



ALLEGHENY COUNTY
BUREAU OF CORRECTIONS

APPLICABILITY: All Authorized Personnel

POLICY NUMBER: #400

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TITLE: Inmate Visitation Policy

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POLICY

It is the policy of the Allegheny County Bureau of Corrections to provide visits for inmates with their legal counsel, family and friends and to ensure an accurate account of all visitors in the institution.

PURPOSE

To set forth standardized policies and procedures governing inmate visitation at the Allegheny County Bureau of Corrections and to keep a record of all visitors entering and exiting the institution.

DEFINITIONS

- A. **Attorney**: Any person licensed to practice law in any State or Federal court.
- B. **Hearing Committee**: Designated person or persons by the Allegheny County Bureau of Corrections that impose penalties on inmates that violate our policies and procedures.
- C. **Visitor/Data Entry Officers**: staff responsible for receiving visitor requests, doing background checks and approving visitors.
- D. **Contact Visits**: Visits in a setting in which the inmate and visitor are permitted in the same area without a barrier between them, under close supervision. Types of contact visits are:
 - **Children, Youth and Family (C.Y.F.) Contact Visits**: Contact visits ordered by Family court.
 - **Court Ordered Contact Visits**: Contact visits ordered by a judicial authority.
 - **Program Contact Visits**: Contact visits authorized by the Allegheny County Bureau of Corrections Administration.

- **Institutional Worker Contact Visits:** Contact visits are authorized by the Classification Supervisor and are considered for inmates assigned to the following work details: Laundry, Kitchen, Street Gang, Intake, Cleaning Crew, and Lounge Workers.
- **Structured Family Contact Visits:** Visits are authorized to inmates who are currently enrolled in the Family Support Program through Re-Entry Services. These visits are facilitated by a Family Support Specialist who guides the interactions between an inmate and their family. The following qualifications must be met in order for a structured family contact visit to occur:
 1. The inmate must be currently enrolled in or have completed a Family Support Education class.
 2. The Family Support Specialist has contacted the participating family member(s) and prepared them for the visit. Preparation includes explaining the structure of the visit and Jail policies.
 3. The Family Support Specialist has submitted the Structured Family Contact Visiting Form to the Administrator of Re-Entry.

Review and Approval Process

The Administrator of Re-Entry will review each form and if appropriate, will submit it to classification for approval. Maximum security inmates enrolled in this program are reviewed for eligibility on a case-by-case basis. These visits are held in the Contact Visit Room and will be for one hour.

- Please Note: All other contact visits are at the discretion of the Warden or a Deputy Warden and shall be in writing.
- E. **Non-Contact Visits:** Visits in a setting in which the inmate and visitor are separated by security barriers or control systems and are not supervised.
- F. **Official (Professional) Visitor:** Defined as the County Executive, County Manager, members of County Council, justices, judges of the courts of record, attorneys, medical doctors, religious advisor, programs or any authorized representative designated as an official visitor by the administration.
- G. **Inmate Visitor:** Defined as any member of the immediate family, friends, or other relatives who have been deemed an approved visitor by the facility.

- H. **Immediate Family:** Immediate family members are defined as spouse (legal or valid common law), children, parents, grandparents, brothers, sisters, aunts, uncles, or step-relatives with whom the inmate has made his/her home. Such relationships must be verifiable in the inmate's record.
- I. **Religious Advisor:** Any individual, selected by an inmate from the outside community who has received endorsement from a faith group and approved by the Allegheny County Bureau of Corrections Chaplain's Office to provide individual religious counseling in a non-contact visit setting.
- J. **OMSe – Offender Management System:** A computerized system used at Allegheny County Bureau of Corrections to maintain inmate visitor information for use by the institution.
- K. **Renovo:** A web application used by the public to register and schedule a visit with an inmate.
- L. **First time applicants:** Persons seeking initial approval to visit an inmate via the Renovo visitation system.
- M. **Approved Visitors:** Persons approved to visit an inmate. Upon clearance, all approved visitors will (establish) a password and the visitor's email and password shall be entered into the Renovo Scheduling System website.
- N. **Acceptable Forms of Visitor Identification:** A list of documents accepted by Allegheny County Bureau of Corrections to establish the identity of visitors.

PROCEDURES:

A. GENERAL GUIDELINES

1. Visiting List Distribution:
 - A. 3x11 Visiting Officers will print out the lists for the following days visit prior to the 2000 hour inmate count.
 - B. The lists will be delivered to the Shift Commanders office.
 - C. The lists will be distributed to the appropriate housing units where they will be retained until the following days visits are complete.
 - D. The 3x11 pod officer will log delivery of the visiting list in the daily pod log. The 3x11 and the 11x7 pod officer will brief the on-coming shift as to the location of the visiting list.
2. Inmates will be provided with visitation information upon admission during the orientation process. Visiting information will be available to the public

through the Allegheny County Bureau of Corrections website (www.alleghenycounty.us). Upon request, the facility shall make available to visitors an informational pamphlet that contains the visiting rules and procedures.

3. Prior to a non-contact (i.e., window) visit, all potential visitors must register for approval to visit via phone by calling (412-350- 2413) or by providing a driver's license or state ID to the visiting Officers. First time applicants' background shall be checked via OMSe and the UJS portal and or other public information tools prior to them being deemed as an approved visitor.
4. Contact visits are available to inmates involved in the HOPE or Family Support Program (eligibility for consideration determined by program personnel), assigned to specific work details (Laundry, Kitchen, Street Gang, Intake, Cleaning Crew, and Lounge Workers) and for those who are court-ordered to receive a contact visit. Inmates are only permitted one (1) contact visit a month and must be misconduct-free for the past thirty (30) days. Inmates that are maximum security status will be evaluated on a case-by-case basis.
5. A visitor's privileges may be limited, suspended, or restricted (such as non-contact visits only or a restriction on visiting more than one inmate) if information becomes available suggesting that allowing an individual to visit poses a threat to the safety and security of the institution. All visitors must conduct themselves in an orderly fashion.
6. Inmates will be permitted to have visits in accordance with the visiting hours established by the institution. Visiting will be permitted every day of the year unless suspended by management.
7. Only attorneys and religious advisors will be permitted unlimited visits with an inmate.
8. Visitors are not permitted to take coats, jackets, or other outer garments (excluding suit coats, sports jackets/blazers, and/or cardigan type sweaters) scarves or hats used for protection from the elements, to any visiting area. All such garments must be secured in a locker in the facility lobby area. Visitors must follow the Allegheny County Bureau of Corrections' dress code.

9. One baby bottle full of milk or already mixed with formula is permitted during the visit. We allow the visitors to bring their own receiving blanket, bottles, diapers and wipes. (Wipes have to be in a clear bag.)
10. All personal articles must be secured in the lockers provided in the visiting area. All visitors are subject to be pat searched based on reasonable suspicion. Anyone caught bringing contraband into the institution will be prosecuted to the fullest extent of the law and all visiting privileges will be revoked. Contraband is defined as any letter, note, drugs, alcohol, tobacco products, weapons, keys, cell phones, money or any other article not authorized by the administration.
11. Inmates may receive two (2) one hour visits per week. Inmates on DHU (Disciplinary Housing Unit) status shall receive one (30) minute visit per week, unless the inmate is considered a security risk by the administration. Inmates housed in mental health shall receive two (2) one hour visits per week provided they are approved for visits by the mental health doctor. Visits shall be no less than one hour in duration and shall occur during normally scheduled visiting hours. Longer periods may be allowed upon the approval of a Deputy Warden and dependent upon inmate's custody level and available space.
12. Legal visits are from **8:00 a.m. to 3:30 p.m.** and **4:30 p.m. to 7:45 p.m.** There is no time limit on the length of legal visits. Inmates are permitted unlimited legal visits.
13. Inmates are permitted one (1) Religious Advisor.
14. The maximum number of visitors permitted per inmate, per visit is limited to three (3) people.
15. All minor children must be accompanied by a parent or legal guardian. The visitor must present evidence, by bringing a birth certificate or legal guardianship documentation, of that minor.
16. Visitors must be processed into the Jail at least fifteen (15) minutes before the scheduled visit.
17. Visiting more than one inmate is not permitted without a valid reason and must be approved by a Deputy Warden.

18. Any person formerly incarcerated in the ACJ, including immediate family members, must have been released and out of custody for at least one year before they can be approved to visit an inmate. Any exception to this must have the approval of the Warden or a Deputy Warden.

B. VISITOR IDENTIFICATION AND REGISTRATION:

1. Proper identification is required for all visitors. Proper forms of identification are as follows:
 - a. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph and information such as name, date of birth, sex, height, eye color and address.
 - b. ID card issued by a federal, state or local government agency or entity provided it contains a photograph and information such as name, date of birth, sex, height, eye color and address.
 - c. U.S. Passport
 - d. Certificate of U.S. Citizenship (INS Form N-550 or N-561)
 - e. Certification of Naturalization (INS Form N-550 or N-570)
 - f. Alien Registration Receipt Card with photograph (INS Form 1-151 or 1-551)
 - g. Temporary Resident Card (INS Form 1-688)
2. A visitor who cannot produce acceptable identification will not be permitted to visit unless approved by a Deputy Warden. A visitor who falsifies identifying information will be suspended/barred from the facility for a period of time determined by a Deputy Warden.
3. All visitors, with the exception of minor children under the age of 18, are required to be registered through the Renovo Visitation system before visitation is scheduled. After approved as a visitor, all non-contact visits are to be scheduled via the Renovo Visitation online system or by phone (855-208-7349). Visits must be scheduled at least one (2) days in advance but cannot be scheduled more than seven (7) days in advance.

C. INMATE – VISITOR PHYSICAL CONTACT

Contact visits are the only type of visits in which contact between an inmate and his or her visitor can occur. The following guidelines govern this contact:

- The inmate and visitor(s) may embrace only when meeting and departing. If at any time during the visit the Contact Visiting Officer has concerns regarding the appropriateness of the inmate's or visitor's behavior, the Contact Visiting Officer will direct the inmate and the visitor to separate.
- The inmate may only hold small children five (5) years of age or less on his/her lap. Inmates are encouraged to actively engage with their child/children in play during this visit. This may include playing a game, reading, coloring or utilizing the many resources made available to the family for use during this visit. Snacks will be offered to children during these visits. This will include a juice box and small crackers, cookies or pretzels.

An inmate who violates the visiting privileges rules as they pertain to the holding of small children or inappropriate physical contact with any visitor jeopardizes his/her own visitation privileges as well as those of the visitor. Any serious or repeated violations of these rules may result in a misconduct and/or prohibition of contact visits. If contact visits are prohibited, the Deputy Warden will make such a decision based upon the information concerning the incident and the prohibition will be for all visits and for a specific period. If a minor child is involved, a permanent prohibition for contact visits with all minor children will be imposed. Reinstatement of contact visits with minor children, in violation of this section, requires the written approval of the Warden.

D. APPROVED VISITORS

1. With the exception of children under the age of 18, all visitors must be registered utilizing the Renovo Visitation Software. Children under the age of 18 must be accompanied by a parent, or legal guardian. The person accompanying the child must present evidence that they are the legal guardian, such as a birth certificate or other court documentation with the legal guardian's name on it.
2. All staff must maintain the confidentiality of an inmate's visiting list/scheduled visits. Staff shall not disseminate any information to outside visitors regarding the content of an inmate's approved visitors. Any person making inquiries as to the content of an inmate's approved visitors should

be directed to write the inmate for information. This restriction does not apply to the courts or any other law enforcement agencies.

3. The name of a visitor may be removed upon authorization of a Major or a Deputy Warden.

E. SPECIAL VISITORS:

General:

The information below describes the categories of Special Visitors. Please note that provisions shall be made for approval of special visits in cases of exceptional or extraordinary need. Special visits may include visits from a person who has come a long distance, visits to a hospitalized inmate (***Policy #32 Emergency Contact Notification of Inmate Family or Next of Kin***), visits to an inmate in disciplinary housing status, and visits between an inmate and his/her attorney, clergy, social service agency representative, etc. and are not counted against the number of authorized regular visits. Only a Deputy Warden may approve special visits. Absent this approval, only a person on the inmate's approved list may visit.

1. **Religious Advisor:** Designation by an inmate of a Religious Advisor, as defined by the institution ***Policy 45 Religious Activities***, may be made at any time. Such designation shall be in addition to the inmate names on the approved list. A Religious Advisor must be approved by the Facility Chaplaincy Program Director who will verify that the Religious Advisor is endorsed by a faith group authority. Volunteers, relatives, and family members will not be approved to be a Religious Advisor. An approved individual may be an advisor for more than one inmate; however, that individual may only visit one inmate at a time. There may be no group religious meetings in the contact visiting room unless special permission is granted by the Deputy Warden. The length and number of visits for Religious Advisors may be limited depending upon available space. Accommodations will be made to ensure privacy of conversations during these visits.
2. **Official (Professional) Visitor:** In accordance with the Official Visitation of Prisons Act, any official (professional) visitor may enter and visit an inmate on any day, including Sunday, between the hours of **8:00 a.m. – 3:30p.m.** and **4:30 p.m. – 7:45 p.m.** Official (Professional) Visitors may have the right to interview privately. Accommodations will be made to ensure privacy of

conversations during these official visits. Employees of an official visitor may accompany and be present during an interview conducted by an official visitor except the number of such employees may be limited based on space and security needs of the facility.

Please note the following:

- An official visitor who is on an individual inmate's visiting list is not permitted to access any other area of the facility except the designated visiting room.
 - Legal, Medical, Court, or other approved professionals visiting inmates are permitted to bring needed paperwork and other documents when visiting an inmate client.
3. **Attorney/Legal Visits:** An inmate may designate attorneys, with whom he/she desires visiting privileges, at any time. Such designation shall be in addition to the names on the approved list and visits of this type will not be counted against the number of authorized regular visits.
- A. The confidentiality of the attorney/client relationship will be honored and accommodations will be made to ensure privacy of conversations during these visits. Personnel will not be stationed in such a manner as to be able to overhear normal conversation.
 - B. Upon presentation of their Pennsylvania Bar Association card, an attorney who has been designated by an inmate as his/her legal advisor may permit persons, such as a law student, paralegal, or investigator to visit the inmate to act as the attorney's agent. Each shall present to the facility at the time of the visit, a written statement signed by the attorney and on the letterhead of his/her firm identifying each person as the attorney's agent and attesting that the visit is for the purpose of a legal consultation.
 - C. Each attorney and his/her agents are subject to the same rules and regulations as other visitors.
 - D. Correctional personnel assigned to the visiting area will conduct searches of all legal counsel entering and exiting the facility. Legal

counsel will be required to lock up all briefcases, purses and personal property in the designated lockers located in the visiting area.

Legal counsel will be permitted to bring legal papers pertaining to their client's case, i.e., note pad and legal folder. All such items are to pass through the x-ray machine. Additionally, all jackets are to be removed and passed through the metal detector, legal counsel are to be informed that this institution is a smoke free facility and they are not under any circumstances permitted to bring tobacco products or any contraband into the institution. Violation of this policy will result in being restricted from visiting any inmate housed in this institution. Legal counsel will be required to pass through the metal detector and may also be required to be hand scanned by the hand held detector.

E. Attorney/Legal Counsel Visits can occur seven (7) days per week at the following times: 8:00 a.m. to 3:30 p.m. and 4:30 p.m. to 7:45 p.m.

F. Location of Legal Visits:

- Attorney/Legal Visits for inmates housed on Levels 1, 2, 3, 4, 5, and 6 will be conducted in the legal counsel contact visiting room located on each level.
- Attorney/Legal Visits visiting room located on Level 4 will be used only for male inmates housed on pods 4-A, B and C. Female inmates housed on pods 4-D, E, and F will have their legal counsel visits in the Level 4 Gym office.
- Attorney/Legal Visits visiting room located on Level 6 will also be used for inmates housed on Level 7. The control officer is to check via computer to ensure there are no separation alerts on the inmate's record prior to legal counsel visits.
- The room across from the D.H.U., 8-E will be used as the attorney/legal counsel room for inmates housed on 8-D.
- Inmates housed on 8-E (D.H.U.) will continue to have their attorney/legal counsel visit in the non-contact legal counsel room located on 8-M. If an attorney wishes to have a contact visit with an inmate housed on 8-E, he/she may do so by contacting the Shift Commander. Please note that Inmates housed on 8-E will

remain handcuffed and leg-ironed during any legal visit (contact or non-contact visits) for security reasons. Please note that professionals going to Level 1 and or level 8 need to be entered in visits due to lack of computer.

The following procedures govern attorney visits:

1. An inmate is prohibited from taking any legal materials into or from the visiting area without prior approval by a Deputy Warden.
2. Attorneys shall report to front desk in the visiting lobby and present an updated bar card.
3. Paralegal and investigators shall present to the facility at the time of the visit, a written statement signed by the attorney on letterhead of his/her firm identifying each person as the attorney's agent and attesting that the visit is for the purpose of legal consultation.
4. Request the area the client is housed
5. Turn ID over to jail personnel
6. Jail personnel will issue visiting pass
7. Legal counsel will be required to sign the legal counsel logbook located in the visiting lobby. They are to print and sign their name, name of client, date and time of arrival and departure. Visiting Officers will initial each entry in the attorney logbook
8. Legal Counsel will then be escorted by jail personnel to the level where his/her client is housed.
9. Legal counsel will go to the control desk on the level and inform the officer of the name of the inmate he/she is visiting. He/she will sign the designated sign in sheet to document their arrival and departure time. Level Control Desk Officers and or Escort Officers will initial each entry in the attorney logbook
10. Legal counsel will then be directed to the legal counsel room
11. The control officer will then contact the pod to have the inmate report to the legal counsel room. At the completion of the visit, legal counsel will report to the control desk and sign the designated legal counsel logbook indicating the legal visit is complete. The inmate will be pat searched entering and departing the legal visit for contraband

and escorted to his/her housing pod and the escort officer will key the elevator to allow the legal counsel to depart the facility.

12. Legal counsel will turn in the visiting pass and his/her ID will be returned

13. Correctional officers will be required to enter the arrival and departure time in OMS.

F. PROHIBITED VISITORS

The following categories of individuals will generally be prohibited from visiting an inmate:

- Ex-inmates of Allegheny County Jail (up to one year)
- Any current inmate in Alternative Housing
- Any person who is currently under parole or probation supervision
- Any current or former Allegheny County Bureau of Corrections employee; and/or
- Any victim of the inmate; and/or
- Any current or former contract employee; and/or
- Any active volunteer for Allegheny County Bureau of Corrections (without prior approval).

The institution recognizes that legitimate reasons may exist for an inmate to receive visits from those categories of persons listed above. These persons may visit only with the permission of a Deputy Warden as set forth below.

- The inmate requesting such a visit must submit a request slip to his/her counselor identifying the visitor by name, relationship, and status (current inmate, former inmate, parolee, employee, etc.).
- The counselor shall ensure that a Supervisor recommendation is provided to a Deputy Warden regarding the advisability of authorizing the visit.
- Any ex-offender currently on probation or parole must be pre-approved. An ex-offender currently on probation or parole will not be considered for visiting unless he/she has completed at least one year of successful parole or probation supervision and has prior written permission from

his/her Parole or Probation Officer. The Deputy Warden may make an exception to the one year rule.

- An ex-offender whose parole or probation has expired must have proof of the expiration of his/her parole or probation.

G. SECURITY:

1. All inmate visits will be recorded in the Renovo Data Base
2. Every visitor is subject to search before, during, and after visiting. Any visitor or inmate refusing to comply with the facility search procedures will not be permitted any further visits unless authorization is received from a Deputy Warden.
3. Each visitor is required to successfully pass a metal detection process prior to all visits. The process is as follows:
 - A. For a visitor with a metal implant, or who is medically required to wear an item constructed with metallic items (i.e., back brace, knee support, etc.), or who is medically required to use an ambulatory assistance device (i.e., wheel chair, walker, cane, crutches, etc.) to have contact visits he/she must provide a doctor's certificate verifying the medical requirement. If a claim of such a medical requirement is made during the initial visit and no doctor's certificate is available at that time, a non-contact visit will be permitted. A doctor's certificate is required for subsequent visits for contact visits to be conducted. A visitor with such requirements will be scanned with a "handheld" metal detector for detection of metallic objects other than those medically required. The Shift Commander is responsible for making the determination if a non-contact visit is to be conducted or the visit denied.
 - B. A visitor will be permitted to take medically required ambulatory assistance devices (i.e., wheel chair, walkers, canes, crutches, etc.), into the visiting area. An inmate in the visiting area is prohibited from handling any of these articles.
 - C. A visitor will be permitted to take medically prescribed medications that may be needed for a medical emergency (i.e., nitroglycerin, asthma inhaler, etc.). All over-the-counter medications are prohibited from entering the facility.

H. SUSPENSION, TERMINATION, OR RESTRICTION OF VISITING PRIVILEGES:

1. As directed by the Warden or a Deputy Warden, visits may be suspended, terminated, or restricted, to maintain the security or orderly operation of the facility.
2. Restriction, suspension or termination of a visit may be requested by a Correctional Officer. The Shift Commander will make the final decision to grant the Correctional Officers requests. All restrictions, suspensions and terminations of visits shall be reported, in writing to the respective Shift Commander and Major.
3. The Hearing Committee may impose a disciplinary sanction suspending or restricting an inmate's visiting privileges for a violation of the visiting room rules and regulations. All imposed sanctions shall be in accordance with Allegheny County Bureau of Corrections policy.
4. Visitation may be restricted or suspended, special security precautions imposed for violation of visiting rules, or as warranted by the behavior of the inmate and/or visitor(s) involved. Any inmate who is found guilty of misconduct for dealing, using (including urinalysis or refusal to submit to urinalysis) or possessing illegal or non-prescribed drugs, will be prohibited from having contact visitors for the period specified below. This period and the special security precaution will commence on the date of the misconduct hearing, upon a finding of guilt.
 - A. 1st offense – thirty (30) days
 - B. 2nd offense – ninety (90) days
 - C. 3rd offense – indefinitely
5. Any visitor, including immediate family members of the inmate, who attempts to bring or brings drugs upon the grounds of the facility will be permanently banned from visiting and the matter will be prosecuted to the fullest extent of the law.
6. If a Deputy Warden suspends a visitor's visiting privileges, the Deputy Warden shall notify the visitor of the reasons for suspension.
7. Restriction of visiting privileges may be used as a disciplinary measure for unrelated facility rule infraction(s). Visiting privileges may be restricted as a result of changes in housing or custody level made as a result of an unrelated

infraction(s). An inmate who violates any of the visiting room rules jeopardizes both his/her own visitation privileges as well as those of the outside visitor.

I. VISITOR DRESSCODE:

All visitors must be dressed appropriately prior to checking in for an inmate visit.

1. Undergarments are required as a condition of any visit
2. Shirt and shoes must be worn at all times
3. Tops must cover the entire trunk of the body
4. Dresses, skirts, and skirt slits will not exceed 2" above the knee.
5. Shorts are permitted only if they are modestly cut (no upper thigh or buttocks visible)
6. No coats or jackets that are outerwear (suit jackets and cardigans are permitted)
7. No hooded clothing, headgear or scarves unless worn for religious reasons
8. No clothing that is sheer or see-through (mesh) material
9. No muscle shirts, halter tops, crop tops, sleeveless or strapless shirts/dresses
10. No clothing with excessive pockets, metal, or drawstrings
11. No clothing that displays a gang affiliation or is in any way attributable to gang culture; additionally, no clothing that is obscene, racist or displays sexual content or profanity
12. No sleepwear
13. No uniforms of any type
14. No red tops

Please Note: Disputes regarding the appropriateness of a visitor's dress will be settled by the Shift Commander.