



ROBERT BENTLEY
GOVERNOR

State of Alabama Department of Corrections

Alabama Criminal Justice Center
301 South Ripley Street
P. O. Box 301501
Montgomery, AL 36130-1501
(334) 353-3883



KIM T. THOMAS
COMMISSIONER

August 1, 2012

**ADMINISTRATIVE REGULATION
NUMBER 303**

OPR: OPERATIONS

VISITATION

I. GENERAL

This Alabama Department of Correction (ADOC) Administrative Regulation (AR) establishes the responsibilities, polices, and procedures for institutional visitation.

II. POLICY

It is the policy of the ADOC to afford visitors access to an institution in accordance with this regulation.

III. DEFINITION(S) AND ACRONYM(S)

- A. **Attorney:** A person trained in the law, admitted to practice before the bar of the given jurisdiction, and authorized to advise and represent other persons in legal proceedings. ¹
- B. **Barred Visitor:** A person that is permanently restricted from entering the institution.
- C. **Black-light Procedure:** Ultraviolet reflective ink used in conjunction with a black-light to indicate visitors approved to exit the institution.
- D. **Child:** A person under the age of nineteen (19) years of age.
- E. **Common-Law Wife or Husband:** ²
 - 1. The elements of a common-law spouse are:
 - a. Capacity (age, sanity, not married to anyone else, etc.)

¹ Dictionary of Criminal Justice Terms, American Correctional Association (ACA), 1998, pg 8.

² ADOC AR 405, *Inmate Emergency Visit, Pass, and Leave Program*, August 4, 2009.

- b. Present agreement of consent to be husband and wife.
 - c. Consummation. “When the parties live in a manner intended to bring about public recognition of their relationship as husband and wife.”³
2. Some factors to consider are:
- a. The parties file tax returns as married.
 - b. The parties cohabited.
 - c. The parties consider themselves married, use the same name, wear wedding rings, have joint accounts, and refer to each other as husband and wife.
 - d. A common law marriage is the same legally as a statutory or ceremonial marriage.
 - e. A common law marriage can be dissolved only by annulment, divorce in court, or death.
- F. **Contraband:** Any item not authorized by law, ADOC Administrative Regulations, institutional policy, or approved by the Warden or Division Director.
- G. **Denial:** The refusal of a person to enter the institution.
- H. **Identification Card:** Documentation used to establish the identity of an individual, such as, government issued photograph identification; i.e. a valid state issued driver’s license, a state issued non-drivers identification card, military (member or dependent) issued identification card, and immigration/naturalization identification card.
- I. **Immediate Family:** For the purpose of this regulation, this includes: mother, father, stepparents, foster parents, husband, wife, children, stepchildren, grandchildren, brother, sister, grandmother, grandfather, half-siblings, son-in-law, daughter-in-law, mother-in-law, and father-in-law as documented in the inmate database.
- J. **Legal Assistant:** A legal agent of the attorney as attested to by written authorization on the attorney’s letterhead signed by the attorney (i.e. paralegals, law clerks, investigators, psychologists, psychiatrists, mitigation specialists, and/or social workers).

³ <http://legaldictionary.thefreedictionary.com/consummate>.

- K. **Legal Guardian:** One who has or is entitled to the custody of the person or property (or both) of an underage person, mental incompetent person, or other persons legally incapable of managing his or her own affairs. ⁴
- L. **Minor Child:** Visitor, under nineteen (19) years of age, who is the immediate family member of an inmate to include biological children and grandchildren. Adopted and step-children qualify if the relationship existed prior to incarceration and can be verified.
- M. **Official Visitor:** An individual from a governmental agency (i.e. Governor, Legislator, Judge, high-ranking Law Enforcement Official), ADOC Central Office and/or Division employees conducting business at the institution.
- O. **Special Inmate Visit:** A visit approved by the Warden, or his/her designee, with an immediate family member during a time other than an inmate's scheduled visitation period.
- P. **Suspension:** The removal of a person's visitation privilege for a designated period of time.
- Q. **Termination:** The immediate removal of a person from the institution.
- R. **Vendor:** A company or business that provides services to the institution.
- S. **Visitor:** A person who has been granted permission to enter the institution.
1. Active (approved) Visitor: One of eight (8) persons approved on an inmates application form to visit.
 2. Inactive (ineligible) Visitor: A person that is eligible to be placed on an inmate's visitation list but **not** on his/her current active visitation list.
- T. **Visitation Module:** A systematically arranged collection of information pertaining to visitors to the institution that is stored digitally for subsequent retrieval and reporting.
- U. **Visitation Officer:** Correctional personnel designated to oversee the institutional visitation process.

IV. **RESPONSIBILITIES**

- A. The Associate Commissioner of Operations shall be responsible for the visitation policy to include barring visitors.

⁴ Dictionary of Criminal Justice Terms, American Correctional Association (ACA), 1998, pg 48.

- B. The Warden / Division Director / designee is responsible for:
1. The development of their institutional / divisional Standard Operating Procedures (SOPs), as necessary, for the implementation of AR 303, *Visitation*.
 2. Approving and ensuring that the Visitor's, Official Visitor's, Attorney's, or Legal Assistant's information is entered into the Visitation Module.
 3. Ensuring that the Visitor's or Official Visitor's information is entered into the inmate database.
- C. The Visitation Officer is responsible entering visitor data regarding the immediate family members into the inmate database and Visitation Module.
- D. All ADOC employees shall be responsible for complying with the guidelines set forth in this regulation.
- E. Inmates shall be responsible for compliance and notification to their prospective visitor(s) of the requirements of this regulation.

V. **PROCEDURES**

- A. Guidelines:
1. Rules pertaining to visitation hours, dress, and procedures shall be posted in clear view and will be available upon request for approved visitors. See *Annex A, Orientation Guidelines For Visitors and Inmates*.
 2. Visitation rules, policies, forms, and changes will be posted in the law library and noted in the institutional orientation packet. In addition the Visitation policies may be posted on bulletin boards and institutional newsletter.
 3. All visitors initially shall be visually identified against a photo-identification card issued by a federal, state, county, or city governmental agency.
 - a. The following information shall be collected: full name, physical address (no Post Office Boxes will be accepted), city, state, date of birth (DOB), state driver's license number, and phone numbers.
 - b. Visitors fifteen (15) years of age and older shall be photographed and have their fingerprint scanned into the Visitation Module.

c. Visitor photographs shall be updated every two (2) years.

4. Visiting days and hours shall be scheduled by the Warden based upon the number of visitors, size of the visiting area, and the institutional security considerations.

B. Visitation Application:

1. Upon initial intake into the ADOC, an inmate shall list **all** immediate family members on ADOC Form 303-F, *Inmate Immediate Family Members* and return the form to the Visitation Officer within thirty (30) days upon receipt.

2. An inmate shall complete ADOC Form 303-A, *Inmate Visitation Form* for visitors to be considered to be placed on an inmate's active visitation list. An inmate shall have a sixty (60) day waiting period for visitation privileges, unless approved by the Warden, or his/her designee.

3. An inmate may update ADOC Form 303-A, *Inmate Visitation Form*, to the Warden, or his/her designee, every six (6) months. Notification of visitors approved or disapproved is the responsibility of an inmate.

4. An inmate's approved visitation list shall have no more than eight (8) adult visitors active at any one time, all others will be placed on an inmate's inactive list. Minor children should be identified on ADOC Form 303-A.

5. A married inmate may **not** have a friend of the opposite sex on their approved ADOC Form 303-A. An unmarried inmate may have one (1) friend of the opposite sex and one (1) friend of the same sex on his/her approved ADOC Form 303-A. See the following chart for the combinations of visitors:

	Wife	Husband	Male Friend	Female Friend
Married Male	1		1	
Unmarried Male			1	1
Married Female		1		1
Unmarried Female			1	1

6. An adult visitor must be at least nineteen (19) years of age or older to be included on ADOC Form 303-A unless he/her is legally married to the inmate and has proof of such marriage.

7. ADOC Form 303-B, *Request For Minor Children to Visit* shall be completed by the non-incarcerated parent or legal guardian. The ADOC Form 303-B shall be notarized and submitted to the Visitation Officer prior to the scheduled visit. A birth certificate or legal document establishing an inmate's paternity or maternity must be provided for a minor child to be approved to visit an inmate. Only four (4) minor children are authorized to visit an inmate at any one (1) time.
8. An individual who is a victim of an inmate will **not** be approved to visit.
9. An inmate assigned to the Community Corrections Program or Supervised Re-Entry Program shall be prohibited from visiting an incarcerated inmate.
10. Ex-felons, parolees and probationers may be considered after two (2) years from the date of release.
 - a. The ex-felon shall be an immediate family member.
 - b. Parolees and probationers must have written approval from their Parole/Probation Officer.
11. A visitor may **not** be approved on more than one (1) inmate's visiting application unless an inmate is an immediate family member of the visitor and the relationship can be substantiated.
12. Falsification of any visitation application information shall result in denial of the visitor to the institution.
13. A visitor may be denied due to being directly involved in an inmate's criminal behavior.
14. Current or former employees of the ADOC will not be allowed to visit an inmate unless they are immediate family members and have prior approval from the Warden.
15. Visitors must submit an initial written request to wear religious headwear to the Wardens' attention a minimum of thirty (30) days prior to the scheduled visit.
 - a. The Warden shall verify through the Pastoral Program Supervisor the legitimacy of the religious headwear.

- b. Upon approval, the Warden shall notify the visitor in writing that he/she will be allowed to wear the religious headwear into the visitation area. This religious headwear shall be searched.
- c. Upon disapproval, the Warden shall notify the visitor in writing.
- d. The Warden shall provide a copy of the letter (approval or denial) to the Visitation Officer and a copy will be placed in the inmate's database. A notation will also be made in the Visitation Module.

C. Visits:

1. Scheduled Visits:

- a. A parent or legal guardian who has custody of an inmate's minor child may authorize an immediate family member, who is on the active visitor list of an inmate to accompany or supervise an inmate's children by submitting a notarized ADOC Form 303-B, *Request for Minor Children to Visit*. The notarized form should be submitted to the institutional Warden, or his/her designee, prior to the scheduled visit.
- b. A separate notarized ADOC Form 303-B is required for each immediate family member who is approved to accompany or supervise an inmate's minor children.
- c. After the Warden, or his/her designee, reviews an inmate's proposed ADOC Form 303-A, the names of those persons who are approved will be entered into the inmate database, Visitation Module, and a copy of the approved or disapproved list will be given to an inmate and a copy of the list will be scanned into the inmate's database.
- d. Four (4) adults and four (4) minor children are authorized to visit an inmate at any one (1) time. Visitors who bring minor children to visit will be expected to properly supervise the children so that they do not cause disruption to the institution, staff, or other visitors. Violations may result in the visitors being terminated from visitation.

2. Legal/Attorney Visits:

- a. An attorney shall submit a written request to the Warden, or his/her designee, to schedule a legal visit. The request requires a minimum of twenty-four (24) hours notification to be considered for approval. The written request should include the following:
 - (1). The name and AIS number of the inmate(s) and specific legal reason(s) for the visit.
 - (2). The date and time requested.
 - (3). The attorney/legal assistant(s) valid driver's license number and state of issue and other identification information, to include, the bar identification number and professional organization license number.
 - (4). Any other pertinent information.
- b. An attorney(s), or agents of the attorney, including paralegal, investigators, psychologists, psychiatrists, mitigation specialist, and or social workers will be allowed to interview with an inmate for legal purposes and will not be required to have a court order. The request shall come in writing from an attorney and include the attorney's credentials, as indicated in section 2.a. above.
- c. The attorney and legal assistant(s) will be provided a copy of ADOC Form 303-E, *Attorney/Legal Visit Orientation Form*, prior to an attorney visit. The attorney and/or legal assistant(s) scheduled to visit an inmate will return the signed ADOC Form 303-E to the Warden or his/her designee. Visits will not be scheduled prior to this form being signed, returned and approved by the Warden, or his/her designee.
- d. Any question of the validity of the visit shall be referred to ADOC Legal and their instructions followed.
- e. Prior to the visit, the attorney may request, with approval of the Warden to leave legal documents with an inmate. Documents being brought into the institution by attorneys and legal assistants shall be searched in the presence of the attorney and legal assistant.

- f. An attorney may request to bring to a visit electronic equipment, i.e.; laptop, tape recorder, camera; materials needed to complete a psychological evaluation.
 - (1). The request will be honored only in very limited, special circumstances, with the advanced approval of the Warden and the ADOC General Counsel.
 - (2). The request must be in writing to the Warden with a copy sent to the ADOC General Counsel.
- g. Attorneys and Legal Assistants shall go through routine search procedures in accordance with AR 336, *Searches* when entering the institution.
- h. Unless specifically approved by the Warden, or his/her designee, all meetings between attorneys and an inmate shall be one-on-one. The Warden, or his/her designee, shall make every reasonable effort to provide a room where an attorney can meet confidentially with an inmate. A meeting place shall be provided in which others cannot reasonably overhear the discussion between an inmate and attorney.
- i. Attorney visits may be scheduled with death row inmates simultaneously with up to three (3) different inmates/attorneys being placed in the visitation area at the same time. In extreme circumstances an additional inmate may be placed on the visiting yard at the discretion of the Warden.
- j. Restraints for an inmate may be utilized at the Wardens' discretion.

3. Clergy/Pastoral Visits:

- a. A member of the clergy, who was an inmate's pastor in civilian life, may visit an inmate if an inmate has submitted an Inmate Request Form to the Institutional Chaplain and has been approved by the Warden, or his/her designee.
 - (1). An inmate's request shall be submitted in writing at least fourteen (14) days prior to the requested visit date.

(2). An inmate is limited to a Clergy/Pastoral visit once every six (6) months.

(3). The Clergy/Pastoral visit shall not exceed one (1) hour.

b. Visiting clergy shall be responsible for complying with the guidelines set forth in this regulation.

4. Special Visits:

a. An inmate shall submit an Inmate Request Form for a special visit to be approved or disapproved by the Warden, or his/her designee.

b. The request should be limited to an immediate family member.

c. An inmate may be eligible to receive one (1) special visit every six (6) months.

d. A special visit may be for an immediate family member who is not on the active visitation list but lives in excess of 500 miles away.

5. Outside Hospital Visits:

a. An inmate confined to an outside hospital may only be allowed a visit if the attending physician states that an inmate is in a terminal/life threatening situation and the Warden, or his/her designee, approves the visit.

b. The visitor must be on the inmate's active visitor list.

c. All visitors must be approved by the Warden, or his/her designee. The Warden, or his/her designee, shall notify in writing the hospital and contract security staff. Approved visitors must present picture identification to visit an inmate.

d. Approved visitors shall be required to follow established ADOC and hospital rules and procedures.

e. Approved visitors shall **not** be allowed to bring any item to the inmate visit.

f. The ADOC Correctional Officer(s)/contract security staff shall contact the institutional Shift Commander or

designee upon the visitor(s) arrival and departure. The visitor(s) name, arrival time and departure time shall be entered into the shift log and forwarded to the visitation officer/designee for entry into the Visitation Module.

6. Institutional Health Care Unit:

- a. An inmate in the institutional health care unit with input from the health care provider may be allowed visitor(s) from the inmate's active visitor list.
- b. The Warden, or his/her designee, shall approve the date and time for the visit.

D. General Visitation Procedures:

1. Each visitor shall be identified by his/her finger scan and identification card. The visitation officer/designee will require all visitors to sign in and out on ADOC Form 303-C, *Visitor Register*, and will log the date and time of the visit. The register shall be dated and signed by the visitation officer/designee.
2. Visitors may be required to walk through a metal detector or screened with a hand-held detector.
3. Upon entry to an institution, ultraviolet ink shall be applied on the back of the hand of all approved visitors. A different design shall be used each day. A black-light shall be utilized to verify that the ink was applied correctly. A black-light shall be utilized to verify only visitors that are exiting the institution.
4. Inmates and visitors shall be searched prior to entering the visitation area to prevent contraband from entering the institution in accordance with AR 336, *Searches* and contraband will be disposed of in accordance with AR 306, *Disposal of Contraband*.
 - a. In accordance with AR 336, *Searches*, no cross gender searches will be conducted.
 - b. Minor children shall be searched in the presence of their parent or legal guardian.
5. If there is reasonable suspicion that the visitor is carrying contraband, an unclothed search may be undertaken in accordance with AR 336, *Searches*. The unclothed search shall be authorized by the Warden. An ADOC Form 303-D, *Visitor Unclothed Search Authorization*, shall be completed prior to the search.

- a. If a visitor refuses to be searched, he or she shall be denied entry into the institution. The visitor may be barred.
 - b. If contraband is found in the possession of a visitor the contraband shall be confiscated and disposed of in accordance with AR 306. The visitor may be detained for questioning by the Warden, his/her designee, or I&I Investigator.
 - c. The on-call I&I Investigator shall be notified.
 - d. An ADOC Form 302-C, *Duty Officer Report* and ADOC Form 302-A, *Incident Report* shall be completed.
6. If a visitor appears to be under the influence of an intoxicant he or she shall be denied entry into the institution.
 7. If a visitor refuses to comply with visitation rules and procedures he or she shall be removed from the visiting area or institution.
 8. Each adult visitor may be allowed to bring no more than \$20.00 for the vending machine(s).
 9. An inmate shall be frisk searched prior to entering the visitation area.
 10. An inmate is **NOT** permitted to carry any item from the visitation area.
 11. An inmate shall be stripped searched prior to exiting the visitation area.
 12. An inmate housed in administrative segregation may be allowed visits in accordance with AR 433, *Administrative Segregation*.
 13. An inmate housed in disciplinary segregation shall not be allowed visits in accordance with AR 434, *Disciplinary Segregation*, except with an attorney:-

E. Denial, Termination, Suspension and Barred:

1. Denial.
 - a. A visit may be denied, with the approval of the Shift Commander, because of institutional or visitation rule violation(s).

- b. Security personnel shall initiate an incident report in accordance with AR 302, *Incident Reporting*.
- c. The Warden shall review the incident to determine if further action is required.
- d. If upon further review, the Warden shall provide a written notice to the visitor that they have been suspended from entering **ALL** ADOC institutions. A copy shall be scanned into the inmate's database and a copy shall be provided to the inmate.

2. Termination.

- a. A visit may be terminated, with approval of the Warden, or his/her designee, because of institutional or visitation rule violation(s) by an inmate or visitor.
- b. Security personnel shall enter the termination in the Visitation Module.
- c. Security personnel shall initiate an incident report in accordance with AR 302, *Incident Reporting*.
- d. The Warden shall review the incident to determine if further action is required.

3. Suspension.

- a. The Warden may suspend visitation privileges, after review of ADOC Form 302-A, *Incident Report*, for a period of up to six (6) months for institutional or visitation rule violation(s).
- b. The Warden, or his/her designee, shall enter the period of suspension into the Visitation Module.
- c. The Warden shall provide a written notice to the inmate, visitor, and visitation staff of suspended visitation privileges.
- d. The suspended visitor may apply in writing to the Warden for reinstatement after the suspension period has ended.

4. Barred.

- a. A visitor may be barred for a period of more than six (6) months to an indefinite length of time for serious and/or repeated infraction(s) such as, but not be limited to:
 - (1). Assaultive/disruptive behavior.
 - (2). Illegal drugs or possession of unauthorized drugs.
 - (3). Possession of firearms/weapons on state property.
 - (4). Repeated violation(s) of institutional or visitation rules.
- b. The Warden will review the ADOC Form 302-A, *Incident Report* and submit his or her recommendation for permanent barring utilizing the Visitation Module to the Associate Commissioner of Operations.
- c. The Associate Commissioner of Operations shall approve or disapprove, utilizing the Visitation Module, the Warden's recommendation for barring a visitor.
- d. The Warden shall provide a written notice to the visitor that they have been barred from entering ALL ADOC institutions. A copy shall be scanned into the inmate's database and a copy shall be provided to the inmate.

F. Official Visitors.

1. These visits will be approved and coordinated by the Warden, or his/her designee, through the Public Information Officer, Institutional Coordinator and the Associate Commissioner of Operations as appropriate.
2. In the event of an unannounced or unscheduled visit by an official visitor, the Public Information Officer, Institutional Coordinator, and the Associate Commissioner of Operations shall be notified immediately.
3. ADOC employees visiting institutions from other divisions (i.e. Central Office, Legal, etc.) may be required to walk through metal detectors and or hand-held devices. These employees will not be subject to search unless there is a security operation in progress and everyone entering the institution that day is being searched.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

- A. ADOC Form 303-A, *Inmate Visitation Form*.
- B. ADOC Form 303-B, *Request for Minor Children to Visit*.
- C. ADOC Form 303-C, *Visitor Register*.
- D. ADOC Form 303-D, *Visitor Unclothed Search Authorization*.
- E. ADOC Form 303-E, *Attorney/Legal Visit Orientation Form*.
- F. ADOC Form 303-F, *Inmate Immediate Family Members*.

VIII. SUPERCEDES

- A. This regulation supercedes AR 303, *Visitation* dated March 23, 2006 and any changes.

IX. PERFORMANCE

- A. Code of Alabama 1975 as amended, Sections 14-1-1.1, 14-2-1.
- B. ADOC AR 302, *Incident Reporting*.
- C. ADOC AR 306, *Disposal of Contraband*.
- D. ADOC AR 336, *Searches*.
- E. ADOC AR 433, *Administrative Segregation*.
- F. ADOC AR 434, *Disciplinary Segregation*.
- G. Dictionary of Criminal Justice Terms, American Correctional Association (ACA), Lanham, Maryland, 1998, pg 8.
- H. Black's Law Dictionary, Eighth Edition.

Annex(s):

- A. Orientation Guidelines for Visitors and Inmates.



Kim T. Thomas, Commissioner

Alabama Department of Corrections

**ORIENTATION GUIDELINES
FOR VISITORS AND INMATES**

A. General Rules for Visitation:

1. Adult visitor must have valid photo identification and be listed on the approved inmates visitation list or have a special visit approved by the Warden.
2. Visitor(s) and all item(s) will be searched.
3. Visitor(s) are required to return all unapproved item(s) to their vehicles. Staff shall not be responsible for any unapproved items.
4. Visitor(s) providing false name(s) or introducing or attempting to introduce contraband may be committing a criminal offense and face possible felony prosecution.
5. Visiting schedule is subject to change without prior notice due to security reasons.
6. If visitor(s) or inmate(s) fail to abide by the established visitation rules their visit will be terminated.
7. Each adult visitor may enter the visitation check-in area with no more than \$20.00, identification card and car keys in a clear plastic bag. Visitors may also have the option of purchasing a \$20.00 debit card.
8. An inmate's adult children and/or grandchildren will be allowed to visit with a birth certificate establishing an inmate's paternity or maternity. Minor children must also have a completed ADOC Form 303-B, *Request for Minor Children to Visit*.
9. Visitor(s) must wear a complete set of undergarments.
10. Parent(s)/legal guardian(s) with babies will be allowed no more than four (4) disposable diapers and one (1) will be changed during searches. One (1) small baby blanket and two (2) plastic baby bottles will be allowed on the visiting area.
11. All dresses, skirts, and pants shall extend below the knee (females only). Splits/Slits must be knee length or lower (females only).
12. All blouses and shirts must be long enough to cover the waist and chest area.
13. Sitting in laps or other type of behavior which is deemed offensive or considered inappropriate or illicit is prohibited.
14. A brief hug and kiss between an inmate and his or her visitor at the time of entry and at the time of departure will be permitted.
15. Visitor(s) shall not be allowed to leave any item(s) for an inmate.
16. Visitor(s) are permitted to wear religious headwear into the visiting area with advanced written approval from the Warden. This headwear is subject to search. It may be necessary for ADOC staff to search this item at any time during the visiting process.

B. Prohibited Items:

1. Sunglasses, except prescribed by a doctor.
2. Electronic equipment to include, but not be limited to, cell phones, video games, radios, MP3 players, laptops, etc.
3. Jewelry, except wedding set/band.
4. Medication, except prescribed by a doctor and with prior approval of the Warden.
5. Tobacco products, matches, or lighters.
6. Firearms/Weapons.
7. Purses, briefcases, or duffel bags.
8. Hats, caps, scarves, or headbands.
9. White or any light colored clothing that appears white.
10. Wigs, except prescribed by a doctor and with prior approval of the Warden.
11. Scrub type garments.
12. Sundresses or sleeveless shirts.
13. Shorts, stretch pants, or tight fitting trousers with elastic type fabrics. All trousers must be at least ankle-length.
14. Slippers, shower shoes, and beach shoes.
15. Tight fitting, sheer, and see-through clothes.

Annex A to AR 303 – August 1, 2012

Alabama Department of Corrections

INMATE VISITATION FORM

READ THE FOLLOWING RULES CAREFULLY:

List on the back of this form, no more than eight (8) active adult and eight (8) minor children. All immediate family members must be listed during initial intake. For the purpose of this regulation, immediate family includes: mother, father, stepparents, foster parents, husband, wife, children, stepchildren, grandchildren, brother, sister, grandmother, grandfather, half-siblings, son-in-law, daughter-in-law, mother-in-law, and father-in-law as documented in the inmate database. A married inmate may **not** have a friend of the opposite sex on their approved ADOC Form 303-A. An unmarried inmate may have one (1) friend of the opposite sex on their approved ADOC Form 303-A. See the following chart for combinations of visitors:

	Wife	Husband	Male Friend	Female Friend
Married Male	1		1	
Unmarried Male			1	1
Married Female		1		1
Unmarried Female			1	1

- A. All adult visitors must be at least nineteen (19) years of age or older to be included on the ADOC Form 303-A, unless they are legally married to an inmate and have proof of such marriage.
- B. Ex-felons, parolees and probationers are prohibited from visitation, unless approved by the Warden or designee. Parolees and probationers must have prior approval from their Parole/Probation Officer.
- C. An individual who is a victim of an inmate will not be approved to visit.
- D. ADOC Form 303-B, *Request For Minor Children to Visit* shall be completed by the non-incarcerated parent or legal guardian. The ADOC Form 303-B shall be notarized and submitted to the Warden prior to the scheduled visit. A birth certificate or legal document establishing an inmate’s paternity or maternity must be provided for a minor child to be approved to visit an inmate.
- E. An inmate may only change their ADOC Form 303-A once every six (6) months. Notification of visitors approved or disapproved is the responsibility of an inmate.
- F. Submit completed form to institutional Visitation Officer.

INMATE VISITATION FORM

Inmate's Name: _____

AIS #: _____

Institution: _____

NO MORE THAN EIGHT (8) ADULTS CAN BE LISTED

	<u>Adult (Full Name)</u>	<u>Complete Address</u>	<u>Relationship</u>	<u>DOB</u>	<u>Social Security Nbr</u> <u>Driver's License Nbr</u>	<u>Telephone Nbr</u>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

NO MORE THAN EIGHT (8) MINOR CHILDREN CAN BE LISTED

	<u>Minor Children (Full Name)</u>	<u>Complete Address</u>	<u>Relationship</u>	<u>DOB</u>	<u>Social Security Nbr</u>	<u>Parent/Guardian</u>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Warden's/Designee's Approval: _____ Date Approved: _____

Distribution: Inmate Database, Visit Module, Inmate

REQUEST FOR MINOR CHILDREN TO VISIT

(Submit the notarized form prior to scheduled visitation)

I hereby certify that I, _____ (name of parent or legal guardian), am the Parent or Legal Guardian for the child (children) under the age of nineteen (19) of the inmate _____ (inmate's name), AIS # _____ listed as follows:

Name of Child:

Relationship

DOB

1. _____
2. _____
3. _____
4. _____

As the Parent or Legal Guardian*, I hereby authorize _____ / _____ (name and relationship to inmate) to bring and supervise the minor children listed above during the scheduled visit. I acknowledge that I am responsible for having this form notarized prior to the scheduled visit and shall attach proof of relationship verified by a birth certificate or legal document establishing paternity or maternity. This document authorizing minor children to visit is active from the date of notarization until termination by the Parent or Legal Guardian via a notarized written request.

I acknowledge that as a condition of bringing these minor children into the institution for the scheduled visit, I will keep the minor children under supervision without disruption to the institution, staff, or other visitors. I understand that in the event that these children are not properly supervised, my visit may be terminated.

I hereby release the state of Alabama for any liability of injury.

(Date)

(Printed Name of Parent or Legal Guardian)

(Signature of Parent or Legal Guardian)

(Address of Parent or Legal Guardian)

(Notary Signature)

[_____]
(Notary Seal)

(Date)

* The Legal Guardian must be on the inmate's approved visitation list.
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Alabama Department of Corrections

VISITOR REGISTER

Date: _____

Inmate's Name (Printed)	AIS#	Time		Visitor's Name (Printed)	Relation to Inmate	Visitor's Signature
		IN	OUT			

(Visitation Officer's Name)

(Visitation Officer's Signature)

(Date)

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VISITOR UNCLOTHED SEARCH AUTHORIZATION

I, _____ (visitor's full name) have been requested to submit to a unclothed search prior to visiting inmate _____ (Inmate's name) AIS # _____ because of the following reason(s): _____

Visitor's initials below indicate that they have read and understand the following:

- _____ 1. I have been informed that approval for the unclothed search is authorized under Administrative Regulation (AR) 303, *Visitation* and has been authorized by the Warden.
- _____ 2. I have been informed that I do not have to allow or participate in this unclothed search and may leave prior to the search.
- _____ 3. I have been informed that because of suspicion I shall not be allowed to enter the institution for visitation and that I am required to leave the grounds if I do not participate in the unclothed search.
- _____ 4. I was informed that the correctional staff shall not conduct a body cavity search.
- _____ 5. I have not been threatened, intimidated, or coerced in any way in reference to this request and/or participation in the unclothed search.
- _____ 6. I have not been promised anything to obtain my authorization to participate in the unclothed search

By my signature below I authorize and provide my full consent to the Alabama Department of Corrections and the staff of _____ (institution) to conduct an unclothed search. I make this authorization of my own free will and accord.

I further acknowledge, in the event I can not read and/or write, this form has been read to me and I accept the terms and conditions as indicated by my signature or mark below.

(Visitor's Signature and Date)

(Security Supervisor's Signature and Date)

ATTORNEY/LEGAL VISIT ORIENTATION FORM

A. General Rules for Visitation:

1. Visitor(s) must have a photo identification card.
2. Visitor(s) and all item(s) will be searched.
3. Visitor(s) are required to return all unapproved personal item(s) to their vehicle. Staff will not be responsible for any personal item(s).
4. Visitor(s) providing false name(s) or introducing or attempting to introduce contraband may be committing a criminal offense and face possible felony prosecution.
5. Visiting schedule is subject to change without prior notice due to security reasons.
6. Visitor(s) may be asked to leave the institution if they, or an inmate they are visiting, fail to abide by the established visitation rules.
7. Visitor(s) shall be dressed in business or business casual attire.
8. All dresses, skirts, and pants shall extend below the knee (females only).
9. All blouses and shirts must be long enough to cover the waist and chest area.
10. Visitor(s) must wear a complete set of undergarments.
Visitor(s) are permitted to bring in a no more than \$5.00 in coins for soft drinks, coffee, and or snacks.
11. Prior to the visit, the attorney may request, with approval of the Warden, to leave legal documents with an inmate.
12. An inmate may refuse to meet with the attorney or legal assistant; an inmate can not be forced to meet with an attorney or legal assistant.
13. Visitor(s) may bring two (2) writing instruments and current legal documents to the visit.

B. Prohibited Items:

1. Sunglasses, except prescribed by a doctor. (Identify in Section C. Comments/Requests.)
2. Electronic equipment to include, but not be limited to, cell phones, video games, radios, MP3 players, laptops, etc. unless prior approval of the Warden and ADOC General Counsel.
3. Jewelry, except wedding set/band.
4. Medication, except prescribed by a doctor and unless prior approval of the Warden. (Identify in Section C. Comments/Requests.)
5. Tobacco products, matches or lighters.
6. Firearms/Weapons.
7. Purses, briefcases, or duffel bags.
8. Hats, caps, scarves, or headbands.
9. White or any light colored clothing that appears white.
10. Wigs, except prescribed by a doctor and with the prior approval of the Warden.

C. Comment(s)/Request(s):

I have read and understand the above listed guidelines. I will abide by these guidelines or my visit may be denied or terminated. You must submit a letter on your firm's letterhead identifying any member of the defense team requesting approval to visit. The letter shall contain:

1. That they have been retained in the scope of representation or potential representation of an inmate.
2. The name and AIS# of an inmate to visit.
3. The name(s) of the attorney or legal assistant(s) and the last four digits of their social security number (SSN).
4. The attorney or legal assistant(s) current valid driver's license number and state of issuance; the bar identification number; and/or, the professional organization license number.
5. The date and time of the proposed visit.
6. Any other pertinent identification information.

(Date)

(Attorney's Signature)

Distribution: Inmate Database

ADOC Form 303-E – August 1, 2012

Alabama Department of Corrections

INMATE IMMEDIATE FAMILY MEMBERS

Inmate's Name: _____ AIS #: _____
Date Submitted to Inmate: _____ Date due to Classification: _____

You must list all immediate family members on this form and turn back into your Visitation Officer within thirty (30) days of intake. Upon verification of your immediate family, you will not be able to add names. To remove names you will need to provide valid documentation to justify removal (divorce decree, death certificate, etc). Should you become married during incarceration, you may add your spouse (with marriage certificate) as immediate family, but no other relationships will be recognized as immediate family based on marriage during incarceration (i.e. step children, In-Laws, etc).

Immediate Family: For the purpose of this regulation, this includes: mother, father, stepparents, foster parents, husband, wife, children, stepchildren, grandchildren, brother, sister, grandmother, grandfather, half-siblings, son-in-law, daughter-in-law, mother-in-law, and father-in-law as documented in the inmate database.

	<u>First Name Last Name</u>	<u>First Name Last Name</u>
Spouse:	_____	_____
Father:	_____	Mother: _____
Step-Father:	_____	Step-Mother: _____
Foster-Father:	_____	Foster-Mother: _____
Father's Parents:		
Grandfather:	_____	Grandmother: _____
Mother's Parents:		
Grandfather:	_____	Grandmother: _____
Children:	_____	Step-Children: _____
	_____	_____
	_____	_____
	_____	_____
Siblings:	_____	Half-Siblings: _____
	_____	_____
	_____	_____
	_____	_____
Father-In-Law:	_____	Mother-In-Law: _____
Son-In-Law:	_____	Daughter-In-Law: _____
Visitation Officer:	_____	Date Entered: _____