

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

Offender Rules

And

Regulations

For

Visitation

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I-218

OFFENDER RULES AND REGULATIONS VISITATION

INTRODUCTION

Texas Department of Criminal Justice (TDCJ or Agency) shall encourage offender visits consistent with security and classification guidelines. Offender visitation in TDCJ units shall be conducted in an accommodating manner, in keeping with the need to maintain order, safety of persons and security of the unit. However, visitation is a privilege and may be temporarily restricted for an offender or a visitor, if rule violations occur or security concerns exist. Visitation may also be temporarily discontinued during unit lockdowns and other serious incidents, such as escapes or riots. Offender visitation is managed under the direction of each Warden, and in accordance with the rules and guidelines outlined below. All offender visits, except for attorney-client visits, are subject to be electronically monitored. Unless otherwise noted, these rules and guidelines apply to both general (non-contact) visits and contact visits.

DEFINITIONS

Contact Visits

Visits that are usually conducted inside the unit in a designated visiting area or outside the main building, within the fenced perimeter. Physical contact between offenders and visitors is allowed. Embracing and kissing is permitted once at the beginning and once at the end of each visit. Holding hands is permitted during visitation, as long as hands remain on top of the table in full view of staff. During visits, offenders and visitors are seated on opposite sides of the table, with the exception of the offender's small children who may be held by the offender.

Contraband

Any item not permitted into the secured perimeter of a unit, or in some cases, on TDCJ property. Also, any item brought into, or taken out of a unit, or in the possession of an offender, visitor or employee as defined in Texas Penal Code § 38.11, or prohibited by the rules and regulations of the TDCJ, may also be considered contraband. These items include, but are not limited to alcoholic beverages, controlled substances or any drug, firearms or deadly weapons, or any item brought onto TDCJ property with the intent to deliver to an offender such as, paper money, tobacco, lighter, matches, cell phones, pagers, laptop computers, cameras, digital recorders, or any other type of electronic or wireless devices.

Current/Former Employee

For the purpose of offender visitation, includes anyone currently or previously employed by the TDCJ, or anyone currently or previously employed by an agent of the TDCJ, including a private prison vendor, Windham School District (WSD), University of Texas Medical Branch (UTMB), Texas Tech University of Health Science Center (TTUHSC), or any other similar entity.

Director's Review Committee (DRC)

The central and final authority for all appeals related to the removal of persons from an offender's Visitors List and offender contact visitation restrictions.

Ex-Offender

For the purpose of offender visitation, is an individual who has been incarcerated in a state or federal institution, and released under mandatory supervision, parole, discharged, released from a Substance Abuse Felony Punishment (SAFP) facility or released on shock probation.

Extended Visits

Visits permitted at the discretion of the warden or designee for individuals traveling in excess of 250 miles one-way for visitation, if space allows. This may be for up to four hours in length.

Family Liaison Officer (FLO)

A TDCJ employee, such as a duty warden, who assists offenders' immediate family members and other persons during visits with offenders and aids those persons in resolving problems that may affect permitted visits with offenders.

General Visits

Visits conducted inside the main building of the unit in which no physical contact between offenders and visitors is possible or allowed. These visits are usually held in a designated visiting area where offenders and visitors are physically separated by a glass wall or partition. General visits are also referred to as non-contact and regular visits.

Hardship Visits

Allow children ages 16 and 17, who are on the offender legal guardian/parent Visitors List and do not have an adult to accompany them, to visit legally recognized guardians or parents who are incarcerated in the TDCJ.

Immediate Family

For the purpose of offender visitation, is a ceremonial, proxy or common-law spouse; natural or adopted mother and stepmother; natural, or adopted father and stepfather; natural or adopted children, stepchildren, grandchildren, and step-grandchildren; natural or adopted siblings and stepsiblings; natural or adopted grandparents and step-grandparents; aunts, uncles, nieces, and nephews; and persons related by marriage, which are in-laws: father, mother, daughters, sons, brothers, sisters, grandchildren, and grandparents.

Offender

For the purpose of this policy, is an individual in the custody of the TDCJ.

Ombudsman Office The department serves as a single point of contact for offender family members, elected officials, and members of the general public.

Significant Other For the purpose of offender visitation, is a surrogate parent or a special relationship, such as a foster parent or guardian of an offender's minor child, that is verifiable by the warden.

Special Visits Cases that allow the warden or designee to permit contact or general visits or authorize special conditions of visits outside of the ordinary course of established visitation rules. The warden may delegate the authority to review and approve special visits to a designee, such as duty warden, assistant warden, building major, or Unit Classification Committee (UCC) member. Offenders or visitors requesting a special visit shall submit the request in writing or via telephone or e-mail, for applicable units to the warden or designee.

Split Visits Allow offenders and visitors to divide or breakup a visit in one- or two-hour increments. For example, during one two-hour visit, two adults can visit during the first hour and two different adults can visit during the last hour; or during one four-hour special extended visit, two adults can visit during the first two hours and two different adults can visit during the last two hours. Both regular and special visits allow a total of four adults to visit. Prior to being granted a split visit, the visitor must inform the Visitation Officer of the desire to receive a split visit during visitor's check-in process.

Visitor Identification For visitors ages 18 and older, is a pictured and signed identification (ID) of one (1) of the following: (1) state driver license; (2) state Department of Public Safety (DPS) ID card; (3) Armed Forces ID card; (4) passport; or (5) ID card issued by the United States Department of Homeland Security, U.S. Citizenship & Immigration Services (USCIS) such as, Visa Border Crossing ID Card (USA B1/B2 Visa BCC). If an identification document other than a passport is used, the identification document must contain a current physical address. Children 17 years of age and younger may be required to provide an ID such as, birth certificate, ID card, or student ID card, (student ID card shall be used only for children ages 17 and younger) Identification is required for hardship visitors.

Victims of Family Violence

The victims of family violence who may be issued a card that indicates the individual has been certified as a crime victim and is entitled to protection. These individuals may visit using a post office box in lieu of a physical address, when presenting the certification card and a government ID. In particular, the attorney general is authorized under Texas Code of Criminal

Procedure § 56.82 to protect the address information of victims of family violence.

Visitors List

The official approved list of names, phone numbers, and physical addresses of persons with whom the offender wishes to visit during authorized visiting hours. Each offender is allowed to have a maximum of 10 names on the Visitors List.

Visitors List Change

For the purpose of this policy, is the process of adding or deleting names from an offender's Visitors List once every six (6) months for institutional offenders and once every 60 days for state jail offenders.

Visitors List Status Change

For the purpose of offender visitation, is the process of updating information on an offender's Visitors List at any time without the updated information being counted as a "Visitors List Change." For example, changes to an address, phone number, relationship, adding a different last name, or any other similar updated information may be done at any time.

1.0 GENERAL INFORMATION

- 1.1 While it is recognized that unit assignments may create hardships for visiting, assignments are based on considerations other than offender or family convenience.
- 1.2 Each unit has a designated Family Liaison Officer, usually the duty warden, to assist offenders' immediate family members and other persons during visits with offenders and give assistance in resolving problems that may affect permitted contact with offenders. The duty warden has the ultimate responsibility for resolving any visitation problem. Other employees and TDCJ approved volunteers shall assist the duty warden in providing assistance to visitors. The volunteer may be able to offer general information regarding unit operations and rules for visitors.
- 1.3 Copies of the I-218, *Offender Rules and Regulations for Visitation* booklets are prominently displayed at locations on the unit accessible to offenders and in areas accessible to visitors.
- 1.4 Visitation Schedule (Periods of Visitation):**
 - 1.4.1 Visits usually occur on Saturday and Sunday between 8:00 a.m. and 5:00 p.m.
 - 1.4.2 Normally, one (1) visit per visiting cycle for eligible offenders shall be allowed.
 - 1.4.3 Visiting cycles begin on Monday and end on the following Sunday. For example, if a visitor or an eligible offender desires to visit on Sunday and the following

Monday, Monday shall begin the next visiting cycle. Therefore, if allowed to visit, this shall count as one (1) visit for each week.

1.4.4 A regular visiting period is two (2) hours in duration and begins when the offender is seated.

1.4.5 Due to visitation demand, the CID director may designate units to expand normal visitation days to Fridays.

1.5. Frequency of Visits

Generally, all offenders shall be permitted to have a total of one (1) general or contact visit for a two-hour period each week, except during the Intake Process (Section 2.1); Lockdown Status (Section 4.6); Solitary Confinement (Section 4.7); Administrative Segregation (Section 4.8); Death Row (Section 4.9); and G5/J5/P5 housed in the main compound (Section 4.10).

The following offenders shall be eligible for visits, with the frequency as indicated:

Custody Level/Class	Frequency
Level 1 (G1, J1); Level 2 (J2 only)	One (1) contact visit/week
Level 2 & 3 and Protective Custody Level 1 (with SAT 3) (G2, G3, P2, P3, and 4A)	One (1) contact visit/week
Level 2 & 3 (G2, G3, P2, P3)	One contact visit/week
Level 4 - (G4, J4, P4) State jail and institutional SAT 3 and 4 offenders with no disciplinary convictions for one (1) year	Two (2) contact visits/month
All other Level 4 (G4, J4, P4)	One (1) general visit/ week
Level 4 (G4) Special Penalty	Two (2) general visits/month
GRAD offenders (CG)	One (1) general visit/week
Protective Custody Level 1 (4A)	Three (3) contact visits/month
Outside Trusty (OT), SAFP (FT), & IPTC (IT)	One (1) contact visit/week
Medical (MD), Mental Health (MH), & Intellectually Impaired (II)	Based on computer recommended custody, which determines the type and frequency of visits

The number of contact visits allowed each month shall count toward the total number of visits as outlined above. Except in unusual circumstances, an offender shall not be scheduled for both a contact visit and a general (non-contact) visit on the same day or during the same week.

1.6 Visits Requiring Advance Scheduling

- 1.6.1. Visits may occur on holidays, except Christmas Day, that fall on a Monday or Friday, if scheduled in advance. Arrangements to schedule these visits may not be made on any holiday.
- 1.6.2. All arrangements to schedule visits must be made through the warden's office between 8:00 a.m. and 5:00 p.m. at least one (1) day but not more than seven (7) days prior to the visit.
- 1.6.3. Unit administration shall make every effort to accommodate visitors who arrive late, if time and space is available.

For information regarding scheduling a visit for Administrative Segregation/Expansion Cellblocks and units that may be designated by the CID Director, see section regarding "Visits for Other Categories" of this policy.

1.7 Number of Visitors Allowed

- 1.7.1 Each eligible offender is allowed to have two (2) adults, ages 18 and older, per visit. Children ages 17 and younger may visit without being counted in this number. The number of children allowed per visit shall be based on the amount of space available and the visitor's ability to manage and control the children.
- 1.7.2 Each eligible offender is also allowed to have split visits.
- 1.7.3 Eligibility Criteria
 - (1) At units where general visit space is not provided, all offenders in G1, G2, and G3 shall be allowed to have contact visits.
 - (2) An offender is eligible for a contact visit if the offender's eligibility is reflected in the mainframe computer records, for example, the offender Visitors List screen in the Inmate Master File (IMF) computer program indicates when or if an offender is eligible to receive contact visits.

2.0 WHO CAN RECEIVE VISITS

2.1 Intake Processing

During the intake process, each offender shall be asked to submit a list of no more than 10 names and addresses of proposed visitors to the warden or designee on the RO-1, Request for Placement on Visitors List. Each name submitted must include the physical address and phone number of the proposed visitor and the visitor's relationship to the offender. An offender, not a visitor, must request to have a visitor added to the Visitors List. The

visitor cannot request to be placed on an offender Visitors List. Offenders do not receive visits until the intake process is complete and offenders are classified and custody assigned.

- 2.2 The offender shall be required to identify all individuals on the proposed Visitors List who are on parole, mandatory supervision, or have discharged a sentence for which the individuals were incarcerated. Persons with a criminal record shall not automatically be precluded from visiting. The nature and extent of the criminal record and the time lapse since the criminal activity shall be taken into consideration.
- 2.3 Newly-received offenders shall be given sufficient time to obtain visitors' addresses and phone numbers for inclusion on the initial Visitors List.

2.3.1 Visitors List

- Institutional offenders may request additions and deletions to the Visitors Lists once every six (6) months. State jail offenders may make additions and deletions to the Visitors List once every 60 days.
- Offenders are allowed to request Visitors List Status Change on the Visitors List, using the RO-1, Request for Placement on Visitors List, at any time without affecting a Visitors List date change. For instance, changes to an address, phone number, relationship, adding a different last name, or any other similar updated information may be done at any time without causing a Visitors List date change.

3.0 RULES FOR VISITS

- 3.1 Children ages 17 and younger must be accompanied by an adult who is listed on the offender's Visitors List.

3.1.1 **Hardship Visits:** With prior written approval from the warden, children who are ages 16 and 17 and are on the offender's Visitors List may be allowed to visit a legal guardian or parent offender, alone, without an adult accompanying them. These accommodations are allowed for children ages 16 and 17 who do not have an adult to accompany them when visiting incarcerated legal guardians or parents.

A copy of the warden's written approval, obtained prior to the visit, must accompany the 16 or 17 year old when visiting and shall be filed in the offender's unit file.

3.1.2 **Child Victim Restrictions:** An offender convicted and sentenced for current or prior crimes involving sexual offenses against children or offenses causing bodily injury to a child, during which the child victim was under the age of 17, is restricted from having contact visits with children under the age of 17. The

offender may have a general visit with a child under the age of 17, only if the offender is the legally recognized parent of the child and the child was not the victim of the sexual offense or bodily injury. The legal guardian must complete a Child Victim Restriction Affidavit (attached) attesting that the offender is the legally recognized parent of the child and that the child was not the victim of any sexual offense for which the offender has been convicted or placed on deferred adjudication before the visit may occur.

- 3.1.3 The chief of unit classification shall enter the appropriate administrative denial (“VR”) in the offender’s records. This restriction is based on the propensity for repeating acts of this nature, and the nature of the intimacy involved in contact visits with children. This restriction is imposed in the interest of visitor safety and the security of the institution, as well as to ensure that criminal acts against children which are of a sexual or assaultive nature do not occur during contact visitation.
- 3.1.4 This is not to be confused with those few exceptions when a child should be allowed to see a sex offender, usually a parent, in a controlled group environment supervised by Sex Offender Treatment Program (SOTP) psychologists. It is not intended to be used to prohibit family participation in counseling groups as a part of the SOTP. These exceptions shall only occur with the approval of the SOTP clinical director.

Offenders may file a grievance or appeal to the DRC for removal of a “VR” code.

- 3.2 The warden or designee shall review the list of names submitted by the offender and approve or deny these persons for visitation, using the RO-1, Request for Placement on Visitors List.
- 3.3 Each offender shall be given a copy of the offender’s approved Visitors List. The original offender’s Visitors List shall remain with the offender’s travel card. The names, addresses, relationship and phone numbers of each offender’s approved visitors shall also be maintained on the TDCJ mainframe computer system (mainframe).

3.4 Visitor Notification

- 3.4.1 When an offender receives a TDCJ number, initial unit of assignment, or is transferred to a new unit of assignment, the offender is responsible for notifying all persons on the offender’s Visitors List of this information including, the unit’s mailing address, visitation schedule, to include frequency and length of visits, visitation periods, and any other similar information, and number of visitors allowed per visit. The TDCJ *Offender Orientation Handbook* is located on the TDCJ website at http://www.tdcj.state.tx.us/documents/Offender_Orientation_Handbook_English/pdf (available in English and Spanish.)

- 3.4.2 The offender is responsible for notifying ex-offenders, who are not immediate family members that they are required to wait 24 months from their release date before being eligible to visit.

The offender is responsible for notifying immediate family members who are ex-offenders, to bring written permission from the individual or agency supervising the conditional release and also notify the respective warden prior to visiting. Permission from the supervising agency shall be filed in the offender's unit file and shall be required only once.

The duty warden has the authority to make the final determination whether an ex-offender is allowed or not allowed to visit an offender based on safety and security concerns.

3.4.3 Visitation Restriction

- When an offender's visitation privileges are in any way restricted or suspended, such as the offender is placed in solitary confinement or the offender's contact visitation privileges are administratively suspended by a UCC member, the offender is responsible for notifying the individuals on the Visitors List by mail as to the type and length of the visitation restriction or suspension. In cases where an offender's general visitation privileges have been restricted due to the offender's placement in solitary confinement, and notification by mail is not possible before the visitors are expected, the offender should notify the warden or designee, who shall attempt to contact the visitors by telephone.
- In the event an offender is placed on the Critically Ill List, unit medical staff shall notify the warden or designee who shall make the appropriate notifications to the next of kin in accordance with AD-06.10, "Notification Regarding Critically Ill Offenders."

3.5. Visitor Identification

The CID is authorized to maintain a Visitor's Tracking System.

- 3.5.1 Prior to entering the visitation area, all visitors ages 18 and older shall provide the required ID.
- 3.5.2 If the visitor's ID is questionable or not acceptable, further verification shall be required, such as birth certificate, pictured credit card, or another official ID. Children ages 17 and younger may be required to provide an ID, such as birth certificate, DPS ID, or student ID, if the child's age is questionable due to physical

maturity of the child. Student IDs may be used only for children ages 17 and younger.

VISITATION CRITERIA

Age	On Visitors List		ID Required		Must be Accompanied by an Adult	
	Yes	No	Yes	No	Yes	No
17 & younger		√*		√*	√**	
18 & older (Adults)	√		√			√
* Children ages 16 and 17 who have been approved for a Hardship Visit must be on the offender's Visitors List and shall be required to provide ID, such as student ID card, birth certificate, or state Department of Public Safety ID card.						
** See Section 3.1.1, of this publication for Hardship Visit exception.						

3.5.3 Visitors shall provide the following information prior to entering the unit or the unit's designated security checkpoint:

- Name and TDCJ number of the offender to visit;
- Visitor's relationship to the offender;
- Visitor's current physical address and phone number; and
- Written permission from the individual or agency supervising visitors on parole or mandatory supervision, if applicable.

3.5.4 The correctional officer in charge of visitation shall verify all visitors' approval prior to allowing the visit. Questions regarding identity shall be referred to the duty warden immediately.

3.6 Visitor and Vehicle Searches

3.6.1 All vehicles and visitors are subject to search when entering TDCJ property. Visitors shall be screened by a metal detector prior to entering the visitation area in accordance with agency policies. Pat searches shall be conducted by TDCJ security staff of the same gender; however, metal detector screening may be performed by either gender. Visitors shall be screened in a sheltered area during inclement weather. Children under 18 shall not be pat searched by TDCJ security staff, but shall be screened by TDCJ security staff using a handheld or walk-through metal detector. Parents, guardians, or accompanying adults shall be responsible for ensuring visiting children are free of any contraband prior to entering a TDCJ unit. Any visitor refusing a search procedure shall be required to leave TDCJ property. Each unit shall have a sign listing these procedures posted at the vehicle check-in point, at units that use vehicle check-in points, and the visitor check-in point. The signs shall be posted in both English and Spanish.

3.6.2 All visitors shall leave any metal objects or material capable of causing injury, abetting escape, or otherwise causing a threat to the safety or security of the unit in secured vehicles. The duty warden has the authority to make a final determination whether an object is prohibited. All hand-carried items shall be searched.

EXCEPTION: If a visitor has a pacemaker, or any other type of medical implants, the visitor must have written documentation from a physician or pacemaker manufacturer indicating that the metal detector screening may cause the visitor's pacemaker to malfunction. Once this documentation is presented to security, the visitor shall submit to a pat search.

3.6.3 No internal body cavity searches of visitors shall be conducted. Strip searches of visitors shall only be conducted if the visitor agrees in writing using the Consent to a Strip Search form, and the duty warden gives prior approval for the strip search based on reasonable cause. In making the decision to authorize a strip search, the duty warden shall evaluate the grounds asserted to justify the search, including:

- (1) Knowledge, as a result of visual inspection or use of a metal detector that the visitor may be carrying contraband;
- (2) The apprehension of the visitor while passing or attempting to pass contraband to an offender or another visitor; or
- (3) Other sufficient reason to believe a search is warranted.

3.7 Contraband Items

Visitors shall not possess or introduce into the secured perimeter of a unit, or in some cases, on TDCJ property, any items defined as contraband or any articles, instruments, or substances specifically prohibited by state law or the policies and rules of the TDCJ.

If there are questions regarding an item, the duty warden has the authority to make a final determination. The following are defined as contraband items and are distinguished as items not allowed on TDCJ property or items not allowed inside the secured perimeter of a unit:

3.7.1 Contraband Items Not Allowed on TDCJ Property

- (1) Any intoxicating beverages, for instance, a beverage containing any amount of alcohol or drugs used for the purpose of altering one's mental state;
- (2) Any controlled substance, as defined by Texas Health and Safety Code § 481.002, or dangerous drugs, as defined by Texas Health and Safety Code

§ 483.001, and any other substance or item not otherwise permitted by Texas Penal Code Art. 38.11;

- (3) A person shall not possess a firearm or ammunition on TDCJ property unless it is in accordance with AD-02.95, “Storage of Firearms;” and
- (4) Any instrument that may be used in affecting or attempting to affect an escape.

3.8 Contraband Items Not Allowed Inside the Secured Perimeter of a Unit

Knives, drugs, medications, food items, purses, diaper bags, briefcases, cameras, baby strollers, toys, dolls, photographs or photograph albums, paper money, tobacco, lighters, matches, cell phones, pagers, laptop computers, cameras, digital recorders, or any other type of electronic or wireless devices or any other non-authorized items.

3.9 Permissible Items

- 3.9.1 Visitors shall be permitted to bring into the unit a small wallet, clear plastic Ziploc[®] type bag, or change purse.
- 3.9.2 Visitors may bring coin money in an amount not to exceed \$25. Visitors who violate this rule may have the visit denied and may be removed from the offender’s Visitors List.
- 3.9.3 Visitors with infants or small children may bring no more than three (3) diapers, a supply of baby wipes and two (2) baby bottles, or a “sippy” cup for toddlers, into the unit. These items shall be stored in a clear plastic bag.
- 3.9.4 Visitors are allowed to purchase soft drinks and snacks from vending machines for offenders during general and contact visits, but the items must be consumed during the visit.

3.10 Supervision of Visits

- 3.10.1 Each warden shall establish procedures to ensure all visits are conducted in a quiet and orderly manner.
- 3.10.2 Assigned staff shall constantly monitor against the passing of contraband between offenders and visitors, as well as between offenders.
- 3.10.3 Offenders shall be pat or strip searched prior to entering the visitation area and shall be strip searched prior to leaving the visitation area. After completing the visit, the offender shall immediately leave the visitation area and shall not be given the opportunity to return to the visitation area or any part thereof.

3.10.4 Offenders who are allowed to take a restroom break during the visit shall be strip searched when exiting and pat or strip searched when re-entering the visitation room. Time taken for restroom breaks shall be considered as part of the visiting period.

3.11 Offender Rules

3.11.1 Offenders shall be required to wear TDCJ-issued pants, with shirts tucked in, and TDCJ-issued or commissary-purchased shoes. Offenders may wear state-issued or commissary-purchased t-shirts, thermals and wedding rings (band-type only with property papers) during visits.

3.11.2 Offenders shall not pass items to other offenders or visitors.

3.11.3 Offenders shall not be loud or boisterous during visits.

3.12 Visitor Rules

- Dress Code – Conservative dress is encouraged for all visitors. The duty warden shall make the final decision whether the visit should be denied based on clothing.
- Sandals, flip-flops, and open-toe shoes may be worn.
- Clothing that is tight fitting, revealing, or made with see-through fabrics shall not be allowed. Sleeveless shirts and dresses are allowed, but must cover the shoulders.
- Shorts, skirts no shorter than three (3) inches above the middle of the knee while standing, capri pants or long pants are allowed.
- Length is not restricted for pre-adolescent boys and girls, generally ages 10 and younger.
- Clothing with pictures or language that may be considered profane or offensive by current public standards shall not be allowed.

3.12.1 Visitors are prohibited from engaging in the following activities:

- (1) Loitering around the unit's front gate, parking lot, or perimeter pickets;
- (2) Walking along the perimeter road;
- (3) Photographing buildings, fences, or other parts of the unit;

- (4) Playing radios loudly; or
- (5) Yelling at offenders.

3.12.2 Children shall not be left unattended.

3.12.3 Visitors are not allowed to switch from visiting with one (1) offender to another. This conduct may cause the visit to be terminated and possibly the visitor's name removed from the offender's Visitors List.

3.12.4 Removal of Articles from the Unit

- (1) Without authorization from the duty warden, no visitor shall take any article from TDCJ property, such as gifts from offenders, excess personal property items, or craft items.
- (2) Transfer of offender property or craft items to visitors shall be managed in accordance with AD-03.72, "Offender Property" and AD-14.59, "Offender Piddling and Craft Sales." Monies for payment of craft items may be arranged in advance with the warden or designee.

3.13 Denial of Visits or Visitors

3.13.1 When there is reason to believe that a forthcoming visit, or a particular visitor, may compromise the safety and security of offenders, staff or the unit, the warden or designee shall have the authority to cancel the visit or deny a particular individual permission to visit on that day. In addition, the warden or the UCC may remove an individual's name from an offender's Visitors List when there is cause to believe the visitor may compromise the security of the unit or safety of offenders and staff.

3.13.2 The specific reasons for cancelling a visit, denying a visitor, or removing a visitor from an offender's Visitors List shall be documented on the TDCJ Offender Visitation Denial Form and the TDCJ Offender Visitation Denial Log. A copy of the Offender Visitation Denial Form shall be provided to the denied visitor and the offender, and the original shall be filed in the offender's unit file. The warden shall report the number of denied visits in the biennial report.

3.13.3 A visitor shall be denied permission to visit and may have the visitor's name removed from the offender's Visitors List if, the visitor:

- (1) Appears to be under the influence of drugs or alcohol;
- (2) Refuses or fails to produce identification or falsifies identification information;

- (3) Refuses to be searched or refuses to allow the vehicle to be searched;
- (4) Misrepresents the relationship; or
- (5) Knowingly violates any TDCJ visitation rule.

3.13.4 If the visitor is removed from the Visitors List or denied visitation for any of the above reasons, the visitor's name shall be placed on the Disapproved Visitors List by designated unit staff.

3.13.5 All written notices to offenders shall include the specific reasons for the administrative action taken, except in those instances when disclosure of the reasons to the offender would create an immediate and serious threat to the physical safety or security of the staff, offender, or other offenders or jeopardize an ongoing criminal investigation. In such cases, the reason may be stated as follows: "For the security and safety of staff, offenders, and the institution or to protect the integrity of an investigation."

3.13.6 An offender may appeal the decision to remove an individual's name from the offender's Visitors List through offender grievance procedures or by submitting a written appeal to the DRC.

3.13.7 The warden or designee shall notify the unit staff member responsible for updating the computerized offender Visitors List to modify the affected offender's Visitors List as appropriate.

3.13.8 Additionally, a denied visitor shall be notified by the warden or designee of the right to appeal the decision to be removed from an offender's Visitors List to the DRC. The appeal must be submitted within 14 days of the date on the written notice. If the appeal is denied, the individual may submit another appeal six (6) months after the denial.

3.14 Termination of Visits in Progress

3.14.1 The duty warden has the authority to terminate an offender's general or contact visit while the visit is in progress if the offender violates established TDCJ offender rules and regulations. Visits may also be terminated if the offender's visitors do not comply with the rules and regulations established for visitors, including, but not limited to, failure to prevent children from disturbing other persons in the visiting area.

3.14.2 Prior to termination of a visit, less severe alternatives shall be attempted if appropriate. This shall include warnings to the offender or visitors of improper conduct which, if continued, shall result in the visit being terminated and may cause the visitor's name to be removed from the offender's Visitors List.

3.14.3 When a visit is terminated while in progress, the reasons for ending the visit shall be fully documented by the duty warden or designee on the Offender Visitation Denial Form. The duty warden shall report serious incidents to the Emergency Action Center (EAC) in accordance with AD-02.15, "Operations of the Emergency Action Center and Reporting Procedures for Serious or Unusual Incidents."

3.15 Suspension of General Visits

Loss of general visitation privileges cannot be imposed as a punishment upon conviction for a disciplinary violation. However, general visitation privileges shall be suspended while offenders are in solitary confinement or as otherwise provided herein. Visitation privileges may be suspended for offenders on lockdown status in accordance with AD-03.31, "Unit Lockdown Procedures."

4.0 VISITS FOR OTHER CATEGORIES

4.1 Developmental Disabilities Program (DDP) and Psychiatric In-Patient

Determinations regarding visitation for offenders in a DDP sheltered facility or psychiatric in-patient facility shall be made on a case-by-case basis by the offender's Program Treatment Team according to the following criteria.

- Psychiatric in-patients are allowed contact visits in accordance with the computer recommended custody. Offenders who have no disciplinary for 12 consecutive months shall be allowed to receive contact visits with immediate family members. These offenders shall be reviewed and approved by the Program Treatment Team, which shall consist of a psychiatric or rehabilitation aide supervisor or designee, and with the warden's approval.
- If the psychiatric or rehabilitation aide supervisor or designee is unable to attend, the supervisor or designee may submit recommendations in writing to the treatment team as to whether or not the offender should be allowed to receive contact visits after taking security concerns into consideration.
- If there is a disagreement as to whether the offender should be allowed contact visitation due to security or other concerns, the case should be referred for reconsideration in accordance with Correctional Managed Health Care policies and procedures.
- Visitation for all psychiatric in-patient facilities may be scheduled for any day of the week, at the discretion of the warden or designee and the Program Treatment Team.

- Unit medical staff is responsible for providing the warden with a list of names and TDCJ numbers of psychiatric in-patient offenders who are precluded from visitation as a result of illness.

4.2 Psychiatric Out-Patient

Psychiatric out-patients are eligible for general and contact visits in accordance with the offender's custody.

4.3 Transient Status

Offenders in transient status or housing, except those undergoing the intake process, are eligible for general visits in the same manner as all other general population offenders. Contact visitation for these offenders is allowed in accordance with the criteria and procedures outlined in these rules and at the discretion of the warden or designee, as in cases where offenders are being housed in transient status due to a protective custody investigation.

4.4 Safekeeping Status

Offenders in safekeeping status are eligible for general and contact visits in accordance with the same criteria and procedures as all other general population offenders.

4.5 Pre-Hearing Detention

Offenders in pre-hearing detention are not allowed to have contact visits while in this status, irrespective of custody level or time-earning status. However, these offenders are allowed to have general visits in accordance with the same criteria and procedures as general population offenders.

4.6 Lockdown Status

Offenders on lockdown status may be precluded from visitation in accordance with AD-03.31, "Unit Lockdown Procedures" and the unit's progressive release lockdown schedule.

4.7 Solitary Confinement

All visitation privileges are suspended while offenders are in solitary confinement. In cases where the offender is placed in solitary confinement, and timely notification to the visitor by mail is not possible the offender should notify the warden or designee, who shall attempt to contact the visitors by telephone.

4.8 Administrative Segregation and Expansion Cellblock

4.8.1 General Visits: Offenders in administrative segregation (security detention and protective custody) are allowed general visits based on the administrative segregation level to which they are assigned, as outlined below. Special security procedures may be used during visitation periods to ensure the safety and security of all offenders, visitors, staff and the unit.

Security Detention & Protective Custody Level	# of General Visits Allowed
Level I and Protective Custody Level I (with SAT 3) (4A)	One (1) general visit/week
Protective Custody Level I (4A)	Three (3) contact visits/month
Level II	Two (2) general visits/month
Level III	One (1) general visit/month

Arrangements to schedule visits may not be made on a holiday.

4.8.2 Expansion Cellblocks

- Offenders assigned to expansion cellblock facilities (separate cellblocks at the Estelle, Lewis, Smith, Allred, and Clements Units designed to house G5 and administrative segregation offenders) shall receive scheduled visits during the week due to the physical configuration of the facilities.
- Visits for administrative segregation and G5 offenders in expansion cellblock facilities shall be scheduled in advance through the warden’s office between 8:00 a.m. and 5:00 p.m., Monday through Friday, at least one (1) day, but not more than seven (7) days, prior to the visit. However, at the warden’s discretion, offenders may receive unscheduled general visits during the weekend.
- Other units that house administrative segregation offenders other than the expansion cellblock facilities may be designated by the CID Director to receive scheduled visits during the week.
- Only offenders in administrative segregation - protective custody Level I are eligible for contact visits in accordance with the same criteria and with the same frequency as general population offenders. Eligible protective custody offenders may have their contact visits scheduled during the week with prior approval from the warden. However, those offenders who do so shall not have a general or contact visit on the following weekend.

4.9 Death Row Visitation

4.9.1 Death row offenders are not allowed contact visits. Security cubicles shall be used in the visitation room for death row segregation offenders. Work capable offenders shall be allowed to use the general population non-contact visitation area.

4.9.2 Visitation hours for death row offenders shall be based on the schedule below. Generally, visits shall be two (2) hours in duration. Special security procedures may be used during visitation periods to ensure the safety and security of all offenders, visitors, and staff, as well as the security of the unit.

Custody Level	# of General Visits Allowed
Work Capable & Level I	One (1) visit/week
Level II	Two (2) visits/month
Level III	One (1) visit/month

4.9.3 Visitation shall be held on the following days (except on holidays). If a holiday falls on a Saturday, death row visitation shall be conducted.

Polunsky	Mountain View
Monday (8:00 a.m. - 5:00 p.m.)	Monday (8:00 a.m. - 5:00 p.m.)
Tuesday (8:00 a.m. - 5:00 p.m.)	Tuesday (8:00 a.m. - 12:00 p.m.)
Wednesday (8:00 a.m. - 12:00 p.m.)	Wednesday (8:00 a.m. - 5:00 p.m.)
Thursday (8:00 a.m. - 5:00 p.m.)	Thursday (8:00 a.m. - 5:00 p.m.)
Friday (8:00 a.m. - 5:00 p.m.)	Friday (8:00 a.m. - 5:00 p.m.)
Saturday (5:30 p.m. - 10:00 p.m.)	Saturday (5:30 p.m. - 9:30 p.m.)

4.9.4 Death row visitation may be scheduled by appointment during high-traffic times or due to the physical configuration of the unit visitation room. Scheduling shall be used to ensure the minimum amount of wait time for visitors and most efficient use of the visitation room. Visitation at the Mountain View Unit shall be scheduled with the warden's office. Visitation at the Polunsky Unit shall be held on a first-come, first-served basis, except for Saturday evenings, which shall be scheduled by appointment. Special visits shall be conducted at the discretion of the warden.

4.9.5 Attorney Visits

Death row offender visits with attorneys shall be governed by BP-03.81, "Rules Governing Offender Access to the Courts, Counsel, and Public Officials." An attorney visit shall not count against a death row offender's visits.

4.9.6 Media Visits

Media interviews of death row offenders shall be scheduled by the Public Information Office and conducted at the Polunsky Unit each Wednesday from 1:00

p.m. to 3:00 p.m. and at the Mountain View Unit each Tuesday from 1:00 p.m. to 3:00 p.m.

Special security procedures such as security cages may be used during the visitation periods to ensure the safety and security of offenders, visitors, staff and the unit.

4.9.7 Death Row Ministerial and Spiritual Advisor Visitation Guidelines

Outside ministerial and spiritual advisor visits are permitted on a case-by-case basis at the discretion of the warden or designee and shall be conducted in accordance with AD-07.30, "Procedures for Religious Programming" and the *TDCJ Offender Visitation Plan*. Permission for visits with spiritual advisors who are not listed on the offender's approved Visitors List may be obtained from the warden. Spiritual advisors must provide credentials indicating official status as a member of the clergy, in accordance with AD-07.30 in order to obtain permission to visit.

- (1) Special exceptions regarding spiritual advisor visitation shall be extended to death row offenders who are within 30 days of their execution date.
- (2) Death row offenders may visit with their spiritual advisors at a prearranged time, for two hours, on a regular death row visiting day.
- (3) A death row offender may have a spiritual advisor visit and a regular visit on the same day. However, the spiritual advisor may not have a spiritual advisor visit and a regular visit with the same offender on the same day.
- (4) A spiritual advisor visit shall not count against a death row offender's regular visits.
- (5) Designating the Spiritual Advisor
 - Each death row offender may designate in writing one outside spiritual advisor for witnessing purposes.
 - The designated spiritual advisor may be changed at the request of the death row offender, if adequate prior notice is given.
 - In responding to requests for such visits, priority shall be given to offenders who have not recently had outside ministerial or spiritual advisor visits, and spiritual advisors who travel great distances to visit.
- (6) Spiritual advisors requesting visits must contact the unit Offender Records Department on weekdays between 8:00 a.m. and 5:00 p.m. by calling 254-

865-7226 (Mountain View), or 936-967-8082 (Polunsky), to schedule a visit.

4.10. Level 5 (G5/J5/P5) Offenders in the Main Compound

- Offenders with the below custody who are housed in the Main Compound shall receive visits as indicated below.

Custody Level	# of General Visits Allowed
Level 5 (G5, J5, P5)	Two (2) general visits/month
Level 5 (G5, J5, P5) offenders on special penalty cell restriction	One (1) general visit/month

- All visits shall be limited to two (2) hours in duration and occur on Saturday and Sunday between 8:00 a.m. and 5:00 p.m.
- G5 offenders participating in the Gang Renunciation and Disassociation (GRAD) process (CG custody offenders) at the Ramsey and Ellis unit are allowed one (1) two-hour general visit per week only on weekends.

5.0 CONTACT VISITATION

5.1 Contact Visits - Both indoor and outdoor contact visitation are located on most TDCJ units. For outdoor contact visits, covered picnic type tables or similar seating arrangements are recommended. The visiting area and tables with specific efficiency regarding contact visits for eligible protective custody offenders shall be arranged to allow for adequate supervision. Contact visits may be held outdoors if weather permits. The duty warden shall determine when inclement weather conditions or some other uncontrollable situation would prohibit the use of outdoor contact visitation.

- Offenders shall complete the intake process and be incarcerated in the TDCJ for a minimum of 60 days from the current TDCJ receive date prior to becoming eligible for contact visitation. General visits are allowed at anytime during this process as specified by the warden.
- State jail offenders shall complete the intake process and be incarcerated in the TDCJ for a minimum of 30 days from the current TDCJ receive date prior to becoming eligible for contact visitation. General visits are allowed at anytime during this process as specified by the warden.

5.2 Eligibility Criteria

5.2.1 At units where general visit space is not provided, all offenders in G1, G2, and G3 shall be allowed to have contact visits.

5.2.2 An offender is eligible for a contact visit if the offender's eligibility is reflected in the mainframe computer records for example, the offender Visitors List screen in the Inmate Master File (IMF) computer program indicates when or if an offender is eligible to receive contact visits.

5.3 Contact Visitation Scheduling

- Offenders eligible to receive contact visits may select the week for the visitation; they shall not be restricted to a designated week for contact visitation.
- In the event the mainframe becomes inoperable prior to or during any part of the contact visiting hours, and a unit is unable to determine which offenders are eligible to have contact visits, the duty warden shall have the authority to provide offenders with general visits on that day. Eligible offenders shall be permitted to have contact visits on a subsequent day, which may be during the same week at the warden's discretion.

5.4 Visitors Approved for Contact Visits

5.4.1 Contact visits shall be limited to the eligible offender's immediate family to include the following procedures for ceremonial, proxy, or common-law spouse and significant other categories.

- Spouse
 - (1) Ceremonial: The person listed as an offender's spouse on the offender's Visitors List shall be eligible for contact visits. Any change of an offender's spouse on the Visitors List shall be verified by the warden or designee, for example, proof of divorce must be provided by the offender when a change in spouse is requested on the Visitors List. A copy of the marriage license or other acceptable legal documents shall be used for verification.
 - (2) Proxy: A marriage in which an applicant is unable to appear personally before the county clerk to apply for a marriage license or to participate personally in the marriage ceremony.

A copy of the executed proxy marriage license or other acceptable legal documents shall be used for verification.
 - (3) Common-law: A common-law marriage cannot include a party who is age 17 or younger. A common-law marriage is when a man and woman agree to be married and after the agreement live together as husband and wife and represent to others that they are

married. Acceptable documentation for establishing a common-law marriage status is a Declaration and Registration of Informal Marriage. A declaration of informal marriage shall be executed on a form provided by the Bureau of Vital Statistics of the Texas Department of State Health Services and provided by the county clerk. In absence of a Declaration and Registration of Informal Marriage, both the offender and the common-law spouse may submit to the warden an Affidavit of Informal Marriage form declaring the marriage. The offender may use an unsworn affidavit under penalty of perjury (Texas Civil Practice and Remedies Code §§ 132.001 – 132.003). However, the common-law spouse must provide an affidavit certified by the county clerk or notarized by a notary public. Any other form of registration acceptable to the Bureau of Vital Statistics is considered acceptable proof of marriage. A copy of the documents shall be placed in the offender's unit file.

- Significant Other

- (1) Special Relationship or Surrogate Parent

- For purposes of offender visitation, a person having a special relationship or surrogate parent with an offender may be eligible for contact visits if the relationship is verified and approved by the warden or designee. A surrogate parent is generally defined as a person with whom the offender resided as a minor for a significant amount of time. For example, foster parents, and the guardian of an offender's minor child, to include the parent of the child, are eligible if the relationship to the offender is verified by the warden or designee. The warden or designee shall have the authority to assess the relationship and determine if the proposed visitor qualifies as a special relationship or surrogate parent.
- After verification by the warden or designee, the warden or designee shall notify the appropriate unit staff of the approval for contact visits by the surrogate parents, or persons deemed as having a special relationship with the offender. In the event that the approved visitor is not currently listed on the offender's Visitors List, the offender's change request must be placed in the offender's unit file and the offender's computerized Visitors List updated as appropriate.

- (2) Non-immediate family members: The warden or designee may approve non-immediate family members for contact visits with offenders who, although eligible, are not able to have contact visits with immediate family members, for example, the offender has no immediate family, family members are located too far away for visitation, or no immediate family members or visitors from other categories have been approved for contact visitation or other similar situations.

5.4.2 Offenders assigned to G1/J1/OT custody shall be allowed to have contact visits with any person on the offender's Visitors List.

5.5 Contact Visitation Suspension

Disciplinary Process - Contact visitation is a privilege granted to offenders based on positive institutional behavior and is subject to suspension either through the unit disciplinary process as a result of institutional rule violations or administratively suspended or denied for safety and security reasons.

- Length of Contact Visitation Suspension Resulting from Disciplinary Convictions:
 - (1) Minor Disciplinary Hearings: Offenders who are eligible for contact visits and found guilty of minor disciplinary violations by a minor hearing officer may have contact visitation privileges suspended for a minimum of one (1) visit or a maximum of two (2) months from the date of conviction. Offenders whose contact visitation privileges are suspended shall continue to be eligible for a general visit.
 - (2) Major Disciplinary Hearings: Offenders who are eligible for contact visits and found guilty of major disciplinary violations by a Disciplinary Hearing Officer (DHO) through the major disciplinary hearing process, may have contact visitation privileges suspended for a minimum of one (1) visit or a maximum of four (4) months from the date of conviction. Suspension of contact visits need not be assessed by a DHO in those cases where offenders are in custody levels that are not eligible for contact visits. These offenders are automatically ineligible for contact visitation until such time as the offender again satisfies the eligibility criteria.
- Offenders whose contact visitation privileges are suspended shall continue to be eligible for a general visit, unless housed in solitary confinement, or as otherwise provided herein.

Suspension of contact visitation privileges does not, in and of itself, constitute a major punishment, for example, a punishment which would result in the disciplinary infraction being classified as a major violation.

- (3) When disposition through the unit disciplinary process includes suspension of contact visitation privileges, the minor hearing officer, for minor hearings only, or DHO, for major or minor hearings, shall document the date the suspension shall end on the offender's I-47MA or I-47MI, TDCJ Disciplinary Report and Hearing Record form.

5.6 Administrative Suspension

- Contact visitation privileges may be administratively suspended by the UCC upon the determination that contact visits for the offender would be detrimental to the safety or security of other offenders, visitors, staff, or the unit. The reasons for making this determination shall be documented in the UCC docket as well as the offender's unit file. The administrative denial code ("VS") shall be entered in the mainframe as soon as possible.
- Reinstatement of contact visitation privileges are determined by the UCC.

6.0 EXTENDED VISITS

- 6.1** Permission for extended visits of a maximum of four hours may be requested through the warden or designee for visitors whose residence is 250 or more miles in distance, one-way, from the offender's unit of assignment, as indicated by the Bing mileage guide found at <http://www.bing.com/maps/>. The warden shall make every effort to allow extended visits , if time and space allow.

7.0 SPECIAL VISITS

- 7.1** The warden or designee may permit special visits, contact or general, or authorize special conditions for visits outside of the ordinary course of established visitation rules. The warden may delegate authority to review and approve special visits to a designee, such as the duty warden, assistant warden, building major, or the UCC. Visitors requesting a special visit shall submit the request in writing or via telephone or e-mail, for applicable units, to the Warden or designee. Offenders requesting a special visit shall submit the request in writing to the warden or designee. The warden or designee shall review the request and notify the requestor of the denial or approval of the special visit.

7.2 Traveling over 250 Miles

Long Distance Traveled - Special visits may be granted for a total of eight (8) hours visiting, with a maximum of four (4) hours per day on two (2) consecutive days, for visitors traveling over 250 miles. Visitors are encouraged to call during the week to verify special arrangements; however, the duty warden shall make every effort to allow special visits, if time and space allow. Only one (1) special visit may be held each month.

Permission for an extended visit due to distance traveled shall not usually be granted if the visitor has visited more than once in the past month.

7.3 Spiritual Advisors

Permission for visits with spiritual advisors may be obtained from the warden. Spiritual advisors must provide one (1) of the following forms of identification in order to obtain permission to visit as outlined in AD-07.30, "Procedures for Religious Programming":

- (1) Minister ID card supplied by the authorizing denomination or religious group;
- (2) License or Ordination certificate;
- (3) Official letter from an organized religious body or congregation indicating the status of the letter holder as an official representative of the religious body or congregation; or
- (4) A current listing as a clergy person in an official listing of ministers or clergies from an organized religious body.

Guidelines for ministerial and spiritual visits for offenders on death row are outlined in the *TDCJ Death Row Plan*.

7.4 Prospective Employers

Permission for visits with prospective employers who are not listed on the offender's Visitors List may be obtained from the warden. Prospective employers must provide ID in order to obtain permission to visit. A standard picture ID is required, as previously described, and proof that the individual represents a viable business, such as company letterhead, a business card, or a letter from the company's headquarters or human resources department.

7.5 Critically Ill List

Critically ill is the gravest medical condition, when death is an acute concern. The determination of the status of an offender is to be made by a licensed physician only and not based on the assumptions of security staff.

- TDCJ Units - Offenders who are placed on the critically ill list by a licensed physician, to include offenders listed as non-ambulatory, are allowed to receive visitors in the unit infirmary or medical department at the warden's discretion with the presiding physician's medical consensus. The presiding physician shall make the determination regarding the offender's ability to receive visitors. The warden may provide alternate means for visiting these offenders on a case-by-case basis, such as scheduling a visit during the week by special arrangement.

- Free-World Hospitals - If the offender is in a free-world hospital, visitation usually does not take place. However, in exceptional circumstances, family visitation may occur as considered appropriate by the warden, chaplain and free-world hospital administration. Factors taken into consideration shall include the seriousness of the illness, as determined by the presiding physician, security needs, and the hospital's physical structure or location.
- Hospital Galveston - Critically ill offenders are allowed visits seven (7) days a week at Hospital Galveston. The determination of whether an offender is critically ill is determined by the presiding physician.

7.6 Hospice Offenders

Offenders in the Hospice Program, or offenders diagnosed as terminally ill who receive only palliative (comfort) care, are allowed to receive visits seven (7) days a week between the hours of 8:00 a.m. and 5:00 p.m., within the unit infirmary setting, subject to approval of the warden and medical provider. All visits shall be coordinated through the Chaplaincy Department.

7.6.1 Infirmary

- (1) Visitors entering the infirmary must be immediate family members or on the offender's Visitors List.
- (2) Visiting children must be immediate family members. Children ages 15 and younger shall visit in the regular visitation area. Only individuals ages 16 and older shall be permitted to go into the infirmary to visit at the warden's discretion.
- (3) A maximum of four (4) adults at a time shall be permitted to visit an offender in the infirmary.
- (4) Exceptions can be made due to the deterioration of the offender's health, at the warden's discretion.

7.6.2 General Visitation Area

- (1) Offenders whose health condition permits may receive visits in the existing visitation area.
- (2) Offenders receiving visits in the existing visiting area may visit with anyone on the offender's Visitors List.
- (3) All other visitation issues shall be in accordance with TDCJ policies.

7.6.3 Non-Legal Visits Between Offenders

Permission for special, non-legal visits between offenders may be granted under the conditions outlined below. Final approval from the State Classification Committee (SCC) shall be obtained in those cases where the offenders are assigned to different units and approval of the visit necessitates a temporary unit transfer.

7.6.4 Eligibility Criteria

Offenders must meet the following criteria in order to be approved for a visit with another offender.

- (1) The offenders must be related by blood or marriage;
- (2) Both offenders must have been in the TDCJ for a minimum of six (6) months and have demonstrated satisfactory institutional adjustment, such as no major disciplinary cases for six (6) months, or no pending disciplinary cases;
- (3) Each offender must be listed on the other offender's Visitors List;
- (4) The offenders must not have had a non-legal visit with another offender in the TDCJ within the last 12 months; and
- (5) Visits between institutional and state jail offenders shall not be permitted.

7.6.5 Approval Process

- (1) An offender shall submit a written request to the warden to obtain approval for a visit with another offender. If approved, the warden shall forward the request to the warden of the offender to be visited via e-mail.
- (2) If both wardens approve the visit, the request shall be submitted to the SCC via e-mail for review. If approved, the SCC shall schedule the visit and notify the wardens involved. If the visit is denied, the SCC decision shall be documented. Offenders may appeal such denials through offender grievance procedures or the DRC.

7.7. Current and Former TDCJ Employee Visits

Current and former employees may be included on an offender's Visitors List if the following conditions exist:

- The relationship between the offender and the current or former employee or between the current or former employee's spouse and offender was established prior to the offender's incarceration;
- The current or former employee reported the relationship to Agency officials in accordance with PD-22, "General Rules of Conduct and Disciplinary Action Guidelines for Employees;" and
- The current or former employee is an immediate family member.
- If a former employee does not meet all of the above three criteria, the former employee shall not be allowed to visit for 24 months after the employee's date of separation from employment with the agency. After expiration of the 24-month time period, the former employee may be reviewed for visitation privileges by the DRC. The offender must submit an RO-1, Request for Placement on Visitors List and an RO-2, Visitation Approval Form-Current/Former TDCJ Employee, to request that the former employee be added. Documented security concerns, for example the former employee delivered or attempted to deliver contraband to the offender while still an employee or had an inappropriate relationship with the offender while employed, may cause disapproval of the request. If the former employee is approved, the visitor may be added to the list immediately, even if the offender is not eligible for a Visitors List change.
- Any offender requesting to add a current or former employee shall submit new RO-1, Request for Placement on Visitors List and RO-2, Visitation Approval Form - Current/Former TDCJ Employee to the unit records office. Those current or former employees falling within the criteria established above shall be reviewed by the warden. Appropriate documentation and computer coding shall be completed on the unit. Those individuals not meeting the established guidelines may be reviewed, after the 24-month time period, by the warden and sent for consideration to the DRC. There shall be no initial reviews of individuals who do not meet the three (3) criteria or the 24-month time period. Any approvals for visitation after the 24-month time period shall be made on an individual basis by the DRC. Offenders shall be notified of approval or denial of these submissions. Offenders may use offender grievance procedures or the DRC to appeal any denial. Anyone removed from a Visitors List may appeal through the DRC.

7.8. Attorney Visits

Offender visits with attorneys shall be governed by BP-03.81, "Rules Governing Offender Access to the Courts, Counsel, and Public Officials."

7.9 Legal Visits Between Offenders

In accordance with BP-03.81, “Rules Governing Offender Access to the Courts, Counsel, and Public Officials,” offenders shall be permitted to assist or advise each other on all legal matters.

TDCJ Offender Visitation Plan Child Victim Restriction

AFFIDAVIT

State of _____

County of _____

BEFORE ME, the undersigned authority, personally appeared _____ who, being duly sworn by me, deposed as follows:

“I am the legal guardian of the following children:

	Name	Date of Birth	County of Birth	Social Security Number
1.				
2.				
3.				
4.				
5.				

I understand that a legally recognized parent is a biological or adoptive parent of a child, or a court order has appointed the person as the legal guardian of a child who is under the age of 17. I confirm that _____ TDCJ Number _____ is the legally recognized parent of the above referenced child or children. I confirm that these children were not the victims of any offense for which this offender has been convicted or placed on deferred adjudication. I confirm that _____ has not had his parental rights restricted or terminated by a court of law.”

SWORN TO AND SUBSCRIBED BEFORE ME ON THIS THE _____ DAY OF _____, _____.

 NOTARY PUBLIC IN AND FOR
 THE STATE OF _____
 Printed Name: _____
 Commission Expires: _____