



<u>ADMINISTRATIVE REGULATION</u>		REGULATION NUMBER 300-01	PAGE NUMBER 1 OF 20
		CHAPTER: Facility Security	
COLORADO DEPARTMENT OF CORRECTIONS		SUBJECT: Offender Visiting Program	
RELATED STANDARDS: ACA Standards: 2-CO-5D-01, 2-CO-5E-01, 5-ACI-2E-03, 5-ACI-3A-21, 5-ACI-4A-21, 5-ACI-7D-14, 5-ACI-7D-15, 5-ACI-7D-16, 5-ACI-7D-17, 5-ACI-7D-19, 5-ACI-7D-21, 5-ACI-7D-22		EFFECTIVE DATE: November 15, 2023	
		SUPERSESSON: 07/01/22	
			
OPR: DOP	REVIEW MONTH: NOVEMBER	Moses (André) Stancil Executive Director	

I. POLICY

It is the policy of the Colorado Department of Corrections (DOC) to develop an offender visiting program at each facility **[2-CO-5D-01]** that provides the highest possible degree of consistency and uniformity. Each facility offender visiting program is to ensure safety and security for all employees, contract workers, volunteers, visitors, and offenders; encourage family and other supportive relationships important to offender stability while incarcerated, as well as upon release; while foremost maintaining the security and integrity of the facility. Visiting rooms will provide sufficient space for visiting as well as to permit screening and searching of both offenders and visitors. Space will be provided for proper storage of visitors' personal items not allowed into the visiting area. **[5-ACI-2E-03]**

II. PURPOSE

It is the purpose of this administrative regulation (AR) to:

- A. Assist offenders in maintaining family relationships and concurrently fulfill necessary facility security requirements.
- B. Establish guidelines and principles for administering the offender visiting program **[2-CO-5D-01]** for employees, contract workers, volunteers, visitors, and offenders.

III. DEFINITIONS

- A. Administrative Head: The chief executive officer for a facility, center, division, office, or unit within the DOC organization.
- B. Co-Defendant: Any individual that was involved in or charged with a crime committed by the offender they are requesting to visit.
- C. Common-Law Marriage: Individuals who mutually intended to enter into a marital relationship, followed by a mutual and open assumption of a marital relationship. Conduct in the form of mutual public acknowledgment of marital relationship is evidence of mutual agreement and essential to establishment of common-law marriage. Cohabitation, necessary to establish a common-law marriage, must consist of living or dwelling together in the same habitation as a marital couple and not merely a sojourning or a habit of visiting or remaining together for a time.
- D. Contact Visit: A visit between an offender and visitor that is conducted under supervision in an open area, enabling

CHAPTER	SUBJECT	AR #	Page 2
Facility Security	Offender Visiting Program	300-01	EFFECTIVE 12/15/23

movement within the area and restricted physical contact.

- E. Contraband: Any item that an employee, contract worker, volunteer, visitor, or offender is not specifically authorized to have in their possession; any item that has been altered and/or is being used for other than its intended purpose; any publication deemed as contraband pursuant to AR 300-26, *Publications*; any item(s) over the three cubic foot allowable personal property limit; any item listed in the Offender Visitor Consent to Search Authorization (AR Form 300-01B); any item listed in the Code of Penal Discipline; any item listed on the administrative head's "Declaration of Contraband"; and any item that threatens or could potentially threaten the safety and security of a DOC facility, employees, contract workers, volunteers, offenders, or visitors or any item listed as contraband in an administrative regulation.
- F. Dangerous Drugs and Paraphernalia: Alcohol; all controlled substances as listed under Schedules I-V of the Colorado Revised Statutes, 18-8-203(2) through 18-18-207(2); marijuana and marijuana concentrates including all parts of the plant cannabis sativa L; and any volatile substance inhaled for its mood-altering effect, including but not limited to, cleaning fluids, glue, lacquer, petroleum distillates and/or any drug controlled by regulations of federal or state law. This area should also include drug paraphernalia.
- G. Electronic Search: A procedure involving the use of a walk-through or hand-held metal detection device.
- H. Felony Adjudication: Any felony offense for which there was a charge and conviction, or legal penalty imposed, such as a deferred sentence.
- I. Illegal Drugs: Any drug listed in the United States Code, Title 21, Section 812 and C.R.S. 18-18-101, et seq. Drugs including, but not limited to, heroin, cocaine, marijuana, PCP, amphetamines, and methamphetamines. This also includes any type of synthetic drug(s) as K-2 spice, bath salts, and or other that is used or possessed without a valid physician prescription. This includes all waxes, edibles, liquid, pills, and other substances that have tested positive for an illegal drug.
- J. Immediate Family Member - Minor: Legal guardian, parent, brother, step or half-brother, sister, step or half-sister, grandparent, step-parent, adoptive parent, aunt, or uncle all of whom must be over the age of 18.
- K. Immediate Family Member - Offender: Grandparents, parents, step-parents, adoptive parents, legal guardian, brother, step or half-brother, sister, step or half-sister, spouse, partner in a civil union, son, daughter, step/foster/adopted children, and grandchildren.
- L. Minor Children: Children under age 18, unless emancipated by court order, marital status, active military duty, etc., with documented proof of emancipation.
- M. Non-Contact Visit: A visit between an offender and visitor, conducted in a special room, or otherwise with a barrier between them, for the purpose of preventing any physical contact.
- N. Pat Search: Consists of the removal of outer protective clothing, the emptying of pockets, the physical search of an offender or visitor, screening by any device which does not require disrobing, and the inspection of papers, bags, books, or other items being carried. Pat searches of male offenders may be conducted by employees or contract workers of either sex; female offenders may only be pat searched by female employees or contract workers, unless a cross-gender pat search is necessitated by an emergency or immediate security concern. If an offender identifies as transgender or intersex, the offender may request to be strip searched and pat searched (for female transgender offenders only) by an employee of the gender the offender identifies with. The request will be honored if an employee of the designated gender is available and willing to conduct the search, unless exigent circumstances dictate the need for an immediate search by available personnel.
- O. Reasonable Accommodation:

CHAPTER	SUBJECT	AR #	Page 3
Facility Security	Offender Visiting Program	300-01	EFFECTIVE 12/15/23

Under ADA Title I-A reasonable modification or adjustment which enables qualified employees, contract workers or volunteers with disabilities to access the job application process, to perform the essential functions of a position, or to enjoy equal benefits and privileges of employment as enjoyed by those similarly situated.

Under ADA Title II- In order to avoid discrimination on the basis of disability, any reasonable structural or procedural modification or adjustment to policies, practices, and procedures; the removal of architectural, communication, or transportation barriers; or provision for auxiliary aids, equipment, or services, to ensure qualified individuals with disabilities have equal access to DOC services, programs, and activities.

- P. Reasonable Suspicion: The existence of facts and/or circumstances that would warrant rational inferences by an employee, contract worker, or volunteer that a person is engaged or attempting or about to engage in criminal or other prohibited behavior.
- Q. Sex Offender: An offender who has received judicial determination by conviction, adjudication, deferred judgment and sentence, per CRS 16-11.7-102, judicial finding of sexual factual basis, or requirement to register as a sex offender, per CRS 16-22-103. This offender is not entitled to a sexual violence needs classification review and has a sexual violence needs code of S5.
- R. Special Visits: Visits by persons whose names are not on an offender’s approved visiting list authorized by the administrative head or designee or other visiting situations (to include extended hours or additional days) approved by the administrative head or designee, or executive director or designee.
- S. Strip Search: Consists of an offender removing all clothing to permit a visual inspection of hair, mouth, under the tongue, nose, ears, and anus, genitals, breasts, buttocks, and bottoms of the feet.
- T. Tobacco Related Products: Includes cigarettes, pipes, electronic cigarettes, electronic vaping devices, vaping liquid, electronic nicotine delivery systems, pipe tobacco, tobacco substitutes, chewing tobacco, cigars, matches, cigarette lighters, smoking paraphernalia, and all other items developed or processed for the primary purpose of facilitating the use or possession of tobacco or tobacco-related products.
- U. Tobacco Substitutes: Any product that can be construed as tobacco (e.g., mint chew, herbal chew, leaf based substance).
- V. Victim: As defined in C.R.S. 24-4.1-302.5, “any natural person against whom any crime has been perpetrated or attempted, unless the person is accountable for the crime or a crime arising from the same conduct or plan as crime is defined under the laws of this state or of the United States, or, if such person is deceased or incapacitated, the person's spouse, parent, legal guardian, child, sibling, grandparent, grandchild, significant other, or other lawful representative.”
- W. Video visit: a type of non-contact visit utilizing a video visiting station for the offender and an internet visiting device for the visitor facilitated by a private vendor.
- X. Young Child: A person from infancy through age eight.

IV. PROCEDURES

A. General

1. This offender visiting policy recognizes offender visiting as a privilege that can be approved, denied, suspended, or revoked by the administrative head or designee of the facility to which the offender is assigned.
2. The Executive Director or Deputy Executive Director may cancel in-person visitation department-wide due to

CHAPTER	SUBJECT	AR #	Page 4
Facility Security	Offender Visiting Program	300-01	EFFECTIVE 12/15/23

public health, safety and/ or security concerns. Individual facility or department wide notice of cancellation will be posted on the DOC website: cdoc.colorado.gov.

3. Employees assigned to posts and positions that interact with offender visitors will be familiar with and adhere to AR 100-42, *Americans with Disabilities Act-Public Access*, and follow policy to ensure approved visitors with a disability have equal access to visitation. Staff will be able to recognize a verbal request for disability accommodation/modification and provide the visitor with AR Form 100-42A, Visitor Request for Accommodation. Legal Services will be consulted prior to providing a written response denying the visitor's request (See AR 100-42, *Americans with Disabilities Act-Public Access*). Record of all written responses will be forwarded to Legal Services. For offender request for accommodation process, see AR 750-04, *Americans with Disabilities Act-Offender Request for Accommodation*.
4. Employees assigned to posts that interact with offenders during visitation will be familiar with and adhere to AR 750-04, *Americans with Disabilities Act-Offender Request for Accommodation*, to ensure offenders with disabilities are not denied equal access to visitation.
5. Visits by attorneys and their agents are covered in AR 750-03, *Litigation Management*. Media visits and visits by government representatives are covered under AR 1350-01, *Media Access and Stakeholder Tours*. Visits by rape crisis center advocates are covered under AR 1150-18, *Offender Crime Victim Rights*.
6. Each facility will regulate the time schedule, frequency of visits, and the number of persons permitted, per visit, according to its security needs and space limitations. All limitations must be applied uniformly to all offenders of the same security level at each facility. To the extent practical, facility visiting hours will be established to minimize interruption of regular offender programming.
7. Within the facility's implementation adjustments governing offender visiting, the administrative head or designee will establish criteria for determining whether the visit is to be a video visit, a contact or a non-contact visit. Other special visiting restrictions may be imposed in consideration of facility scheduling, space availability, security, and/or employee constraints.
8. Copies of this AR and the facility's implementation adjustments form will be posted and made available upon request to visitors for review in the visiting room.
9. Written information regarding procedures governing visitation will be made available to the offender within 24 hours after arrival at the facility. At a minimum, the information will include, but not be limited to, the following:
 - a. Facility address/phone numbers, directions to the facility, and information about local transportation.
 - b. Days and hours of visitation.
 - c. Approved dress code and identification requirements for visitors.
 - d. Items authorized in the visitation room.
 - e. Special rules for children.
 - f. Authorized items that visitors may bring to give to an offender (e.g., funds, pictures, etc.).
 - g. Special visits (e.g., family emergencies). *[5-ACI-7D-15]*
10. Each facility will ensure that information concerning any available transportation to and from the facility is available to visitors. *[5-ACI-7D-22]*

CHAPTER	SUBJECT	AR #	Page 5
Facility Security	Offender Visiting Program	300-01	EFFECTIVE 12/15/23

11. Visits may be terminated any time if a facility emergency exists; visitors must leave the facility/grounds promptly.

B. Visiting Application

1. The number of visitors an offender may receive and the length of visits may be limited by the facility's schedule, space, and employee constraints. **[5-ACI-7D-14]** The intended visitor must complete AR Form 300-01A, Visitor Application. (The Visitor Application is located on the DOC Web site <https://www.colorado.gov/cdoc/> under the Offender Information heading) and return the completed, signed form to the facility where the offender is housed.
 - a. A copy of the individual's current, valid photo ID must accompany the application for adults. **Incomplete applications may be rejected.** Any applicant who has not been approved or whose application is over a year old must re-submit a new application for review and processing.
 - b. Offenders may get copies of AR Form 300-01A, Visitor Application, from the facility visiting area or from designated facility employees. The offender is responsible to provide the form to their visitors.
 - c. Offenders will be allowed up to 15 active adult visitors. Minor children must be named on AR Form 300-01A, Visitor Application, but will not be counted toward the 15 approved visitors. Only one adult name per application will be permitted. Minors must be listed on the application of their legal guardian or immediate family member who will accompany them on visits.
 - d. The offender's case manager will be advised by email regarding any additions or changes to the offender's visiting list.
2. Diagnostic offenders who are temporarily housed (during their first 30 days of incarceration) at the Denver Reception and Diagnostic Center will have their visitors list limited to five visitors due to length of stay, space availability and volume of offender movement.
3. When the application is completed and returned to the facility, the facility visiting staff will review prior to entry into the system.
 - a. If the offender is housed at a privately-operated prison, the application must be sent to the Private Prison Monitoring Unit for processing.
 - b. The application and visitor records will be maintained on the R: drive where it is accessible to each facility.
 - c. When an offender is released, their visiting list will be inactivated. If the offender returns to the DOC, visitors will be required to re-apply.
 - d. The facility from which the offender is transferred to community, paroled, or discharged is required to keep the offender's visiting file for a period of one year. After this one-year period, the file will be purged.
 - e. Visiting applications will be scanned by the receiving facility saved in the R-Drive/CDOC Visiting. The saved file should be saved using the pound sign, DOC number, and last name (e.g. #1111 Smith). Visiting applications and supporting documents will be shredded after they are saved to the R: drive.
4. The administrative head is the assigned authority to approve, deny, or inactivate names of visitors on offender visiting lists. The associate director for the Private Prison Monitoring Unit, in consultation with the victim's services coordinator, will be the approving authority for approval/denial of visiting and/or contact requests made by the victim of an offender housed in any private facility. Once the visitor is approved or denied, the facility will advise the applicant via the e-mail address or phone number provided on the application and

CHAPTER	SUBJECT	AR #	Page 6
Facility Security	Offender Visiting Program	300-01	EFFECTIVE 12/15/23

annotate the application providing the date advisement was completed.

5. An offender's visiting list will be subject to the following restrictions:

- a. A person will not be allowed to visit more than one offender unless the person is an immediate family member of each offender being visited or the appointing authority determines the visit(s) to be beneficial to both offenders.
- b. Approval for a person to change from the visiting list of one offender to another offender will only be considered if the visitor applicant has not visited for one year. The administrative head may make exceptions in such situations if there are extenuating circumstances. Exceptions to this section are clergy and immediate family members.
- c. Any person representing any potential health hazards to offenders, employees, contract workers, volunteers, or other visitors will not be approved for visits, until the health hazard is cured (e.g., communicable disease). DOC medical providers will render final decisions in such matters.
- d. Volunteers who resign from or are terminated by Faith and Citizen Programs may not be placed on an offender's visiting list for a period of three years.
- e. The following persons will not be approved for visits without the approval of the administrative head. Approval may be granted if visitation would assist with offender rehabilitation and re-entry. Administrative head may also consider allowing video visitation for the following:
 - 1) Persons who are on active parole, probation, or other forms of conditional release (e.g., community programs, furloughs from custody, etc.) for a felony or misdemeanor adjudication or those placed under constructive custody or perpetual supervision by the parole board or courts (e.g., sex offender life-time supervision).
 - 2) Persons who incurred a felony adjudication for which the terms of sentencing were incarceration must wait three years past the completion of their sentencing terms. Persons who incurred any other felony adjudication (e.g., probation, deferred judgment, community programs, fines, community services, or any other sentence) must wait one year past the completion, satisfaction or discharge of the sentencing terms.
 - 3) Persons who incurred a misdemeanor adjudication and the sentencing terms (e.g. probation, community service, fines, or any other sentence) are satisfied, and the case is closed, may be considered if they meet all conditions under this AR.
 - 4) Visitors will not be placed on an offender's visiting list and will be denied visiting privileges when it has been determined they have a felony or misdemeanor warrant. If an active warrant is discovered the facility's OIG investigator will be notified and provided with the information.
 - 5) Co-defendants.
 - 6) Current or previous employees, private prison employees, contract workers, or private company employees who provide offender supervision assistance, who were not an immediate family member of the offender prior to incarceration or parole supervision. All such persons may request visiting privileges through the administrative head or designee after seven years have elapsed from the last date of their employment, or other work as listed, with the DOC.
- f. Victims of offenders will not be approved to visit with the offender through the normal application process. Persons with an active and valid protection order that prohibits contact with the offender will not be

CHAPTER	SUBJECT	AR #	Page 7
Facility Security	Offender Visiting Program	300-01	EFFECTIVE 12/15/23

authorized to visit the offender with whom the protection order exists.

- 1) Any victim of the offender who wishes to visit with the offender must submit such request, in writing, to the appropriate administrative head requesting authorization.
 - a) The administrative head will consult the victim services unit coordinator involving victims who are enrolled in the Victims Notification Program or as necessary.
 - b) The administrative head will consult with the sex offender treatment team regarding victims of an offender, or children under the age of 18 who are requesting to visit a judicially determined sex offender. *Judicially determined sex offenders will not be allowed to loiter near children in the visiting room.
 - c) A written response to the victim indicating the decision will be made within 30 days from the receipt of such request.
 - d) The victim services unit coordinator will be notified of the administrative head's or designee decision in cases involving victims enrolled in the Victim Notification Program.
 - e) The victim of the offender may have to resubmit another request if the offender changes facilities. Authorization does not apply to all facilities.
- g. If it is determined that an individual is likely to have a detrimental effect on the offender, or present a potential security threat to the facility, they will not be approved for visits.
- h. All minors must be listed on AR Form 300-01A, Visitor Application, and be accompanied by their parent or legal guardian. Exceptions will be made for emancipated minors. Minors who are accompanied by an immediate adult family member, who is not the minor's legal guardian, must have the express written approval of the parent or legal guardian utilizing AR Form 300-01G, Authorization for Minor Child Visitation.
 - 1) Legal guardianship is court-ordered and may include a person or department that has physical and/or legal custody of a minor child in foster care, kinship care or the care of the Colorado Department of Human Services.
- i. If a requested individual is denied visiting in the normal process, the offender will be notified and advised of the reason(s) for denial via AR Form 300-01F, Offender Visiting List Denial Form. Such decisions may be appealed to the administrative head. Any visitor may have their name listed as inactive on an offender's visiting list upon written request to the administrative head.
- j. All visitor denials will be scanned and saved in the R: drive at the facility.
6. Offender requests to change names of persons on the approved visitors list will be limited to 90 day intervals unless specifically otherwise approved by the administrative head.
7. The approved visitor application and subsequent changes will be entered into the Department of Corrections Information System (DCIS) visiting computer system for system-wide utilization and access during the course of the offender's incarceration.
8. An approval to visit an offender may be revoked when information which would have resulted in denial of visits becomes known after an approval to visit has been granted. Revocation and/or suspension of visits may be ordered by the administrative head or designee for any activity or event occurring subsequent to the approval for visits. All revocations and/or suspensions will be entered into the DCIS visiting computer system, with beginning and ending dates noted.

CHAPTER	SUBJECT	AR #	Page 8
Facility Security	Offender Visiting Program	300-01	EFFECTIVE 12/15/23

9. DOC visiting employees will check active visitors' backgrounds periodically to ensure policy compliance.
10. An individual who is listed on the approved visitor list, but has not visited that person for one year will be placed on inactive visitor status in the DCIS visiting computer system. The Office of Information Technology will automatically review visitor status quarterly. The visitor must re-apply and have a background clearance completed prior to being re-activated.

C. Special Visits: The DOC will govern special visits. *[5-ACI-7D-17]*

1. Special visits (to include extended visits) between offenders and their visitors may be granted *[5-ACI-7D-19]* for reasons such as:
 - a. When the visitor(s) has traveled out of state and/or a long distance.
 - b. When a special visit is determined by the administrative head or designee to be in the best interest of the offender's rehabilitative needs or correctional goals.
 - c. Individuals who would not normally be approved to visit. The administrative head may require a non-contact visit. An approved application is still required.
 - d. Visits approved outside the normal visiting days or times, including extended visits.
2. Requests for special visits may be initiated by the offender, proposed visitor, or employee. All requests should be initiated ten days in advance, if possible.
3. Proposed visitors must have a visiting application on file or attach the application to the special visit request.
4. All requests for Special Visits must be approved in advance and prior to the special visit taking place.

D. Non-Contact Visits:

1. Offenders in restrictive housing will have opportunities for non-contact visitation and attorney visits, unless there are documented substantial reasons for withholding such privileges.
 - a. Visits by an attorney of record are allowed by appointment only in accordance with AR 300-01, *Offender Visiting Program* and AR 750-03, *Litigation Management*, and will not be counted against the number of allowable monthly social visits.
2. Offenders in special management housing have opportunities for visitation unless there are substantial reasons for withholding such privileges. Refer to AR 600-09, *Special Management*.
3. In instances of substantiated security risks, the administrative head may restrict any offender's contact visitation privileges for legitimate penological concerns and they will have non-contact or video visits only.
4. Non-contact or video visits may be considered when the visitor cannot be cleared through routine search procedures because of metallic braces or medical inserts into the body.
5. Non-contact visiting booths and video visiting stations will be accessible for offenders with disabilities. Auxiliary aids and assistive devices for effective communication will be provided for non-contact and video visits including, but not limited to, volume amplification devices on phones.
6. Clocks will be placed throughout visiting areas and visible from all attorney booths.

CHAPTER	SUBJECT	AR #	Page 9
Facility Security	Offender Visiting Program	300-01	EFFECTIVE 12/15/23

E. Special Clergy Faith Group Representative Visits: Clergy/spiritual advisor visitation will occur through established visiting procedures. *[2-CO-5E-01]*

1. Clergy visits are intended for the purpose of one-on-one spiritual guidance of the offender. Only the offender may request a clergy visit for themselves.
2. Clergy/faith group representative will not have their name placed on the approved cumulative visitor's record.
3. Clergy/faith group representative applicant will attach to AR Form 300-01E, Authorization for Clergy/Faith Group Representative, documentary evidence (licenses/ordination, etc.) of being a current member in good standing of a legitimate DOC recognized faith group in which they represent.
4. An offender will be permitted to have up to two individuals for consideration as clergy/faith group representative visitors. The offender must request in writing to the facility volunteer coordinator/facility chaplain for the clergy person to be sent AR Form 300-01E, Authorization for Clergy/Faith Group Representative, for application.
5. The offender must be registered on the DOC database as the same faith as the clergy/faith group representative. The administrative head or designee may approve exceptions to this restriction on a case-by-case basis if it can be demonstrated that the visit(s) will enhance the offender's rehabilitation.
6. Upon approval of the application, the volunteer coordinator/facility chaplain will schedule the date and time of the visit, in accordance with facility procedures. The clergy applicant will be responsible for arranging each visit to the facility with a minimum of two weeks' notice. Clergy visitation and regular visitor visitation will not be combined into a single visitation session.
7. Approved clergy must adhere to the dress code as specified on page two of AR Form 300-01A, Visitor Application. Clergy must be at least 21 years of age.
8. Final approval for facility access rests with the facility administrative head/designee.
9. If denied, the applicant must appeal the decision to the facility administrative head or designee within ten (10) working days of receipt of denial.

F. Infirmary/Hospital Visits:

1. Infirmary visits will be in accordance with the procedures of the facility infirmary where the offender is housed.
2. Offenders assigned as medically limited or non-ambulatory within the DOC infirmary will be permitted visits only if they have been in the infirmary for one month and can visit in the designated visiting area at specially designated times.
3. The administrative head of the facility providing supervision and of the facility where the offender resides will ensure offenders in medical facilities experiencing life threatening or terminal conditions are granted all reasonable considerations for visits by immediate family members.
4. Visits at the Colorado Mental Health Institute in Pueblo (CMHIP) will be approved by the administrative head where the offender is housed and coordinated through the administrative head or designee at the San Carlos Correctional Facility.

G. Video Visiting

CHAPTER	SUBJECT	AR #	Page 10
Facility Security	Offender Visiting Program	300-01	EFFECTIVE 12/15/23

1. Visitors must be listed either on active status or special visitor status on the offender's visiting list to be eligible for video visiting. Visitors who are seen or heard on the video visit that are not on the offender's visiting list may be cause for suspension of the offender's video visiting privilege.
2. Visitors must apply on line with the vendor to facilitate a video visit.
3. Visiting time slots can be purchased directly from the vendor once the visitor is activated.
4. Facility nightshift will be responsible for printing and posting the days scheduled video visits.
5. In addition to being properly dressed as listed in paragraph K.5. below, visitors who are participating in a video visit with an offender are expected to conduct themselves in a respectful and courteous manner while visiting.
 - a. The offender and approved visitor must be visually identifiable during a video visit, and their faces must not be covered or obscured.
 - b. The following are prohibited during a video visit:
 - 1) Any criminal activity.
 - 2) Driving a vehicle.
 - 3) Any attempt to incite a riot, strike, mutinous act, or disturbance.
 - 4) Soliciting, commanding, encouraging, hiring, or requesting another person to engage in illegal conduct
 - 5) Using coercion, threats, or fraud to obtain money, favors, or anything of value.
 - 6) Nudity of any kind is not permitted. Children must be fully clothed at all times for their safety.
 - 7) ANY behavior or actions that are of a sexual nature.
 - 8) Displaying a video or pictures that are sexual or pornographic in nature as defined in AR 300-26, Publications, "Sexually Explicit Content".
 - 9) Use or display of any weapons, drugs/alcohol, or related paraphernalia.
 - 10) Activity or display of graphics/paraphernalia associated with any Security Threat Group.
 - 11) Unlawful activity or depiction of unlawful activity.
 - 12) Recording or filming a visit by any visitor participant or any third party. Live streaming and/or taking audio or video recordings of personal phone calls and/or video visits with an offender is prohibited except for law enforcement purposes.
 - 13) If ANY inappropriate behaviors are displayed the video visit will be terminated

H. Inter-DOC Facility Visits: Inter-facility visits between incarcerated offenders are prohibited unless approved by both appointing authorities for immediate family members via video only.

I. Visitor Entry:

1. Any approved visitor over the age of 18 is required to present valid picture identification prior to their admission for visiting. Social security numbers and additional identifying documents may be required to confirm a visitor's identity in cases of name changes, suspected falsification and/or impersonation, or for other legitimate penological interests. Valid picture identification will include:

CHAPTER	SUBJECT	AR #	Page 11
Facility Security	Offender Visiting Program	300-01	EFFECTIVE 12/15/23

- a. State issued driver's license or state issued picture I.D.:(address must match address on application).
 - b. U.S. Government issued or military I.D.;
 - c. Driver's license or picture I.D issued by American Samoa, Guam, the Northern Mariana Islands, Puerto Rico and the U.S. Virgin Islands.
 - d. Passport;
 - e. Picture Visas issued by the U.S. Department of State such as Border Crossing Card and Resident Alien Cards.
2. All forms of valid picture identification must be current (not expired) with an identifiable photo. Other forms of identification which are not valid for purposes of entry include but are not limited to: foreign driver's licenses, proof of voter registration, social security cards, and student ID cards.
 3. At facilities housing medium or higher custody offenders, all visitors, except children under three years of age, will be required to have the back of their right hand stamped with an ultra-violet marker before entry into the facility, by the employee authorizing entry. The marker stamped on the back of the right hand will be read by a "black light" to establish positive identification prior to authorizing the visitor's departure from the facility. After the visitor has left the facility, they may not return to visit during that visiting session.
 4. All visitors are required to register upon entry into the facility by completing AR Form 300-01B, Offender Visitor Consent to Search Authorization, which specifies the circumstances under which visitors may be searched. *[5-ACI-7D-21]* Visitors will be required to complete this form before entering a facility or office. The form will remain on file and in effect at the facility or office for a term of one year after which the visitor will need to complete a new form.
 5. It will be the responsibility of each visitor to notify DOC of any personal changes, verbally at the visiting center, or by completing AR Form 300-01C, Visiting Update, as necessary, at each subsequent visit.
 6. Visitor refusal to provide information, omission of information requested and/or submission of false information may result in denial/revocation of visits.
 7. All persons coming onto the grounds of a DOC facility, their vehicles, and articles of property in their possession are subject to inspection/search consistent with the security needs of the facility, as provided by C.R.S. 17-19-101. In the event a visitor refuses to submit to any entrance or visiting procedure, that person will be denied visits and will be required to leave DOC facility/property immediately.
 8. Searches of persons include:
 - a. Electronic searches: At a minimum, electronic searches using walk through metal detectors or hand-held metal detectors will be used in processing visitors. Visitors without a medical accommodation who cannot clear an electronic search may be considered for a non-contact or a video visit.
 - b. Pat searches: Pat searches will be conducted on as many visitors as time permits upon visitor entry and will be conducted by employees of the same gender.
 - 1) If a visitor states they are transgender or intersex, they can request to be searched by an employee of the gender they identify with. This request will be honored if an employee of the designated gender is available and willing to conduct the search.
 - c. Bandages, dressings, casts, etc: employees conducting the search will exercise care to be sure that they do

CHAPTER	SUBJECT	AR #	Page 12
Facility Security	Offender Visiting Program	300-01	EFFECTIVE 12/15/23

not aggravate any injury, contaminate any wound or damage the coverings. Employees will use their discretion as to whether or not an adequate search of such items is possible. In questionable cases, a DOC medical practitioner may be called to assist before the visit is approved. If an adequate search cannot be accomplished, the visit may be denied.

- d. Health care appliances, i.e. wheelchairs, prosthetics, mobility devices as addressed in AR 100-42, *Americans with Disabilities Act – Public Access*, etc. and disability assistive devices or items, i.e. personal amplifiers, magnifying devices, special diet items, etc. and any other item approved as a reasonable disability accommodation. If these items cannot be reasonably searched or pose a direct threat which cannot be reduced or eliminated, alternative, but equally effective appliances or devices may be offered at the administrative head or designee’s discretion.

Health care appliances, disability assistive devices and special diet items: If these items cannot be reasonably searched or pose a direct threat which cannot be reduced or eliminated, alternative, but equally effective appliances or devices may be offered at the administrative head or designee’s discretion.

- e. Religious hats or headgear will be removed and searched by a member of the same gender and then returned to the visitor. Visitors may request to remove the religious headgear in an enclosed private location in the presence of a staff member of the same gender to be searched and then returned to the visitor.
 - f. All reasonable alternatives for effective search and/or measures, and options such as non-contact or video visiting, to reduce security concerns will be exhausted prior to determination that visitation will be denied.
9. All items of contraband found on a visitor during a search will be immediately seized.
- a. The shift commander is to be promptly notified to make a determination as to whether the seized contraband warrants summoning an Office of the Inspector General (OIG) investigator or in some cases the local law enforcement of jurisdiction.
 - b. The employee who initially discovers the contraband is to follow procedures for proper sealing and recording of such contraband for use as evidence. A chain of custody, in writing, will be maintained on all confiscated evidence. Every effort is to be made to keep the number of employees who handles the evidence to a minimum.
 - c. The employee confiscating the contraband will transfer it directly to the summoned law enforcement representative.
10. Visitors will not be strip searched. If reasonable suspicion exists that the visitor is concealing contraband, OIG investigators or in some cases local law enforcement are to be summoned.
11. Items authorized to enter the facility must be carefully inspected for contraband.
12. Food purchased and/or made from outside of the facility may not be brought into a visiting area, with the exception of baby food. Administrative heads will have discretion to make visitor food exceptions, as defined in each specific facility’s implementation adjustment or by approval of a disability accommodation.
13. Diaper bags must be left under employee supervision. The following items in a diaper bag are allowed for infants and toddlers. This is limited to children up to three years of age:
- a. Two blankets per infant, no quilted blankets.
 - b. Four diapers, per child, along with a small quantity of diaper changing wipes.

CHAPTER	SUBJECT	AR #	Page 13
Facility Security	Offender Visiting Program	300-01	EFFECTIVE 12/15/23

- c. One change of clothing per child.
 - d. One bib per child.
 - e. Two factory sealed containers of baby food, along with one plastic feeding utensil. No glass or metal containers.
 - f. Four baby bottles containing formula, water, milk, or juice (must be transparent plastic material).
 - g. One plastic child's drinking cup.
 - h. Two plastic one-piece toys.
 - i. One pacifier.
14. Visiting area vending machines are for use by visitors to obtain snack food items and beverages while visiting. Employees supervising visits are not responsible for the vending machines. Problems encountered in using the machines must be handled directly with the vendor. Complaint and refund information will be posted in the visiting room.
- a. All food preparation must be done at the assigned preparation areas.
 - b. Once done with food containers, soda bottles, etc, they will immediately be removed from the table and placed in the trash receptacle.
 - c. Offenders and visitors will not eat or drink from the same container. All food and drink containers must remain on the same side of the table as the individual that is consuming them.
 - d. Table tops must be cleared of all checked out items 30 minutes prior to the end of visiting. Closed food items may remain on the table.
 - e. Visitors will be allowed to retain excess food items or drink and take these items with them when the visit is concluded.
15. If employees interacting with visitors determine that reasonable suspicion exists regarding the possible introduction and/or possession of contraband or the visitor has an outstanding warrant, the visitor:
- a. Will be denied entrance.
 - b. May be detained for OIG investigators or in some cases local law enforcement of jurisdiction. Physical force may not be used to detain a visitor unless there is an imminent threat to the life or safety of another person or to the security of the facility.
 - c. May be referred to the district attorney's office for criminal prosecution.
 - d. Will be suspended or revoked from future visits.
16. Visitors' vehicles will be secured and locked while on state/DOC property.
17. Visitors will not possess nor carry onto the grounds of a DOC facility any explosive devices, firearms, ammunition, alcoholic beverages, illicit narcotics, objects or materials that are readily adaptable for use to compromise the safety or security of the facility.

CHAPTER	SUBJECT	AR #	Page 14
Facility Security	Offender Visiting Program	300-01	EFFECTIVE 12/15/23

18. Visitors will not bring into the visiting area books of any kind, pagers, cellular telephones to include watches, I-Pads or tablets, briefcases, cosmetics, tobacco, tobacco products, tobacco substitutes, vaping products or e-cigarettes and paraphernalia, or other items that require shakedown or search procedures, thus causing delay in facilitating visits.
19. Visitors are allowed to bring one (1) personal debit/credit card into the facility visiting rooms for use in the vending machines. Visiting staff will account for each debit/credit card upon the visitor's entry and departure and ensure that all debit/credit cards will remain in the visitor's possession at all times.
20. Visitors will not bring into the visiting area any prescription medications other than the amount needed for the duration of the visit and as noted on the prescription. All prescription medications will be held at the officer station by visiting staff for accountability purposes.
21. Visitors will not be permitted to bring or have cameras, film of any kind, or video recording equipment in the course of a visit.
22. Animals are not allowed on state grounds except those that are service animals to assist disabled individuals. Guidelines for use of service animals can be found in AR 100-42, *Americans with Disabilities Act - Public Access*.
23. Visitors will not be permitted to bring in outside equipment for effective communication when it is available at the institution. Any equipment that visitors are permitted to bring in for this purpose will be subject to search.
24. Visitors will notify employees when restroom use is needed.

J. Offender Access to the Visiting Program:

1. Offender visiting is a privilege.
2. Offenders will be thoroughly pat searched prior to entering the visiting area.
3. The only jewelry or adornment offenders will be permitted to wear into the visiting area is a wedding ring, one religious medallion, and medical alert badges. Medicine bags are not allowed. The medallion may have a maximum diameter of no more than 2 ½ inches, made of pressed or stamped metal. The overall design should be circular (solid) and not cut-out to create the design. The medallion will be worn on an approved lightweight chain.
4. Offenders who have received any form of contact visit will be strip searched directly following their visit to minimize the risk of introduction of contraband into the facility.
 - a. Strip searches of offenders after visits may be waived at minimum or minimum restricted security facilities, or for residents assigned to Honor Units at the discretion of the administrative head.
 - b. Offenders exiting minimum or minimum restricted security visiting areas who are not strip searched will be carefully pat searched.
5. Offenders are not permitted to take any item from a visit.
6. Offenders are expected to wear either their state-issued clothing or their approved personal clothing if they are part of Honor Unit. A combination of state-issued clothing and personal clothing may be worn with approval by the appointing authority. This includes a shirt, pants, undergarments, socks and shoes/boots and a belt (for pants without an elastic waistband). Offenders are expected to be clean and well-groomed. Shirts with buttons are to

CHAPTER	SUBJECT	AR #	Page 15
Facility Security	Offender Visiting Program	300-01	EFFECTIVE 12/15/23

be buttoned and shirt tails tucked into the trousers. Religious head coverings may be worn in accordance with provisions outlined in AR, 800-01, *Religious Programs, Services, Clergy, Faith Group Representatives, and Practices*.

7. Reasonable accommodation will be afforded offenders with disabilities to facilitate their full participation in all permitted forms of visitation. The accommodations will be afforded in the manner most consistent with the safety and security of employees, contract workers, volunteers, offenders, and the public.
8. Supervised restroom breaks will be provided to all offenders every two hours, unless an offender has a medical directive stating more frequent restroom breaks are needed. If an offender needs to have a bowel movement their visit may be terminated, a strip search completed and they will return to their assigned living unit.

K. Visiting, Conduct, and Dress:

1. Offenders and their visitors are accountable to conduct themselves in such a manner as to not bring suspicion nor discredit upon them or be disruptive or offend the sensibilities of other visitors.
2. Visitors and offenders are required to obey all employee instructions and to comply with these and all other relevant DOC ARs.
3. Visiting conditions will permit informal communication and reasonable levels of physical contact between offender and visitors. *[5-ACI-7D-16]* A short embrace and a brief closed mouth kiss may be permitted at the beginning and at the end of each visit. During visits, offenders may hold hands with their visitor. Breast-feeding of infants is only allowed in the designated area noted in the facility procedures
4. It is the responsibility of visitors to supervise and maintain control over their minor children. Any physical discipline of such minor children deemed necessary cannot occur on correctional facility property. If a minor becomes disruptive during a visit and is not controlled by verbal instruction from the supervising visitor, the visit will be terminated.
5. FOR ALL CONTACT, NON-CONTACT AND VIDEO VISITS all adult and minor visitors, including attorneys, must be fully dressed in appropriate, conventional clothing which is not unduly provocative, suggestive, or revealing and does not resemble offender attire or present adornments which could be used as a weapon. Other visitor clothing standards include:
 - a. Any clothing worn on the top half of the body must have sleeves and not expose the cleavage line, back, midriff and/or underarm at any time while standing, sitting and/or bending down.
 - b. The only jewelry or adornment visitors will be permitted to wear into the visiting area is a wedding ring set, one religious medallion, and medical alert badges. Medicine bags are not allowed. Any dermal jewelry implants that cannot be removed by the visitor will be allowed.
 - c. No controversial/objectionable gang, obscene, drug and alcohol designs, objectionable messages or profanity on clothing.
 - d. Hair extensions and/or wigs will be permitted but are subject to search in a respectful and appropriate manner. Hair extensions which are attached to the hair with a clip or comb will not be allowed. Only hair accessories which are soft in nature will be permitted to be worn inside the visiting area.
 - e. Top or bottom clothing which is solid gray, solid green, solid orange, solid white, camouflage, or tactical in nature, or resembles offender attire or presents adornments which could be used as a weapon, are not permitted.
 - f. Shoes are required. Infants are not required to wear shoes until such time as they can walk. Infants and

CHAPTER	SUBJECT	AR #	Page 16
Facility Security	Offender Visiting Program	300-01	EFFECTIVE 12/15/23

toddlers who are able to walk must wear shoes at all times during the visit. Minors are allowed to wear shoes that display lights.

- g. Appropriate undergarments are required, and will not be visible.
 - h. Clothing which is sheer or transparent will not be permitted. Clothing that contains holes and/or rips will not be permitted.
 - i. Outer garments worn on the bottom half of the body must be no shorter than the knee while standing.
 - j. Trousers will be worn in the manner intended (no sagging).
 - k. No cargo pants or shorts.
 - l. Wrap-around clothing will not be allowed.
 - m. Visitors are not to wear hats into the visiting area, except for religious hats or headgear or by approval of a disability accommodation. Gloves, scarves, or outer garments, such as topcoats, raincoats, jackets, and similar inclement weather attire will not be permitted within the visiting area. No hooded garments will be allowed in the visiting area.
 - n. If a pull over, zipper, or button up sweater is worn, it will be worn at all times inside the visiting area. A garment is required to be worn underneath the sweater within the guidelines of this policy.
 - o. Leggings and jeggings may only be worn under outer garments that must be no shorter than the knee while standing.
 - p. Prescription sunglasses only.
6. Visitor(s) clothing standards or allowances that are approved at the East Canon Complex Visiting Center do not need to be approved again by the specific facility visiting staff.
- a. If a visitor has altered their clothing after receiving approval by the ECC Visiting Center but prior to their arrival at the facility, the original approval may be subject to review by facility visiting staff to ensure the visitor's clothing remains in compliance. If clothing standard is violated the visit may be cancelled.
7. In facilities where restrooms are provided within the visiting area, the use of restrooms will be established by the facility administrative head and posted for visitor's information. Times will be posted as well as reflected in the facility procedures.
8. Other than items from available vending machines, visitors will not exchange any object or article with an offender.
9. The DOC will assume no responsibility for items lost, stolen, or left in or around the visiting area or on DOC grounds.
10. If an offender is found to be in possession of or use of contraband, either during or following a visit, it will be assumed that the contraband was introduced by the visitor(s) and the contraband will become reasonable suspicion for revocation or suspension of visiting privileges for that visitor(s).
- L. Denied, Terminated or Suspended Visiting Privileges for Visitors:
- 1. Each facility may make the determination to deny, terminate, or suspend visiting privileges based on inappropriate behavior(s)/action(s) of the visitor.

CHAPTER	SUBJECT	AR #	Page 17
Facility Security	Offender Visiting Program	300-01	EFFECTIVE 12/15/23

2. Employees assigned to interact with offender visitors will contact the shift commander to discuss and review all decisions to deny or terminate visits with cause. All decisions to deny or terminate visits will be documented via PCDCIS incident reporting.
3. If a visit is denied or terminated for cause, the administrative head or designee will be notified and the visitor will be precluded from further or future visits until a determination is made by the administrative head. The visitor may provide, in writing, any information deemed pertinent for the administrative head's consideration during the review process.
4. Reasons for a visit being denied, terminated for cause, or suspended, or for any other reasonable cause include, but are not limited to:
 - a. Offender refuses the visit.
 - b. The visitor and/or offender appear to be under the influence of alcohol and/or drugs.
 - c. The visitor and/or offender refuses to submit to required entry procedures, including failure to meet dress requirements, produce a valid ID, or refusal of searches.
 - d. The visitor and/or offender are in possession of contraband, or the visitor is introducing any contraband, including weapons, explosives, escape devices, tobacco, tobacco substitutes, vaping products or e-cigarettes, illicit narcotics/drugs including marijuana, paraphernalia or intoxicants.
 - e. A violation of this AR, employee directives, and/or other relevant rules, or repetitive minor violations requiring cautions and/or warnings by employees.
 - f. Either the offender or visitor creates a disturbance, including failure to control minor children, during the visit.
 - g. The offender and/or visitor become involved in body contacts (other than hand holding or holding a young child) or engage in any type of inappropriate sexual conduct.
 - h. The visitor engages in activity that appears intent upon aiding in the escape or attempt to escape from custody of any offender.
 - i. The offender or visitor engages in any behavior, action, circumstance that is deemed by the employee assigned to supervise visits as a risk to the safety and/or good order of the facility.
 - j. Any attempt to exchange with or give an offender any item other than that acquired through available vending machines during the visit.
 - k. The offender or visitor fails to promptly obey employee instruction.
 - l. The offender or visitor directs verbally abusive language about or to employees.
 - m. The offender or visitor attempts to damage or damages state property.
 - n. The visitor attempts to smuggle any item into or out of the facility. Such behavior need not have occurred in connection with a visit or in a visiting area, e.g., a visitor who leaves contraband in another area on, adjacent to, being used by, or associated with facility property or operations, for the offender to pick up.
 - o. A visitor has incurred a pending felony or misdemeanor.

CHAPTER	SUBJECT	AR #	Page 18
Facility Security	Offender Visiting Program	300-01	EFFECTIVE 12/15/23

- p. Failure to visit for a one-year period.
 - q. Visitor is active on another offender's list and is not an immediate family member.
 - r. Visitors who operate a motor vehicle on DOC property without a valid driver's license, visitors whose vehicles are left unsecured and/or if contraband is visible in plain sight within the vehicle.
5. The administrative head will review the incident report and all other relevant information within the next three business days to determine if any further action is warranted. Based on the violations observed and documented, the following sanctions may be imposed on visitors:
 - a. Up to 30 days of non-contact visitation and/or video visitation for first violation.
 - b. Up to 90 days suspension of visitation privileges which may include a combination of non-contact, video visiting and suspended visits for second violation.
 - c. For subsequent visiting violations, an automatic one-year visiting suspension may be imposed.
 - d. Major visiting violations that jeopardize the security of the facility may result in permanent suspension of a visitor's visiting privileges.
 6. The visitor(s), offender, and OIG investigator will be advised, in writing, of the administrative head's decision within ten days of the incident or situation. A visitor who has been denied, terminated, suspended, or revoked from visiting will be advised of the reasons for such action without revealing any confidential information.
 7. Any visitor whose privileges have been revoked or suspended for one year or longer may initially request, in writing, reconsideration after one year. After one year, reconsideration, in writing, may be requested at six-month intervals. Requests are to be sent to the administrative head where the offender resides.
 10. A visitor's suspension and/or revocation from visiting privileges from one facility will automatically include all other DOC facilities.
- M. Suspended or Revoked Visiting Privileges for Offenders Possession and/or use of illegal and/or dangerous drugs including marijuana or tobacco constitutes a serious threat to the safety and security of all correctional facilities or offices, requiring that all efforts be employed to preclude entry and/or use of illegal and/or dangerous drugs including marijuana and tobacco within a correctional facility or DOC office.
1. Verified possession will be by accepted testing procedures such as Narkit field testing and/or urinalysis screening. When an offender initially tests positive for drugs, refuses to submit to testing, and/or tampers with a urine sample, visiting privileges may temporarily be suspended pending the conclusion of the investigation and/or disciplinary processes.
 2. Upon verified introduction or attempted introduction of illegal and/or dangerous drugs, including marijuana and/or tobacco through visiting, the administrative head will review the incident report(s) and all other relevant information to determine sanctions. Imposed sanctions may include, but not be limited to a Code of Penal Discipline conviction. In addition, the following may be imposed:
 - a. Up to three months of non-contact visitation and/or video visitation only.
 - b. Up to six-months suspension of visitation privileges.
 - c. For subsequent violations, an automatic one-year visiting suspension may be imposed.

CHAPTER	SUBJECT	AR #	Page 19
Facility Security	Offender Visiting Program	300-01	EFFECTIVE 12/15/23

3. Suspension of visiting privileges will be ordered, in writing, by the administrative head.
4. Any offender whose visiting privileges have been suspended for a period greater than one year may request, in writing, reconsideration at six-month intervals. Requests are to be sent to the administrative head where the offender resides.
5. An offender's suspension and/or revocation from visiting privileges from one facility will automatically include all other DOC facilities.

N. Visitor's Comments:

1. AR Form 300-01D, Visiting Program Comments will be available to all visitors at each visiting area.
2. A deposit box will be readily available in each visiting area to receive the Visiting Program Comments.
3. All Visiting Program Comments be removed from the deposit box and forwarded to the administrative head weekly.
4. The administrative head will respond, in writing, to each person who requests a response providing their name and address.
5. The comments will be carefully reviewed to evaluate any suggestions for improvement in the visiting program.

V. RESPONSIBILITY

A. The administrative head will:

1. Ensure offenders and visitors have ready access to this and related ARs.
2. Develop facility specific procedures to implement this AR.
3. Ensure all employees assigned to posts that interact with offender visitors are fully familiar and trained in the details necessary for full implementation of this and related AR and local procedures.
4. Ensure that all metal detectors are regularly tested and properly functioning, per manufacturer's specifications.

B. All employees will be responsible to carry out the philosophies, intent, spirit, and guidelines of this AR and local procedures in a professional manner, which extends courtesy and respect to all visitors and the resulting offender visiting program.

C. It will be the responsibility of the director of Prisons to review this policy annually and update as necessary.

VI. AUTHORITY

- A. C.R.S. 12-22-301, et seq. Colorado Licensing of Controlled Substances Act.
- B. C.R.S. 17-19-101. Visitors at correctional facilities.
- C. C.R.S. 17-20-124. Visitors at correctional facilities.
- D. C.R.S. 18-8-201. Aiding escape.
- E. C.R.S. 18-18-101, et seq. Uniform Controlled Substances Act of 1992.
- F. Americans with Disabilities Act (ADA of 1990, as amended. 42 U.S.C.S. 12101 et seq. (LexisNexis 2014).
- G. 28 C.F.R. § 35.101 et seq. (LexisNexis 2014).
- H. Title 21 United States Code (USC) Controlled Substances Act, 2016 edition

CHAPTER	SUBJECT	AR #	Page 20
Facility Security	Offender Visiting Program	300-01	EFFECTIVE 12/15/23

VII. HISTORY

July 1, 2022
 March 1, 2022
 February 1, 2021
 February 1, 2020
 September 1, 2019
 April 1, 2019
 July 1, 2018
 July 1, 2017
 March 15, 2017
 June 15, 2016
 April 1, 2016
 June 1, 2015
 January 15, 2015
 June 15, 2012
 June 15, 2011
 June 1, 2010
 May 1, 2009
 August 15, 2008
 June 3, 2008
 August 15, 2007
 October 15, 2006

ATTACHMENTS:

- A. AR Form 300-01A, Visitor Application
- B. AR Form 300-01B, Offender Visitor Consent to Search Authorization
- C. AR Form 300-01C, Visiting Update
- D. AR Form 300-01D, Offender Visiting Program Comments
- E. AR Form 300-01E, Authorization for Clergy/Faith Group Representative
- F. AR Form 300-01F, Offender Visiting List Denial Form
- G. AR Form 300-01G, Authorization for Minor Child Visitation
- H. AR Form 300-01 H, Offender Request for Special Visit
- I. AR Form 100-01A, Administrative Regulation Implementation/Adjustment

DEPARTMENT OF CORRECTIONS
VISITOR APPLICATION
(FACILITY ADDRESS ADDED HERE)

Dear Sir or Madam:

Offender Name _____ DOC Number _____ has requested you be given an application to visit them in the Colorado Dept. of Corrections. If you wish to visit this offender you must complete this application and return it to the address above. If you do *not* wish to visit this offender please ignore this letter. For more information regarding ADA accommodations, visit www.colorado.gov/cdoc/ click Offender Information and Visit an Offender or see Administrative Regulation 100-42.

Do you require the use of a service animal to visit? _____ YES _____ NO

Your Name: _____ Date of Birth ____/____/____
Last First MI

Maiden Name: _____ SSN: _____ - _____ - _____ (Optional)

Address: _____
Residential address Apt # or Lot # City State Zip code

Home Phone ____/____/____ - _____ Work/Other Phone ____/____/____ - _____

E-Mail Address (utilized to send notification of approval): _____

Drivers License/State Identification Card Information: (ATTACH COPY OF DRIVER'S LICENSE OR STATE ID: address must match address on application.)

State issued: _____ Number: _____ Date Issued: ____/____/____ Expiration: ____/____/____

Are you related to this offender? _____ Yes _____ No

What is the relationship: _____

Are you an immediate family member of this offender? _____ Yes _____ No

(Immediate family member is defined as: Grandparents, parents, step-parents, adoptive parents, legal guardian, brother, step or half-brother, sister, step or half-sister, spouse, son, daughter, step/foster/adopted children, and grandchildren.)

If you are not related to the offender, how long have you known this person? _____

If you are not related to the offender, where/how did this relationship develop? _____

Are you now or have you been on another offender's visiting list in the past twelve months. ____ Yes ____ No

If yes explain who, when, and why: _____

Are you employed, or have you ever been employed, or worked in a Colorado prison or private prison? ____ Yes ____ No

Have you or a family member ever been employed by the Colorado DOC, private prisons, or previously been a DOC/private prison volunteer?
____ Yes ____ No (If yes, when and at which facilities/office) _____

Are you currently corresponding/volunteering or visiting with another offender at this or another facility? ____ Yes ____ No (If yes, offender name and number.) _____

Have you ever been arrested or charged for any crime or complaint whether it was deferred, dismissed, acquitted, pled down, including all traffic infractions? ____ Yes ____ No

Are you presently on probation, parole, or [any form of criminal justice supervision]? ____ Yes ____ No (If yes, provide probation/parole officer name and phone number.) _____

Has any member of your family (other than offender above) ever been incarcerated at a penal institution? ____ Yes ____ No (If yes, list all name(s) and relation.) _____

Will you be bringing any minor children (under age 18) to visit this offender with you? If so, provide the following information for each minor child that will be visiting this offender with you: (A minor may only visit in the company of his/her parent or legal guardian. If you are not the parent or legal guardian of the minor child, you must provide a notarized statement (Attachment 300-01G) completed by the parent or legal guardian who gives you permission to bring the minor child for visitation with this offender. A copy of the birth certificate for each minor child is required. The statement will be kept on file at the facility.) (There must be a separate document for each minor child.)

Name Last First Address Date of Birth Relation to Offender

CERTIFICATION: I certify that all the statements on this form are true. I understand that false information can delay the application process and can also be cause to deny my application for up to 1 year if it is shown to be intentional. I also understand that my visiting status may be inactivated, after being approved, if it is found that information on this form is falsified. I hereby authorize any representative of the Colorado Department of Corrections bearing this release to obtain any information pertaining to my personal background and activities from criminal justice and motor vehicle agencies. This information will include criminal record information. I understand that the information is for official use only by the Colorado Department of Corrections for determining eligibility to enter a Colorado correctional facility for the sole purpose of visiting an offender. If a criminal records investigation reveals criminal charges without disposition, I will provide a court order or similar legal document which stipulates what disposition was made of the charge(s), before the application process will continue.

Applicant Signature _____ **Date** _____

Failure to complete this form will delay the processing of this request. You must provide all requested information, add additional pages if necessary. You will not be allowed to visit until this request is processed.

Date Applicant Contacted and Advised: _____

IMPORTANT NOTICE
THE FOLLOWING PROVISIONS OF THE
DRESS CODE **APPLY TO BOTH CONTACT AND NON-CONTACT VISITING AND**
WILL BE STRICTLY ENFORCED

1. The only jewelry or adornment visitors will be permitted to wear into the visiting area is a wedding ring set, one religious medallion, and medical alert badges. Medicine bags are not allowed. Any dermal jewelry implants that cannot be removed by the visitor will be allowed.
2. No controversial/objectionable gang, obscene, drug and alcohol designs, objectionable messages or profanity on clothing.
3. Hair extensions and/or wigs will be permitted but are subject to search in a respectful and appropriate manner. Hair extensions which are attached to the hair with a clip or comb will not be allowed. Only hair accessories which are soft in nature will be permitted to be worn inside the visiting area.
4. No top or bottom clothing which is solid gray, solid green, solid orange, solid white, camouflage, tactical in nature.
5. Shoes are required. Infants are not required to wear shoes until such time as they can walk. Infants and toddlers who are able to walk must wear shoes at all times during the visit. Minors are allowed to wear shoes that display lights.
6. Clothing which is sheer or transparent will not be permitted. Clothing that contains holes and/or rips will not be permitted.
7. Appropriate undergarments are required, but will not be visible.
8. Trousers will be worn in the manner intended (no sagging).
9. No cargo pants or shorts.
10. Wrap-around clothing will not be allowed.
11. Visitors are not to wear hats into the visiting area, except for religious hats or headgear or by the approval of a disability accommodation. Gloves, scarves, or outer garments, such as topcoats, raincoats, jackets, and similar inclement weather attire will not be permitted within the visiting area. No hooded garments will be allowed in the visiting area.
12. If a pull over, zipper, or button up sweater is worn, it will be worn at all times inside the visiting area. A garment is required to be worn underneath the sweater within the guidelines of this policy.
13. Outer garments worn on the bottom half of the body must be no shorter than the knee while standing.
14. Any clothing worn on the top half of the body must have sleeves and not expose the cleavage line, back, midriff and/or underarm at any time while standing, sitting, and/or bending down.
15. Leggings may only be worn under outer garments that must be no shorter than the knee while standing.
16. Prescription sunglasses only.

STATE OF COLORADO
DEPARTMENT OF CORRECTIONS
OFFENDER VISITOR CONSENT TO SEARCH AUTHORIZATION

A. UNDER THE PROVISIONS OF COLORADO LAW, THE FOLLOWING ITEMS ARE DECLARED CONTRABAND TO THE OFFENDER POPULATION. VISITORS WILL NOT INTRODUCE OR ATTEMPT TO INTRODUCE THESE ITEMS INTO THIS FACILITY OR AT ANY LOCATION WHERE AN OFFENDER IS LIKELY TO BE LOCATED WHILE SUCH OFFENDER IS IN THE CUSTODY AND UNDER THE JURSDICTION OF A POLITICAL SUBDIVISION OF THE STATE OF COLORADO OR THE DEPARTMENT OF CORRECTIONS, BUT NOT ON PAROLE.

1. Any dangerous instrument: A firearm, explosive device or substance (including ammunition), knife or sharpened instrument, poison, acid, bludgeon, or projective device, or any other device, instrument, material, or substance which is readily capable of causing or inducing fear of death or bodily injury, the use of which is not specifically authorized.
2. Alcoholic beverages.
3. Marijuana and/or marijuana products
4. Controlled substances.
5. Any key, key pattern, key replica, or lock pick.
6. Any tool or instrument that could be used to cut fence or wire, dig, pry, or file.
7. Any money or coin of United States or foreign currency or any written instrument of value.
8. Any uncanceled postage stamp or implement of the United States postal service.
9. Any counterfeit or forged identification card.
10. Any combustible material.
11. Any drug, other than a controlled substance, in quantities other than those authorized by a physician.
12. Any mask, wig (which was not disclosed in advance), disguise, or other means of altering normal physical appearance which could hinder ready identification
13. Any drug paraphernalia: all equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of the laws of this state.
14. Any material which is "obscene."
15. Any chain, rope or ladder.
16. Any cigarettes or tobacco products, tobacco substitutes, vaping products or e-cigarettes or vaping liquid.
17. Any portable electronic communication device including but not limited to cell phones, public, private or family style radios, pagers, personal digital assistants, any other device capable of transmitting or intercepting cellular or radio signals, and portable computers; except those devices authorized by the executive director of the DOC.
18. Any article or thing that poses or may pose a threat to the security of the detention facility as determined by the administrative head of the facility. This will include but not be limited to: matches, cigarette lighters, any substances used for brewing or making intoxicating beverages, any counterfeit or forged medium of exchange, or paraphernalia used to produce this medium, any written message, item or object that is to be sent or brought to another offender, batteries, cameras, film, flashbulbs, flashlights, chewing gum, pets, plant life, or any article or substance that is not specifically allowed by facility procedures.

AUTHORITY

C.R.S. 12-46-103, C.R.S. 12-47-103, C.R.S. 18-7-101, C.R.S. 18-8-203-204.2, C.R.S. 18-18-102, C.R.S. 18-18-202-207 and C.R.S. 18-18-426

B. ALL VISITS ARE SUBJECT TO AUDIO AND VIDEO MONITORING

C. PENALTIES:

ANYONE VIOLATING SECTION A MAY BE BARRED FROM THE FACILITY AND MAY BE SUBJECT TO CRIMINAL PROSECUTION

D. DECLARATION OF CONSENT AND WAIVER

Any person entering a DOC facility without a permanent or construction ID card will have a background check completed, prior to entry into a facility or onto DOC owned property. If possible, a completed AR form 300- 27C, Consent to Search Authorization and Registration, must be received ten days in advance of the anticipated date of access.

AS A CONDITION OF ENTERING THE PROPERTY OF THE COLORADO DEPARTMENT OF CORRECTIONS, I HEREBY CONSENT TO ANY SEARCH OF MY PERSON AND/OR ANY SEARCH OF MY PERSONAL PROPERTY OR OF ANY VEHICLE THAT I MAY BRING ON THE GROUNDS OF THIS FACILITY. IF MINOR CHILDREN ARE VISITING, I AM AUTHORIZED TO CONSENT ON THEIR BEHALF TO THE SEARCH OF THEIR PERSON AND/OR PERSONAL PROPERTY. I ACKNOWLEDGE THAT I HAVE THE OPPORTUNITY TO LEAVE THE FACILITY IMMEDIATELY IF I CHOOSE NOT TO GIVE THIS CONSENT TO SEARCH. I HEREBY DECLARE THAT I HAVE READ AND UNDERSTAND, AND WILL ABIDE BY THE PROVISIONS OF THE ABOVE REGULATIONS. I UNDERSTAND THAT VIOLATION OF ANY OF THE ABOVE PROVISIONS, OR THE ENTERING OF ANY FALSE INFORMATION ON THIS FORM MAY RESULT IN MY BEING BARRED FROM OR DENIED ACCESS TO ANY COLORADO DEPARTMENT OF CORRECTIONS FACILITIES.

SECTION I: OFFENDER VISIT DATA

NAME OF OFFENDER	DOC NUMBER	FACILITY/CENTER
DATE	PURPOSE	

SECTION II: VISITOR VEHICLE DATA

LICENSE PLATE NUMBER	STATE	MAKE OF CAR	MODEL	YEAR	COLOR	IF YOU WERE A PASSENGER, YOU MUST IDENTIFY THE CAR YOU ARRIVED IN.
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SECTION III: VISITOR DATA

1. VISITOR NAME (PRINTED): LAST _____ FIRST _____ MI _____
 DOB _____ SEX _____
 ADDRESS _____
 CITY _____ ST _____ ZIP _____
 TYPE OF ID _____ ID NUMBER _____
 RELATIONSHIP _____
 FACILITY/DESTINATION _____
 SIGNATURE _____ DATE _____
2. VISITOR NAME (PRINTED): LAST _____ FIRST _____ MI _____
 DOB _____ SEX _____
 ADDRESS _____
 CITY _____ ST _____ ZIP _____
 TYPE OF ID _____ ID NUMBER _____
 RELATIONSHIP _____
 FACILITY/DESTINATION _____
 SIGNATURE _____ DATE _____
3. VISITOR NAME (PRINTED): LAST _____ FIRST _____ MI _____
 DOB _____ SEX _____
 ADDRESS _____
 CITY _____ ST _____ ZIP _____
 TYPE OF ID _____ ID NUMBER _____
 RELATIONSHIP _____
 FACILITY/DESTINATION _____
 SIGNATURE _____ DATE _____



Consentimiento para la Autorización y Registro de la Búsqueda

A. Bajo las provisiones de la ley de Colorado, los siguientes artículos son declarados contrabando en prisión. Los visitantes no introducirán ni intentarán introducir estos elementos en esta prisión, oficina, o en cualquier lugar donde se encuentran prisioneros detenidos mientras que estén bajo la custodia y bajo la jurisdicción de una subdivisión política del Estado de Colorado o del Departamento de Correcciones, pero no en libertad condicional.

1. Cualquier instrumento peligroso: Un arma de fuego, artefacto explosivo o sustancia (incluyendo municiones), cuchillo o instrumento afilado, veneno, ácido, bala, o dispositivo proyectivo, o cualquier otro dispositivo, instrumento, material o sustancia fácilmente capaz de causar o inducir miedo de muerte o lesiones corporales, cuyo uso no está específicamente autorizado.
2. Bebidas alcohólicas
3. Marihuana y / o productos de marihuana
4. Sustancias controladas
5. Cualquier clave, patrón de clave, réplica de clave o ganzúa.
6. Cualquier herramienta o instrumento que pueda utilizarse para cortar valla o alambre, cavar, usar como palanca, o afilar.
7. Cualquier dinero o moneda de Estados Unidos o moneda extranjera o cualquier instrumento escrito de valor.
8. Cualquier sello de correos no cancelado o implemento del servicio postal de los Estados Unidos.
9. Cualquier tarjeta de identificación falsificada o forjada.
10. Cualquier material combustible.
11. Cualquier medicamento, que no sea una sustancia controlada, en cantidades que no sean las autorizadas por un médico.
12. Cualquier máscara, peluca, disfraz, u otros medios de alterar la apariencia física normal que podría dificultar la identificación rápida.
13. Cualquier equipo, productos y materiales de cualquier tipo que se utilicen, estén destinados a ser utilizados o diseñados para su uso en la siembra, propagación, cultivo, recolección, envasado, reembalaje, almacenamiento, contención, ocultación, inyección, ingestión, inhalar o introducir de otra manera en el cuerpo humano una sustancia controlada en violación de las leyes de este estado.
14. Cualquier material que sea "obsceno".
15. Cualquier cadena de cuerda o escalera.
16. Cigarrillos o productos de tabaco, sustitutos del tabaco, productos de vapeo o cigarrillos electrónicos o líquido de vapeo.
17. Cualquier dispositivo portátil de comunicación electrónica que incluya, entre otros, teléfonos celulares, radios públicas, privadas o de estilo familiar, buscapersonas, asistentes digitales personales, cualquier otro dispositivo capaz de transmitir o interceptar señales celulares o de radio y ordenadores portátiles; excepto los dispositivos autorizados por el director ejecutivo del DOC.
18. Cualquier artículo o cosa que se pueda presentar una amenaza para la seguridad de la oficina/oficina del Departamento de Correcciones según lo determine el jefe administrativo de la institución / oficina. Esto se incluye pero no se limita a: cerillas, encendedores de cigarrillos, sustancias utilizadas para preparar cerveza o bebidas embriagantes, cualquier medio de cambio falsificado o forjado o cualquier objeto que se envíe o traiga a otro detenido, baterías, cámaras, películas, lámparas de flash, linternas, gomas de mascar, mascotas, vida vegetal o cualquier artículo o sustancia que no está específicamente permitido por los procedimientos de la instalación / oficina.

Autoridad:

- A. C.R.S. 12-46-103, C.R.S. 12-47-103, C.R.S. 18-7-101, C.R.S. 18-8-203-204.2, C.R.S. 18-18-102, C.R.S. 18-18-202-207 and C.R.S. 18-18-426
- B. Todas las visitas están sujetas a monitoreo de audio y video
- C. Penalidades: Cualquiera persona que viole la sección a puede ser excluido de la instalación y puede ser sujeto a cargos criminales.

Declaración de Consentimiento y Renuncia

Cualquier persona que ingrese a una instalación de DOC sin una tarjeta de identificación permanente o de construcción tendrá una verificación de antecedentes completada, antes de ingresar a una instalación o propiedad de DOC. Si es posible, se debe recibir un formulario AR 300-27C, Consentimiento para buscar autorización y registro, diez días antes de la fecha de acceso prevista.

Como condición para ingresar a la propiedad del Departamento de Correcciones de Colorado, por la presente doy mi consentimiento para que se registre a mi persona y / o se registre mi propiedad personal o cualquier vehículo que pueda traer en los terrenos de esta instalación. Si los niños menores de edad están de visita, estoy autorizado a dar mi consentimiento para el registro de su persona y / o propiedad personal. Reconozco que tengo la oportunidad de salir de la instalación inmediatamente si decido no dar este consentimiento para la búsqueda.

Por la presente declaro que he leído y he comprendido, y cumpliré con las provisiones de los reglamentos antes mencionados, AR 300-27. Comprendo que infracción de cualquiera de las provisiones antes mencionadas, o falsificación de información en esta forma tendrá como resultado ser impedido de entrar o de acceso negado al penitenciario o cualquiera de los edificios del Departamento Correccional de Colorado.

Sección I: Datos del Preso

Nombre del preso	Número de DOC	Nombre del Prisión
Fecha:	Propósito	

Sección II: Datos del vehículo del visitante

Numero de Licencia	Estado	Hacer del Coche	Modelo	Año	Color	<i>Si usted era un pasajero, identifique el automóvil en el que llegó.</i>
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Sección III: Datos del visitante

1. Nombre del visitante (Impreso): El apellido: _____ Primer nombre _____ Inicial del segundo nombre _____
 Fecha de nacimiento: _____ Sexo _____
 Dirección: _____
 Ciudad: _____ Estado: _____ Código postal: _____
 Tipo de identificación _____ Número de identificación _____
 Relación con el preso _____
 Nombre del Prisión: _____

Firma _____ Fecha _____

2. Nombre del visitante (Impreso): El apellido: _____ Primer nombre _____ Inicial del segundo nombre _____
 Fecha de nacimiento: _____ Sexo _____
 Dirección: _____
 Ciudad: _____ Estado: _____ Código postal: _____
 Tipo de identificación _____ Número de identificación _____
 Relación con el preso _____
 Nombre del Prisión: _____

Firma _____ Fecha _____

3. Nombre del visitante (Impreso): El apellido: _____ Primer nombre _____ Inicial del segundo nombre _____
 Fecha de nacimiento: _____ Sexo _____
 Dirección: _____
 Ciudad: _____ Estado: _____ Código postal: _____
 Tipo de identificación _____ Número de identificación _____
 Relación con el preso _____
 Nombre del Prisión: _____

Firma _____ Fecha _____



Visiting Update

Name of Offender _____

DOC Number _____

Facility/Center _____

Printed Visitor's Name (Enter updated information in the appropriate blanks):

Last _____

First _____

MI _____

Address _____

City _____

ST _____

ZIP _____

DOB _____

Sex _____

Relationship _____

Height _____

Weight _____

Hair Color _____

Eye Color _____

Type of ID _____

ID Number _____

Ethnicity (optional) _____

Vehicle Information (Enter updated information in the appropriate blanks):

License Plate Number	State	Make of Car	Model	Year	Color	If you were a passenger – you must identify the car you arrived in.

OR

Inactivation of offender visitor record:

To Administrative Head or Designee,

Please approve the deletion of my visiting record from the above-mentioned offender. I no longer wish to be an active visitor with the offender.

Signature _____

Date _____



Offender Visiting Program Comments

Facility _____

1. If you have suggestions to help us improve our visiting program, please place your comments below:

2. If you have identified a problem area in the above section and have a solution to the problem, please state below.

3. If you have had a positive experience with our Visiting staff, please state below:.

3. If you would like us to reply to your comments, please provide the following information:

Name: _____
Address: _____
E-Mail: _____



Authorization for Clergy/Faith Group Representative

Return Completed form to the Respective Facility

Last Name										First Name										MI									
Address																				No. And Street									
City/Town										State					Zip Code														
Area Code/Home Phone										Area Code/Work Phone/Extension																			
Date of Birth										Social Security Number (optional)																			

Clergy/Faith Group Organization Information:

Name of Ordaining Body or Faith Group/Organization Represented																													
Address																				No. And Street									
City/Town										State					Zip Code														
Area Code/Phone Number																													

Faith Group Represented? _____

Are you currently in good standing with the above? Yes ____ No ____

Reason for visit? _____

Name of Offender															Number of Offender				
Facility																			

This form and applicant's documentation must be returned to the facility chaplain/facility volunteer coordinator.
NOTE: Final approval for facility access rests with the facility administrative head/designee.

Applicant's Signature: _____ DATE: _____

APPROVE: _____ DENY: _____ DATE: _____
Volunteer Coordinator/Facility Chaplain

APPROVE: _____ DENY: _____ DATE: _____
Administrative Head /Designee

Comments: _____



Offender Visiting List Denial Form

Offender Name: _____ DOC #: _____ Facility _____

Visitor Name(s) _____
will not be added to your visiting list as requested or has /have been removed from your visiting list.

Reason for Action:

- Possible warrant(s) and/or probation(s).
- Individual is banned from all Department of Corrections facilities.
- Pending felony charges. Felony adjudication for which the terms of the sentence have not been completed, satisfied, or discharged and/or does not meet required timelines.
- Pending misdemeanor charges or a misdemeanor adjudication for which the terms of the sentence have not been completed or does not meet required timelines.
- Minor children must visit with their legal guardian or member of their immediate family and/or minor child birth certificate, Authorization for Minor Child Visitation form, Power of Attorney and/or proof of Guardianship was not supplied.
- Did not submit a copy of license or state ID and/or address must be updated with the Department of Motor Vehicles.
- Exceeds limit of 12 active visitors.
- Applicant is a victim, co-defendant, current or former DOC employee, private prison employee, contract worker, volunteer or private company employee who provided hospital supervision assistance.
- Applicant is active on another offender's visiting list and is not immediate family of both and/or has not waited a full year since visiting a Department of Corrections facility
- Disposition is needed on the below mentioned case(s) for review before a decision can be made.
- Failed to fully complete the required information on the visitor application. (Please mail out another application to be completed and resubmitted.)
- Visitation is not authorized due to a protection order that prohibits contact with the offender the applicant wishes to visit.

Additional remarks: _____

Visiting Officer _____

Date _____

cc: Visiting file, Offender



Authorization for Minor Child Visitation

I understand that minor child(ren) may only visit an incarcerated offender in the presence of the child’s parent or legal guardian, or in the company of an immediate family member (who is at least 18 years old) of the child with the parent’s/legal guardian’s express written permission. I understand that “immediate family member” is defined by the Department of Corrections as grandparents; parents, to include step-parents and adoptive parents; legal guardian, sibling, to include brother, step or half-brother, sister, step or half-sister; aunt, and uncle. Legal guardianship is court-ordered and may include a person or department that has physical and/or legal custody of a minor child in foster care, kinship care or the care of the Colorado Department of Human Services.

I, _____, am the parent/legal guardian of _____, a minor child, and hereby grant permission for the child named above to visit _____, DOC # _____ in the company of _____. This permission will remain in effect until revoked by me in writing.

Proof of parent/child or guardian/child relationship must be established by a court, governmental agency, or personal agreement which has been reduced to writing and notarized, e.g., birth certificate, custody order, power of attorney executed in accordance with C.R.S. 15-14-105, etc., a copy of which must be attached to this authorization.

Executed this _____ Day of _____, 20__.

Signature of Parent or Legal Guardian

Subscribed before me this _____ Day of _____, 20__.

Signature of Notary Public

My commission expires: _____



Offender Request for Special Visit

Offender Name _____ DOC # _____ LU # _____
 Date of Special Visit Requested _____

I request a **Special Visit** with the person(s) herein. I understand that if approved, this visit applies to the date(s) and time(s) shown below. All adult visitors must attach a legible copy of Driver's License or State I.D. to the application and have a visiting application on file or attach a completed application to this request. All minors must have a birth certificate on file prior to the visit. Minors must also have an Attachment G (300-1G) form for each family member, other than their parent(s), who is bringing them in. Further, I understand that it is my responsibility to inform my visitor(s) of the date(s) and time(s) that they have been approved for a **Special Visit**, and that if my visitor(s) arrive at this facility prior to complete approval, they will be refused entry. I understand that when I submit this request for **Special Visit**, that I provide at least 10 calendar days for this request to be processed and approved. **I understand that failure to complete all required areas of this form may result in denial of the special visit. My reason(s) for this request are as follows:**

Visitors

1. Name _____ Date of Birth _____ Relationship _____
 Street Address, City, State, Zip _____ Phone number _____
 Driver's License/ID # _____ Social Security # (optional) _____
2. Name _____ Date of Birth _____ Relationship _____
 Street Address, City, State, Zip _____ Phone number _____
 Driver's License/ID # _____ Social Security # (optional) _____
 Parent/Authorized Family Member (if Minor) _____
 Birth Certificate/ Attachment G: In Visiting File _____ or Enclosed: _____
3. Name _____ Date of Birth _____ Relationship _____
 Street Address, City, State, Zip _____ Phone number _____
 Driver's License/ID # _____ Social Security # (optional) _____
 Parent/Authorized Family Member (if Minor) _____
 Birth Certificate/ Attachment G: In Visiting File _____ or Enclosed: _____
4. Name _____ Date of Birth _____ Relationship _____
 Street Address, City, State, Zip _____ Phone number _____
 Driver's License/ID # _____ Social Security # (optional) _____
 Parent/Authorized Family Member (if Minor) _____
 Birth Certificate/ Attachment G: In Visiting File _____ or Enclosed: _____

Case Manager Review

Date CM Received Request:	Approve: Yes No
Case Manager:	Date:
Comments:	

Visiting Staff Review

Visiting Employees:	Date:
Comments:	

Manager Review

Manager:	Date:
Approve:	Deny: Comments:

ADMINISTRATIVE REGULATION
IMPLEMENTATION/ADJUSTMENTS

AR Form 100-01A (04/15/08)

CHAPTER	SUBJECT	AR #	EFFECTIVE
Facility Security	Offender Visiting Program	300-01	07/01/22

(FACILITY/WORK UNIT NAME) _____

WILL ACCEPT AND IMPLEMENT THE PROVISIONS OF THE ABOVE ADMINISTRATIVE REGULATION:

AS WRITTEN NOT APPLICABLE WITH THE FOLLOWING PROCEDURES TO ACCOMPLISH THE INTENT OF THE AR

(SIGNED) _____ (DATE) _____
Administrative Head