Local Policy Review Form

Policy Number: 5D-01
Policy Name: Inmate Visitation

OCM Section

SME Area of Responsibility: Major / UMC
SME Assigned Staff: Conley / Cann

Date Sent to SME: Sep 8, 2021

Comments/Suggestions from the OCM to the SME regarding the policy revision:
Please review policy and update / revise if necessary.

SME/OCM Section

SME Action:  ☑ Revised  ☐ Rescind  ☐ No Revision Necessary

Summary of Revision: This section is completed by the SME and should include a rationale for the above action. Dates and stakeholder discussions must be documented here.

Update reservation information to include customer support contact numbers and email address.

Summary of Review: This section is completed by the OCM and should include information regarding revision reviews in addition to what is documented above. Determine if further stakeholder input is required.
Concur. No further stakeholder input is necessary.

Managing Officer Section

Managing Officer Action:  ☑ Approved  ☐ Disapprove

Summary of Managing Officer’s Action: This section is for comments from the Managing Officer.

Managing Officer Signature/Date

J. Schroeder

DRC-1360 E (10/2015)  Page 1 of 1
### I. AUTHORITY:
This policy is issued under the authority of the Ohio Revised Code 5120-38, which empowers the Warden of Madison Correctional Institution authority to manage and direct all inmates, personnel, volunteers, programs, and activities connected with the Institution.

### II. PURPOSE:
To establish regulatory procedures for administering the visiting program that will provide an effective rehabilitation effort, and to establish a normal social atmosphere for those persons utilizing the visiting facilities, as well as satisfying the security requirements of the Madison Correctional Institution.

### III. APPLICABILITY:
To all inmates and employees of the Madison Correctional Institution, and especially the Mail and Visit Staff and visitors.

### IV. POLICY:
It is the policy of the Madison Correctional Institution that all regulations pertaining to inmate visiting will be made available to inmates at the time of admission to the institution, and to all visitors at the time of their initial visit.

### V. PROCEDURES:
#### A. Visitor Approval Process
1. Designated staff will establish inmate visiting lists and be responsible for additions/deletions/changes per written request of the inmate. Each inmate is responsible for its accuracy. A complete address is required.

2. An inmate may have a total of fifteen (15) persons listed on his approved visiting list, excluding children under 18 years of age.
   a) Children related to the inmate must be accompanied by the mother or legal guardian. Proof of relationship between the child, the approved adult visitor, and

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**POLICY**

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<th>DEPARTMENT OF REHABILITATION AND CORRECTION</th>
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<td>MADISON CORRECTIONAL INSTITUTION</td>
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<th>SUBJECT: INMATE VISITING</th>
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<th>RULE/CODE REFERENCE: 5120-9-15, 16 &amp; 20, DRC 55-SPC-02</th>
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inmate is required on the first visit.

b) Children not related to the inmate must be accompanied by a parent or legal guardian and must submit a permission slip which covers a one (1) year period.

3. The unit staff tentatively approves a visitor. The visit registration officer verifies identification/documentation and indicates approved status in DOTSPORTAL (computer).

4. Designated staff will make all notifications to mail/visiting office and enter data as applicable into DOTSPORTAL. To remove a visitor but not the visit history, utilize the 'VSL' screen in DOTSPORTAL. Click on the selected visitor, click on 'relationship with inmate', and select 'Remove visitor' from the drop-down box.

5. The following visitor applicants must be approved by the Warden / Designee
   a. Applicant has previously been employed by the State of Ohio / ODRC / Aramark
   b. Applicant has a prior conviction of felony.
   c. Applicant has been previously incarcerated.
   d. Applicant is currently on parole, probation and or PRC
   e. Applicant was discharged from supervision.

B. Visiting— Local Guidelines

1. Visiting hours are Monday through Friday, 12:00 pm to 8:00 pm.
2. Saturday and Sunday hours are 8:00 am to 4:00 pm.
3. Only 3 types of visiting: All Day / 1st Session / 2nd Session
4. Reservations need to be made through the website: https://ohdoc.gtlvisitme.com/
5. If a visitor is having issues on the GTL web site, this is the contact information for support
   a. Phone (855) 508-7349 and Email visitorsupport@gtl.net
6. All visitors must register for an account online or through the Android application (There is no iPhone application currently).
7. After an account is created on GTL, all visitors must be approved to visit by MaCI staff before scheduling the first visit. The initial MaCI staff approval only needs completed once.
8. All visitors must bring a valid photo ID onsite for the visit and follow visitation rules set forth by the facility.
9. If a visitor does not have a computer or android phone, they can call / email GTL support to get registered and schedule a visit.
Visits are split sessions with sessions as such:

- **1st session** (Mon-Fri only) 12:30 pm to 3:30 pm (check in no later than 2:15 pm)
- **2nd session** (Mon-Fri only) 4:30 pm to 7:30 pm (check in no later than 6:15 pm)

- **1st session** (Saturday and Sunday only) 8:30 am to 11:30 am (check in no later than 10:00 am)
- **2nd session** (Saturday and Sunday only) 12:30 pm to 3:30 PM (check in no later than 1:30 pm)

- NO "walk-ins" will be permitted to visit
- Each session is counted as a visit
- All day visits are counted as 2 visits

- If the visiting room is at full capacity, then termination will be conducted utilizing the visitor sign in log, the 1st visitor that signed in would be the 1st visitor terminated.
- If a visitor is terminated, then they will have the opportunity to visit the 2nd session without being charged for the 2nd session visit.
- Bus days (every 3rd Friday of the month): visitors who rode by bus shall be given all day visits. Verification must be made by providing ticket, receipt, etc.
- No visits on holidays
- GTL cannot differentiate between friends and family

***These accommodations are subject to change***

2. Approved visitors for Zone A inmates can visit 3 times a month for family and 2 times a month for friends.

Zone A Washington A (Merit Dorm) can visit 4 times a month for family and 3 times a month for friends.

Zone B (Level 1)-5 family per month and 4 friends per month
Zone B (Level 2 & TC Program)-3 family per month and 2 friends per month
Zone B (Level 1/Tan Pants)-6 family per month and 5 friends per month

3. Segregation/TPU/AB-will receive 3 visits per family member per month and friends will receive 2 visits per month on their normal ODD/EVEN dates and they can receive visits on normal visiting days, Thursday, Friday, Saturday, Sunday, and Monday.
Segregation visits will be scheduled in 1-hour increments if more than one visit is scheduled for the morning and for the afternoon visiting session.

4. RTU-Residential Treatment Unit

Level 1-Crisis/Assess (Purple)- No visits

Level 2-(RED)-L4: No contact, 2 visitors per visit, 2 visits/month, 2-hour limit. L3: No contact, 2 visitors per visit, 2 visits/month, 2-hour limit. 4B: No contact, 2 visitors per visit, 2 visits/month, 2-hour limit.

Level 3 (BLUE)-L4 Contact visit, 2 visitors per visit, 2 visits/month, designated area. L3 Contact visit, 2 visitors per visit, 2 visits/month, designated area. 4B: Contact visit, 2 visitors per visit, 2 visits/month, designated area.

Level 3 (C) (BLUE)- L4 Contact visit, 2 visitors per visit, 2 visits/month, designated area. L3 Contact visit, 2 visitors per visit, 2 visits/month, designated area. 4B: Contact visit, 2 visitors per visit, 2 visits/month, designated area.

Level 4 (GREEN)-L4 contact visit, max of 3 visitors per visit, 2 visits/month. Level L Contact visit, max of 3 visitors per visit, 5 visits per month.

Children age 2 and above are counted as a visitor toward the total of 4 per inmate.

5. A Special Visit and/or Out of State visit/s may be requested by the inmate through designated unit staff with unit manager approval. Special Visits and Out of State visits are at the discretion and availability of the reservation department. Inmates are permitted one special visit per quarter (4-person limit). Out-of-state or Special Visits shall be given all day visits providing time and space are available. Unit Management will provide the information and date the visit is desired and will be accommodated only if space is available.

6. Immediate family members housed on separate zones at Madison Correctional Institution may request a one-hour family visit through the unit manager(s) with approval by the Deputy Warden Operations.
   - Proof of relationship is required. This is for verified immediate family members only.
   - All unit managers involved must recommend the visit and coordinate with shift supervisor(s).
   - All inmates must be at MaCI and ticket free for a minimum of six (6) months.
   - A request for this type of visit may be submitted once per
7. Video Visitation has been added to the JPay kiosks in the general population housing units. Video visits and rules will be enforced in accordance with DRC Policy 76-VIS-01. Video visits will be available 7 days per week during the following hours:

7:30am-10:30am, 12:30pm-3:30pm and 5:30pm-8:30pm.

These visits are subject to monitoring and recording. Inmate visitors shall be required to make video visit reservations 24 hours in advance and the individual making the request shall be an approved or tentatively approved visitor in accordance with DRC Policy 76-VIS-01.

The following rules apply as outlined in DRC Policy 76-VIS-01:

- Visitors must adhere to all applicable visiting rules as if they were visiting in person.
- Video visit rules include restrictions on inappropriate clothing, including overly revealing clothing, form-fitting clothing, and clothing that display offensive, illegal, or gang-related messages.
- There will be no displays of nudity, pornography, sexual acts, sexual poses, violence, drug use, gang signs, weapons, general gang activity (including clothing), or any other illegal activity during a video visit.
- All visits are monitored and recorded. Visits may be terminated for any violation of the rules listed herein. Additionally, restrictions/suspensions may be issued which affect not only video visits but visiting in person (including the ability to send money).
- Even if a visit is not terminated during the actual video visit, a review of recorded visits which reveals violations of prison rules may result in suspension or termination of visiting privileges after the fact. There is no statute of limitations as to how far back a review of a previous visit can be used to suspend/terminate current visiting privileges.
- Video visits do not count against the number of regularly allowed in-person visits.
- Attorneys and clergy may video visit if they are on the approved visiting list for the inmate. Audio recording cannot be disabled. Therefore, when private communication is required, in-person visiting is recommended because all video visits are subject to being monitored and privacy rules do not apply.
- Video visits do not count against the number of kiosk sessions allowed per day.

8. Public Transportation information is made available to visitors upon entrance to this facility.
C. Visiting-Entrance Procedures

1. The visit registration officer is responsible for processing visitor DOTSPORTAL information.

2. MaCI adheres to the General Visiting Instructions (DRC2274) per DRC Policy 76-VIS-01, Inmate Visitation, and additionally enforces the following:
   - Designs on pockets will be acceptable as long as they are not inflammatory; discretion will be used; when in doubt, staff will contact a supervisor.
   - Cap sleeves are acceptable.
   - See-through sleeves are acceptable; however, there must be covering underneath the overlay (i.e., with camisole, t-shirt, bra must be worn, etc.)
   - Knee length means mid-knee or below.

3. Visits may be denied per DRC Policy 76-VIS-01, Inmate Visitation.

4. No show/No call counts as one (1) visit.

5. All visitors entering the institution are required to have valid picture identification (State Driver's license, military ID, passport, or other government issued ID) prior to each visit or they will not be permitted to enter the institution. Visitors under 18 years of age must also present a birth certificate on their first visit.

6. All visitors will be required to empty their pockets into the "shakedown trays" so the officer may inspect personal belongings.

7. All visitors will be processed through a metal detector and must clear it prior to entering the facility's visiting rooms. Those visitors not able to pass through a metal detector must present a medical card signed and issued by a licensed physician indicating the reason for exemption from a metal detector (i.e., pace maker).

8. Once the registration process has been completed, the processing officer will place an ultraviolet stamp on the visitor's right hand. The visitor must show identification and a stamped hand to the Entry Officer before entering or exiting the institution.

9. Once processed, as seating permits, visitors shall wait in the visiting hall versus entry building. The visiting room officer will assign seating and inmates must sit facing the visit room desk. Hand holding and kissing/embracing at the beginning and end of a visit are permissible/appropriate displays of affection.

Directions: To Madison Correctional Institution from anywhere in Ohio

From North: Travel 1-71 South to Columbus, to 1-70 West towards Dayton to
exit #72, Mechanicsburg/London State Rt 56, turn left onto State Route 56 under the overpass institution will be 3 miles on the left side of the road.

From North: Travel 1-71 South to 1-270 West, then South to 1-70 West to Dayton, exit off of 1-70 at exit #72 Mechanicsburg/London State Route 56, turn left onto State Route under the overpass Institution will be 3 miles on the left side of the road.

From North: Travel 1-71 South through downtown Columbus, back onto I-71 south travel 28 miles south on 1-71 to exit #84 Mt. Sterling/London, turn right onto State Route 56 for approximately 17 miles Institution will be on the right side of the room.

From Northwest: Travel I-75 South to Dayton, then 1-70 West to Exit #72, Mechanicsburg/London State Route 56, turn left onto State Route 56 under the overpass Institution will be 3 miles on the left side of the road.

From South: Travel I-71 North to Exit #84 London/ Mt. Sterling State Route 56. Turn left off the interstate onto State Route 56 and go North on State Rt 56, for approximately 17 miles. The institution will be on the right side of the road.

From East: Travel 1-70 West to Exit #72. Mechanicsburg/London State Route 56 turn left onto State Rt 56 under the overpass Institution will be 3 miles on the left side of the road.

From West: Travel 1-70 East to Exit #72. London/ Mechanicsburg then turn right off the interstate onto State Route 56. Institution will be 3 miles on the left side.