8. Visit Limitations:

- A. The number of visitors and inmates permitted in the visit room and/or the length of visits may be limited by the facility's schedule and/or space and personnel constraints. Additionally, visits may be limited by the Deputy Warden or his/her designee when/if the following occur:
  - 1. Adverse weather conditions.
  - 2. Issues with the building's heating, ventilating and air conditioning (HVAC) system.
  - 3. Ongoing or emergency construction projects that affect the visit area.
  - 4. Disruption of electrical, water or other necessary utilities.
  - 5. Disruption in essential computer applications necessary for the operation of visits, i.e. server. Intranet, COMS, etc.
  - 6. Emergency situations that may affect the security, safety or disciplined operation of the facility.
- B. Regularly scheduled visits may be cancelled by staff only after prior approval by the Warden, Deputy Warden, or his/her designee.
- C. With the exception of attorney or clergy visits, no person may be approved on multiple inmate visit lists unless the person is a member of the immediate family of each inmate visited. The Warden or his/her designee may allow exceptions to this as he/she deems appropriate.
- D. Persons representing a potential health hazard (i.e., communicable disease) to offenders, staff or others may be denied visitation until the health hazard is addressed. DOH staff may be consulted when making this determination.

## 9. Searches and Unauthorized Articles:

- A. All visitors are subject to a hand pat and/or metal detector search. Personal belongings accompanying a visitor into the visit room are subject to search by institutional staff. Visitors who fail to successfully pass the metal detector search, or who are unable to be subjected to a metal detector search due to medical reasons may be asked to submit to a pat search by DOC staff.
  - 1. Pat searches will be conducted by staff of the same sex as the visitor being searched.
  - 2. Verbal consent by the visitor is required prior to staff conducting a hand pat search of the visitor.
  - 3. Visitors may decline to be searched; however, refusal to give consent to search will be sufficient cause for denial of the visit and possible termination or suspension of visitation privileges.
  - 4. If the visitor is under the age of eighteen (18), verbal consent must be provided by the custodial parent or legal guardian and the pat search must be authorized by the Warden.

5. Searches may be conducted prior to visitors entering the visit area, during visits, or when the visitors are leaving the visit area.
- B. A specially trained dog, Ion scanner or similar device may be used to detect the presence of controlled substances or narcotics before, during and after visits.
- C. Any visitor found in possession of any alcoholic beverages or controlled substance(s) will have his/her visit terminated and will be denied entrance to the facility. Visitors will not be detained by DOC staff; however, staff will contact local law enforcement immediately.
- D. The exchange of any article between visitors and inmates without prior approval by staff is a violation of the visit rules and may result in disciplinary sanctions, limitation, suspension or termination of visit privileges and/or possible criminal charges. The following statute applies to all visitors to a SD DOC facility:
  1. Any employee or other person who delivers or procures to be delivered, or possesses with the intention to deliver, to any inmate in the state penitentiary, or deposits or conceals in or around any facility or place used to house inmates, or in any mode of transport entering upon the grounds of any facility or place and its ancillary facilities used to house inmates, any article which is unlawful for an inmate to possess pursuant to state law or the rules of the Department of Corrections with the intent that any inmate obtain or receive such article, is guilty of a Class 6 felony (See SDCL § [24-2-22](#)).
- E. Persons found to have committed or conspired to commit those actions prohibited by SDCL § [24-2-22](#) may have their visit privileges permanently revoked.
- F. Inmates and visitors are not allowed to bring any items in or out of the visit area without staff approval. DOC staff are not responsible for lost, damaged, stolen or misplaced items.
- G. Any inmate found in possession of contraband during or directly following a visit may have future visits restricted as an assumption will be made that the contraband was received during the visit.

## **10. Limited, Suspended or Terminated Visits:**

- A. Visits may be limited, suspended or terminated by DOC staff under the following circumstances:
  1. The visitor was found to be in possession of alcoholic beverages or controlled or unauthorized substance(s).
  2. For any of the reasons listed in Section 8 A. of this policy.
  3. The visitor refuses to submit to a search.
  4. The visitor refuses or fails to produce and accepted form of identification or falsifies his/her identification.
  5. The visitor or the inmate fails to abide by facility rules, policies or guidelines. This includes but is not limited to loud and abusive language (language must be appropriate for a public place), loud noises, or sexual, disturbing or disruptive behavior/actions of any kind, which in the judgment of staff interferes with other visits.
  6. The visitor refuses or fails to prevent his/her children from disturbing other individuals in the visit room.

7. A visitor leaves the visit area for any reason, other than as directed or approved by staff.
8. The inmate refuses the visitor is removed from the visit room by staff.
9. There is knowledge or evidence that a visitor is attempting to smuggle contraband into or out of the facility.
10. The visit or visitor is determined to have a detrimental effect on the inmate by DOC staff or the visitor presents a threat to the security or safety of the institution, its staff, or others.
11. The visitor or inmate engages in excessive physical contact. Physical contact between inmates and visitors is limited. Only a brief kiss on the cheek, hug or handshake at the beginning and/or end of the visit will be allowed. Hand holding between the inmate and visitor is allowed provided it is in plain sight of staff monitoring the visits.
12. The inmate or visitor has intentionally submitted false information to the DOC as part of the visiting application process.

B. Staff will document violations of the visit rules in an Informational report and/or Disciplinary report.

### **11. Suspension of a Visitor's Visit Privileges:**

- A. The Warden, Deputy Warden or his/her designee may suspend or terminate a visitor's visit privileges when there is reason to believe a visitor has initiated activities that are intended to subvert facility security, or has engaged in other suspicious and/or inappropriate conduct.
- B. The visitor will be notified in writing within five (5) business days of the termination or suspension. The notice shall include the reason for the termination or suspension and in the case of suspension, the start and end date of suspension period.
  1. The termination or suspension will be documented in COMS.
- C. The visitor may appeal the decision by writing to the Warden within fifteen (15) days of receipt of the notice. The Warden will respond to the visitor in writing within fifteen (15) days of receipt of the appeal. The Warden's decision is final and not subject to further appeal.
- D. The visitor or inmate may reapply for visitation following the end of the termination or suspension period by completing a [Visit List Verification](#) form.

### **12. Limiting or Suspending Inmate Visit Privileges:**

- A. Any inmate who has been determined to present excessive risk due to assessment findings, prior behavior, history or other factors, may be subject to limited visits, including non-contact visits. This may apply to a specified visitor, or all visits received by the inmate.
- B. Sex offenders are subject to certain visit limitations in accordance with DOC Policy 1.3.C.9 [Sex Offender Restrictions](#).
- C. Inmates sentenced to capital punishment are limited to Class II visits only (See DOC policy 1.3.D.2 [Capital Punishment Housing](#)).

- D. Inmates violating rules or institutional policies/OMs may be subject to limitation or suspension of their visiting privileges through the inmate discipline system (disciplinary sanction) (See SDCL §§ [24-2-9](#) & [24-15A-4](#)).

  - 1. Inmates may appeal the limitation or suspension of their visiting privileges in accordance with DOC policy 1.3.E.2 [Administrative Remedy for Inmates](#).

- E. All limitations and/or suspensions of an inmate's visit privileges will include an effective date and end date (if applicable) and will be documented in COMS.
- F. Visiting privileges will not be limited, suspended or terminated on the basis of race, religion, sex, national origin, or physical disability.

### **13. Removal of a Visitor from the Inmate's Approved Visit List:**

- A. An inmate may request to remove a visitor from his/her approved visit list at any time by submitting a written request to his/her unit staff.
  - 1. Visitors removed from an inmate's visit list at the request of the inmate may not appeal the removal/termination.
- B. A visitor may request to be removed from an inmate's approved visit list at any time by submitting a written request to the Deputy Warden or unit staff at the facility where the inmate is housed.
  - 1. Inmates may not appeal the removal/termination of a visitor removed from an inmate's visit list at the request of the visitor.
- C. A visitor who is removed from an inmate's approved visit list must wait 90-days before being eligible to reapply for visit privileges with the same inmate.

### **14. Visitation with a Hospitalized Inmate:**

- A. If authorized in advance by the Warden, Deputy Warden, Senior Security Officer or designee, a hospitalized inmate may receive visits from immediate family, an Attorney of Record or clergy (See DOC policy 1.4.E.12 [Inmate Hospitalization](#)).
- B. All visitors must be on the inmate's approved visit list or approved through a [Special Visit Request](#) (See [Attachment 3](#)).
- C. Hospital visits are subject to provisions of this policy, in addition to all hospital guidelines and rules pertaining to patient visits.

## **V Related Directive(s):**

SDCL §§ [1-15-20](#), [24-2-9](#), [24-2-22](#), [24-15A-4](#), [25-1-1](#), [25-1-30](#) and [25-1-38](#).  
DOC policy 1.3.C.9 - [Sex Offender Restrictions](#)  
DOC policy 1.3.D.2 -- [Capital Punishment Housing](#)  
DOC policy 1.3.E.1-- [Inmate Legal Assistance](#)  
DOC policy 1.4.E.12 - [Inmate Hospitalization](#)

## **VI Revision Log:**

**April 2003:** Revised language in Policy. **Added** section on Restrictions on Visits

**March 2008:** **Added** definition of “Attorney of Record”. **Added** W-2 to the list of possible visitors. **Added** section on “Attorney Visits”. **Added** that inmates are not allowed to have visits while in A & O. **Added** information explaining once inmates complete A & O, to place names on their visit list, they are required to complete *the Visit List Verification* form. **Added** a sentence explaining with prior approval of unit staff an inmate in A & O may receive permission to visit with an attorney and/or clergy. **Revised and Added** Attachment 1 *Visit List Verification* form to include universal language across all adult DOC facilities when referring to staff. **Revised and Added** Attachment 2 *Visit Refusal Form* to request two signatures from staff as witnesses only when the inmate refuses to sign. **Revised** that “unit staff” vs.” Warden or designee” is the contact to organize visits throughout policy. **Added** definitions of Class I and II Visits. **Added** Attorney of Record and listed all possible visitors under the Approval of Visits section. **Added** language limiting inmates to Class I and Class I and II visits when inmates present extensive risk to the security, safety or disciplined operation of an institution under the Restrictions of Visits section. **Removed** “non-complaint” when referring to sex offenders under the Restrictions of Visits section. **Added** legal guardian, Attorney of Record, M-2/W-2 sponsors and AA sponsors to Attachment 1 *Visit List Verification* form to coincide with Approval of Visitors List section in this policy. **Added** hyperlinks to policy to Attachments 1 and 2 and hyperlinks from Attachment 1 and 2 to this policy and updated attachment pictures in policy. **Changed** title of Attachment 2 to “Attorney Visit Refusal Form” vs. “Visit Refusal Form”.

**October 2008:** **Added** definition of Special Visit. **Revised** listing of visitors and **added** 6, 7 and 15 of ss (A), **added** ss (E, F G and G1) of Approval for Visits. **Added** Visitor Identification section. **Replaced** unit staff with appropriate institutional staff in ss (C of Attorney Visits). **Added** Special Visit Requests section. **Added** drug dog search and Ion Scan in ss (A) and **revised** ss (C) that law enforcement will be contacted vs. detaining visitor of Searches. **Added** special security office in ss (A of Suspension of Visiting Privileges). **Added** DOC policy 1.4.E.12 to V. **Replaced** unit staff with senior security staff as appropriate throughout policy. **Revised** Attachment 1 and **added** Attachment 3.

**October 2009:** **Added** reference to photo in ss (A) and **added** respective as it relates to DOC staff attorney in ss (E) both within Attorney Visits. **Added** hyperlinks to policy.

**October 2010:** **Revised** formatting of Section I. **Added** male or female to Attachment 1.

**December 2012:** **Added** definition of NCIC III and Clergy and DOC Staff. **Added** “and reviewed by designated staff. All visitors are” to Section 1 A. **Added** new B. “A list of each inmate’s approved visitors shall be maintained in Citrix by designated DOC staff”. to Section 1. **Renumbered** subsections that follow. **Added** “social worker” to Section 1. D. **Deleted** “allowed to visit” and **Replaced** with “disqualified from visiting” and **Deleted** “but may be approved for visitation by senior security staff” and **Replaced** with “Persons with a criminal record may be granted an exception to visit by the Warden or his/her designee” to Section 1 E. **Added** “With the exception of clergy and attorneys and (all adult DOC facilities) to Section 1 F. **Added** I. “Visitors who are not immediate family may be added to the inmate’s approved visit list as a “friend”. to Section 1. **Added** “who are accompanied by an approved visitor who is at least eighteen (18) years of age. to Section 2 A. **Added** “state issued ID” and “tribal ID” to Section 2 A. 1. **Added** “an acceptable form” to Section 3. C. **Deleted** “twelve (12) month period and **Replaced** with “year, which is defined as January 1<sup>st</sup> to December 31<sup>st</sup>” to Section 4. A. **Added** 1. “Additional special visits may be approved by the Warden or his/her designee” to Section 4. **Deleted** “at least four (4) working days prior to the visit” to Section 4 B. **Deleted** “people visiting an inmate and the length of visits” and **Replaced** with “visitors/inmates permitted in the visit room and/or length of visits may be imposed when the following occur” and **Deleted** “to prevent overcrowding” in Section 5 A. **Added** items 1-6 to Section 5 A. **Added** B. “Visits may be cancelled only after prior approval by the Warden or his/her designee” to Section 5. **Added** to Section 5. A. **Added** “Pat searches will be conducted by staff of the same sex as the visitor being searched. Searches may be conducted prior to the visitor entering the visit room, during the visit, or when leaving the visit area.” to Section 6. A. **Added** 1. and 2. to Section 6 A. **Added** new B. “The use of a specially trained dog or Ion scanner may be used to detect the presence of controlled substances or narcotics and may be utilized at the entrance way of other designated areas of the visit room” to Section 6. **Renumbered** subsections that follow. **Added** “time a” “is” “of a controlled substance of suspected of being under the influence” and “possessing” to Section 6. C. **Added** 1. to Section 6. C. **Added** E. “DOC staff are not responsible for lost, damaged, stolen, misplaced visitor personal property items.” to Section 6. **Added** 9. “The inmate refuses the visit, violates the rules pertaining to visits, or is removed from the visit room by staff due to being disruptive, for excessive physical contact with their visitor(s).” to Section 7. A. **Added** “or other

reasons listed in Section 5 of this policy” in Section 7 A. 2. **Added** B. “Staff will document visits that are terminated as a result of the above circumstances occurring in an informational report of a Disciplinary report, if the visit was terminated as a result of an inmate committing a prohibited act” to Section 7 .**Added** “or the Warden or his/her designee” to Section 8 A. **Deleted** “to security, safety or the disciplined operation of an institution” and **Replaced** with “due to assessment findings, prior behavior or history” **Added** Section 10 Visitation with Hospitalized Inmate. **Added** A. B.C. to Section 10.

**October 2013:** Combined institutional visit OM's into the policy and rescinded the facility visit OMs.

**November 2014:** **Deleted** “fifteen” and **Replaced** with “sixteen” in Section 1 A. 1. **Deleted** (2) and **Replaced** with (4) in Section 1 E. 26. Deleted A. “When a clergy leader requests to visit an inmate, he/she must contact the facility’s CAC or designated staff member” and **Added** new A. to Section 6. **Added** 1. to Section 13 B.

*Denny Kaemingk* (original signature on file)

03/27/2015

Denny Kaemingk, Secretary of Corrections

Date

## Attachment 1: Visit List Verification

The **Visit List Verification** form is located on the state's WAN.

A copy may be printed using **Microsoft Word** as follows:

1. Click [here](#) to access the **Visit List Verification** by:
  - a. Placing mouse on the word "here" above
  - b. Press and hold the "Ctrl" key on the keyboard
  - c. Click the left button of mouse.
  
2. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **Visit List Verification**.

The gray areas indicate the information that is to be entered.

South Dakota Department of Corrections Policy Distribution: Public				Attachment: Visit List Verification Please refer to DOC policy 1.5.D.1 Inmate Visiting			
<b>VISIT LIST VERIFICATION</b> Please Print							
Inmate Name:		Inmate #:		Unit:		Cell #:	
The DOC allows the following immediate family members to be placed on an inmate's visit list after a successful background check has been completed:							
Spouse	Sister	Grandchild	Grandparent	Son-in-law	Legal Guardian	CC Sponsor	
Child	Step-brother	Step-parent	Great-Grandparent	Daughter-in-law	Friend (2 allowed)**		
Parent	Step-sister	Half-sister	Mother-in-law	Step-in-law**	Security # Person		
Brother	Step-child	Half-brother	Father-in-law	Brother-in-law*	M-311-3 Sponsors		
Please provide those individuals you are requesting to have placed on your visit list. Full first and last names (Aliases or nicknames will not be accepted) and their gender must be provided. Using the list above, state the individual's relationship to the inmate. Complete information on the date of birth, Social Security Number and physical address (P.O. Box is not acceptable) must be provided. Those names with incomplete information will not be considered for visiting privileges. A separate Visit List Verification form is required if more space is needed. Please print clearly.							
	Full Name & Gender	Relationship to Inmate	Date of Birth	Soc. Security #	Doc ID # (if Same of Inmate)	Physical Address (city, state & zip code)	Approved or Denied
1.	<input type="checkbox"/> Male <input type="checkbox"/> Female						
2.	<input type="checkbox"/> Male <input type="checkbox"/> Female						
3.	<input type="checkbox"/> Male <input type="checkbox"/> Female						
4.	<input type="checkbox"/> Male <input type="checkbox"/> Female						
5.	<input type="checkbox"/> Male <input type="checkbox"/> Female						
6.	<input type="checkbox"/> Male <input type="checkbox"/> Female						
7.	<input type="checkbox"/> Male <input type="checkbox"/> Female						
Staff Name:		Staff Unit:		Date:			
Staff who entered data into Clinic:				Date:			
* Spouse of the inmate's brother or sister ** Two (2) friends who are at least 18 years of age and not immediate family members or two (2) nieces/nephews of any age may be approved for an inmate's visit list.							
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## Attachment 2: Attorney Visit Refusal Form

The **Attorney Visit Refusal Form** is located on the state's WAN.

A copy may be printed using **Microsoft Word** as follows:

1. Click [here](#) to access the **Attorney Visit Refusal Form** by:
  - a. Placing mouse on the word "here" above
  - b. Press and hold the "Ctrl" key on the keyboard
  - c. Click the left button of mouse.
  
2. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **Attorney Visit Refusal Form**.

The gray areas indicate the information that is to be entered.

South Dakota Department of Corrections Policy Distribution: Public		Attachment: Attorney Visit Refusal Form Click <a href="#">here</a> to open DOC Policy 1.5.D.1 Inmate Visiting	
<b>ATTORNEY VISIT REFUSAL FORM</b>			
Inmate: [ ]		Inmate #: [ ]	
Date Inmate Refused Visit: [ ]		Time Inmate Refused Visit: [ ]	
Attorney Refused by Inmate:			
Name: [ ]			
[ ]			
Reason inmate refused visit: [ ]			
[ ]			
<input type="checkbox"/> I have requested not to have a visit from the above attorney on the above date. I understand that this inmate <i>Attorney Visit Refusal Form</i> applies only for the above visit on the above date. If I decline future visits from any attorney, an additional inmate <i>Attorney Visit Refusal Form</i> will be required at that time.			
[ ]			
Inmate's Name (Print)	Inmate #	Inmate's Signature	Date Signed
[ ]	[ ]	[ ]	[ ]
Staff Name (Print)	Staff Signature	Date Signed	
[ ]	[ ]	[ ]	
<b>If inmate refuses to sign, two staff members will sign and date this document as witnesses.</b>			
Staff Name (Print)	Staff Signature	Date Signed	
[ ]	[ ]	[ ]	
Staff Name (Print)	Staff Signature	Date Signed	
[ ]	[ ]	[ ]	

### Attachment 3: Special Visit Request

The **Special Visit Request** form is located on the state's WAN.

A copy may be printed using **Microsoft Word** as follows:

1. Click [here](#) to access the **Special Visit Request** by:
  - a. Placing mouse on the word "here" above
  - b. Press and hold the "Ctrl" key on the keyboard
  - c. Click the left button of mouse.
2. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **Special Visit Request**.

The gray areas indicate the information that is to be entered.

South Dakota Department Of Corrections Policy Distribution: Public	Attachment: Special Visit Request Please refer to DOC policy 1.5.D.1 Inmate Visiting
<b>SPECIAL VISIT REQUEST</b>	
<b>Inmate Name:</b> [REDACTED]	<b>Number:</b> [REDACTED]
<b>Facility:</b> [REDACTED]	<b>Cell/Room:</b> [REDACTED]
Special visits must be arranged by the inmate prior to the visit. Special visits are for one full visiting period or one hour, which will be set by staff, and must be used during regular visiting hours unless otherwise approved. Anyone not on the inmates visiting list must have a SPECIAL VISIT REQUEST in order to visit.	
<b>Visitors Name:</b> [REDACTED]	<b>Relationship:</b> [REDACTED]
<b>DOB:</b> [REDACTED]	<b>SSN#:</b> [REDACTED]
<b>Drivers License #:</b> [REDACTED]	<b>State:</b> [REDACTED]
<b>Date of Visit:</b> [REDACTED]	
<b>Reason For Special Visit:</b> [REDACTED]	
<b>Visitors Name:</b> [REDACTED]	<b>Relationship:</b> [REDACTED]
<b>DOB:</b> [REDACTED]	<b>SSN#:</b> [REDACTED]
<b>Drivers License #:</b> [REDACTED]	<b>State:</b> [REDACTED]
<b>Date of Visit:</b> [REDACTED]	
<b>Reason For Special Visit:</b> [REDACTED]	
<b>Visitors Name:</b> [REDACTED]	<b>Relationship:</b> [REDACTED]
<b>DOB:</b> [REDACTED]	<b>SSN#:</b> [REDACTED]
<b>Drivers License #:</b> [REDACTED]	<b>State:</b> [REDACTED]
<b>Date of Visit:</b> [REDACTED]	
<b>Reason For Special Visit:</b> [REDACTED]	
<b>Visitors Name:</b> [REDACTED]	<b>Relationship:</b> [REDACTED]
<b>DOB:</b> [REDACTED]	<b>SSN#:</b> [REDACTED]
<b>Drivers License #:</b> [REDACTED]	<b>State:</b> [REDACTED]
<b>Date of Visit:</b> [REDACTED]	
<b>Reason For Special Visit:</b> [REDACTED]	
<input type="checkbox"/> 1 Hour <span style="margin-left: 200px;"><input type="checkbox"/> Full Period</span>	
<b>Approval Signature</b>	<b>Date</b>
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