



DEPARTMENT OF CORRECTIONS

Correspondence / Visiting List

Inmate: _____ DOC / MSP Number: _____ Date: _____

The inmate listed above has requested that your name be placed on his correspondence/visiting list. If approved, this will authorize you to visit him at a Department of Corrections—State of Montana Correctional Facility and may authorize you to mail/place money (U.S. Postal money order or Cashier's Check only) on his inmate account. You can also place money on his account electronically by going to www.inmatetrust.com and creating an e-pass account.

Please complete entire form, failure to answer or provide complete information to each question will result in application being denied. One form must be completed for each adult. Minor child(ren) must be listed on the same form as their legal guardian. Criminal background checks will be completed on each form.

No matter which facility the inmate resides at, all completed forms must be mailed to: Mail Technicians, 400 Conley Lake Road, Deer Lodge, Montana 59722. It takes approximately 45 days after receipt for the form to be processed.

If your address changes please notify the MSP Mail Department in writing at the above address and list the name(s) of the inmate(s) whose list you are on.

The complete Montana Department of Corrections policies covering this subject can be found at the following website: www.cor.mt.gov

If you have questions regarding the visiting process you can call (406) 846-1320 ext. 2503 or 2258.

NOTE: You are not authorized to be on multiple inmates' visitation lists unless you are immediate family to both inmates. If already listed on another visiting list, you must submit in writing to MSP Mailroom Technicians that you wish to be removed from the prior inmate's visitation list. There will be a 90-day waiting period before you are able to submit a new visiting questionnaire after the removal has occurred.

ALL PERSONS AND THEIR PROPERTY ENTERING MONTANA STATE PRISON GROUNDS ARE SUBJECT TO BE SEARCHED. POSSESSION OF WEAPONS, ALCOHOL, TOBACCO, AND DANGEROUS DRUGS ARE IN VIOLATION OF THE LAW AND VIOLATORS WILL BE PROSECUTED.

STATE OR FEDERAL PICTURE ID IS REQUIRED FOR ALL PERSONS OVER THE AGE OF 18.

1. NAME: _____ DATE OF BIRTH: _____

2. ADDRESS: _____ SOC. SECURITY #: _____
PO BOX NUMBER: _____ PHONE #: _____
CITY: _____ STATE: _____ ZIP CODE: _____

3. YOUR RELATIONSHIP TO THE INMATE: (check the appropriate designation) Mother Father Son
Daughter Spouse Grandparent Brother Sister Friend Other _____

4. HAVE YOU VISITED UNDER ANY OTHER NAMES? Yes No
If yes, list names: _____

5. HAVE YOU EVER BEEN EMPLOYED BY THE MONTANA DEPARTMENT OF CORRECTIONS OR ANY OF THEIR CONTRACTED FACILITIES?
Yes No If yes, list facility name and position: _____

6. ARE YOU ON ANOTHER INMATE'S VISITING LIST? Yes No
(NOTE: You are not authorized to be on multiple lists unless you are immediate family to both inmates. If you choose not to be removed you are not eligible for visiting privileges).

7. YOUR OCCUPATION: _____ Employer: _____
Business Address: _____ Phone: _____

8. YOUR MINOR CHILDREN:
Name: _____ Age: _____ Date Of Birth: _____
Their Relation to inmate: _____
Name: _____ Age: _____ Date Of Birth: _____
Their Relation to inmate: _____
Name: _____ Age: _____ Date Of Birth: _____
Their Relation to inmate: _____

9. ARE THE MINOR CHILDREN CURRENTLY UNDER COURT ORDERED SUPERVISION? Yes No
ARE THERE ANY DPHHS/CPS COURT ORDERS RELATED TO ANY OF THE CHILDREN: Yes No
Officer's Signature: _____ Phone # _____

10. HAVE YOU EVER BEEN CITED FOR VISITING ROOM INFRACTIONS/VIOLATIONS? Yes No
If yes, what type of infraction? _____ Date of Infraction : _____

11. HAVE YOU EVER BEEN CONVICTED OF A FELONY? Yes No

12. DO YOU CURRENTLY HAVE ANY FELONY CHARGES PENDING? Yes No

13. ARE YOU PRESENTLY ON PAROLE OR PROBATION? Yes No Where: _____
Name of Parole or Probation Officer: _____
His/Her address: _____ Phone#: _____
Authorization of Parole or Probation Officer: _____

How long have you been released from prison: _____

NOTE: If you are an attorney of record, you will need to fill out the following section:

Firm Name _____ Address: _____

Business Phone: _____

14. I certify that the above information is true and does not contain misleading statements. I further understand that by certifying the above, if incorrect, I may be later denied visiting and mailing privileges. By Signing this form I also give my consent to a criminal background check.

I acknowledge I have read and understand the visitation dress code and regulations attached. I understand that my visiting privilege could be revoked or suspended at any time for violations of the Visiting Policy.

Applicant's Signature: _____ **Date:** _____

THIS SECTION IS FOR OFFICIAL USE ONLY

- The applicant is currently on another inmate's visiting / correspondence list that is not an immediate family member.
- The applicant did not supply proof of marriage. May resubmit with proof of marriage.
- The applicant did not submit complete information. See # _____
- The applicant did not sign form.
- The applicant has pending disposition of charges. Questionnaire may be reviewed upon notification of disposition of charges.
- The applicant is a parolee/probationer and did not have their Probation/Parole Officer sign the form.
- The applicant provided false information regarding their criminal history.
- The applicant does not have 2 years/6 months satisfactory community adjustment. Resubmit after: _____
- The applicant is a former MSP, DOC, or contracted facility employee.
- Other: _____

Approved: _____ Date: _____

Disapproved: _____ Date: _____

Comments:

PROCESSED _____

APPLICANT APPEAL

Instructions: If you disagree with the decision above, you may appeal the decision to the Associate Warden of Security/designee by completing the section of this form, fully explaining why you are appealing, and mail the completed form to:
Montana State Prison; Second Shift Captain; 600 Conley Lake Road, Deer Lodge, MT 59722

Reason for appeal:

Applicant's Signature Date

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CAPTAIN OR DESIGNEES RESPONSE

Is there sufficient evidence and documentation to support decision? Yes No

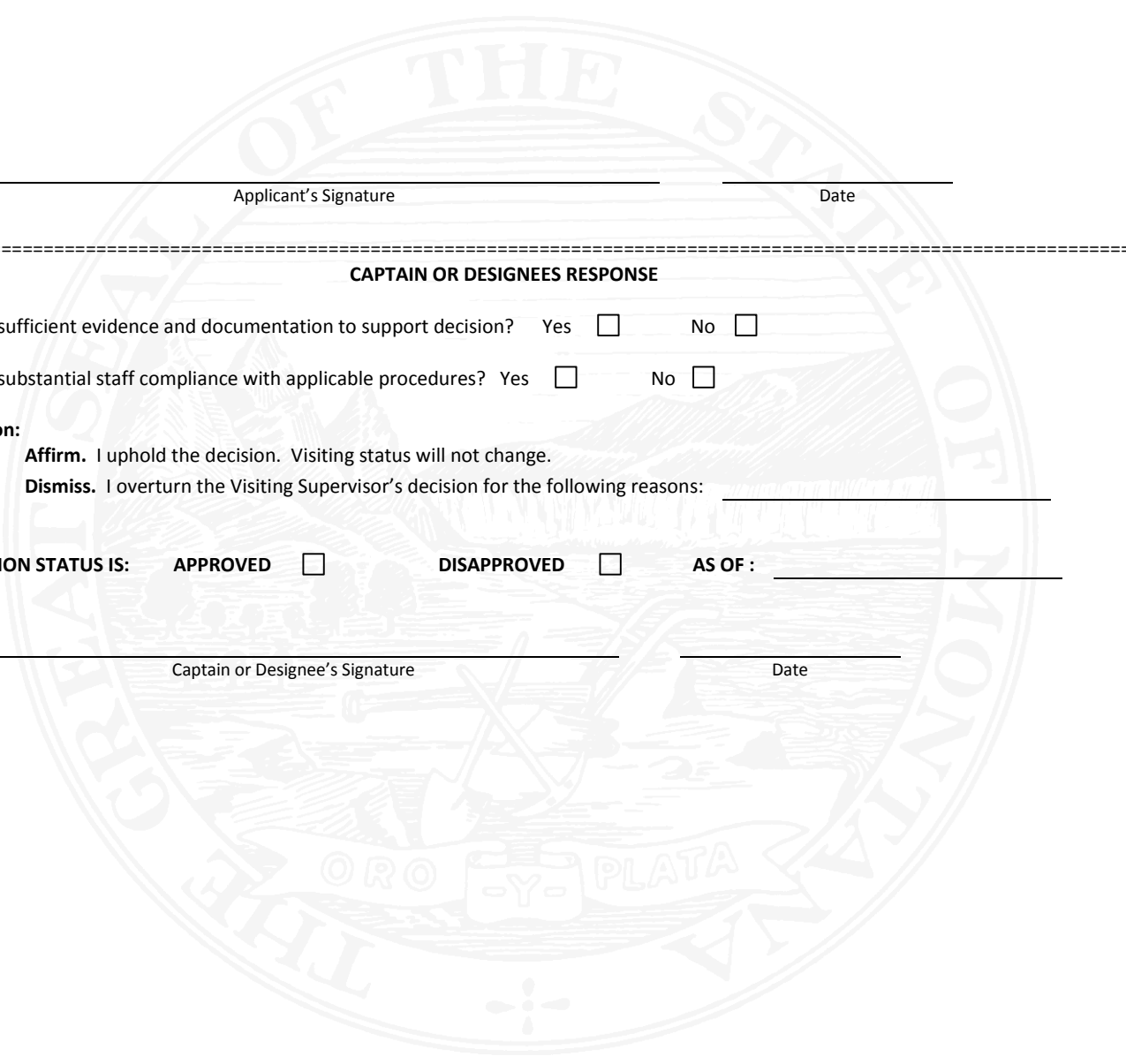
Is there substantial staff compliance with applicable procedures? Yes No

Decision:

- Affirm.** I uphold the decision. Visiting status will not change.
- Dismiss.** I overturn the Visiting Supervisor's decision for the following reasons: _____

VISITATION STATUS IS: APPROVED DISAPPROVED AS OF : _____

Captain or Designee's Signature Date



MSP VISITOR DRESS CODE & VISITING RULES AND REGULATIONS

As approved by Warden Leroy Kirkegard affective date 12/1/2013

Dress Code (these dress codes apply equally to females and males over five years old)

Visitors should dress and maintain their personal hygiene in a manner that is not distracting, disturbing, provocative, or offensive to other visitors, inmates, and/or staff. All clothing must be clean and in good repair (no holes, tears, etc.) the Visiting and/or Visiting Entrance Officer will make decisions in this matter. If the visitor disputes the decision of the Visiting or Visiting Entrance Officer, it will be referred to the Shift Commander. If the Shift Commander determines an individual's clothing or hygiene isn't appropriate, the visitor will be asked to leave. The visitor will not be allowed to cover or mask the problem in question and proceed with the visit. He or she must leave. Because MSP is an adult male facility, female visitors are required to dress in a conservative subdued manner so as not to offend other visitors, staff, or the inmates. Visitors are expected to conduct themselves in a manner that is polite and respectful to other visitors, staff, and inmates. Violations of this may result in being denied entry or early termination of the visit. Repeated violations of these conduct guidelines may result in a suspension or total revocation of the visitor's visitation privileges. Montana State Prison will not tolerate disrespectful or aggressive behavior to include loud, threatening, abusive, or profane language; verbal or physical aggressions toward staff members, offenders, or visitors; inappropriate physical contact; or improper use or abuse of state property.

Visitors wearing the following items/types of clothing **will not be allowed** into the facility:

1. Spandex, form fitting, or excessively baggy tops/shirts or bottoms/pants (normally identified with gang dress).
2. Shorts, beach-type shorts, or cut-offs.
3. Transparent tops, skirts, or pants. Undergarments must not be visible through the clothing.
4. Clothing without the proper undergarments (bra, slip, and underwear). Female visitors must wear a bra at all times (sport, regular or strapless). Bras with metal under wires will not clear metal detection devices, and will necessitate an intrusive clothed body search to verify the source of the metal causing the alert.
5. Sleeveless tops. Tops, shirts or blouses, must be worn with a bra, and 'tank' type tops are not allowed as an outer garment. Tops must be long enough that no skin is exposed when arms are raised overhead. Necklines must not be lower than 2 inches below the notch of the neck.
6. Dresses or skirts:
 - a) Without a slip underneath.
 - b) Without a hem at least 6 inches lower than the knee when standing.
 - c) With slits extending above the knee.
 - d) With button-up or snap-up front, back, or wrap around (these dresses may be worn only if sewn shut).
7. Dress that, taken as a whole, resembles inmate-issued clothing (dark blue, tan, orange scrub type pants or tops).
8. Any clothing that, taken as a whole, resembles staff uniforms (grey tops/bottoms, medical scrub clothing).
9. Camouflage clothing.
10. Beach type flip-flops slippers and steel-toed boots or shoes. Open toed shoes are allowed. Socks of some type must be worn at all times (short socks, women's nylon "footies," etc.) for sanitation purposes.
11. Shoes that have hidden compartments, pockets, or zippered pockets.
12. Clothing items with designs that are profane or derogatory.
13. Clothing with designs that promote illegal drugs, alcohol, or sexual behavior.
14. Clothing that is obviously soiled or has holes/tears large enough to be deemed a distraction.
15. Sunglasses (unless they are prescription).

Visitors are cautioned to refrain from wearing metal items underneath their clothing, as any metal item will not clear the metal detection devices, and will necessitate an intrusive clothed body search to verify the source of the metal causing the alert.

Visitors must hang their coats, vests, hats, scarves on the coat hangers in the visiting room foyers, and are not allowed to remove clothing items they wear into a visiting room. No jackets/coats with hoods will be allowed to be worn inside the visiting room.

/s/ Leroy Kirkegard
MSP Warden

6/6/2012
Effective Date

Visiting Room Rules and Regulations

Any violation of these rules may result in the visit being terminated and possible visiting suspensions or revocation.

Physical contact:

- A brief (approximately 5 seconds) closed mouth facial kiss and an appropriate embrace at the beginning and end of the visit is allowed. Petting or fondling during this kiss/embrace is not allowed. Kissing, embracing, or hugging isn't allowed in the middle of your visit.
- Handholding in full view of the visiting officers is allowed. Massaging, caressing, or rubbing in any form is not allowed. Visitors and inmates are not allowed to interlock their legs or recline their knees against the other person.
- Children 8 yrs. old and younger are allowed to sit only on the lap of the inmate, visiting parent or guardian. Others in the room are not allowed to sit on each other's laps. Exceptions are allowed for photograph poses.

Visitors and inmates are **not allowed** to:

- Seat themselves where the Visiting Officers don't have full view of all parties. Visiting Officers will change seating arrangements to address any concerns.
- Move/re-arrange the chairs and tables in the visiting rooms. The chairs must be kept squared-up to the tables at all times, and not moved to the corners, placed side by side, or turned to face sideways or backward.
- Lean over the tables.
- Interact with those not in their party and/or the inmate they were approved to visit. The same applies to the inmates. They are not allowed to interact with other inmates in the visiting rooms or individuals that were not approved to visit with them. Brief polite and respectful verbal social greetings and acknowledgements are allowed.
- Put their feet on the tables - for any reason.
- Remove their shoes and/or socks. This includes children.
- Remove toys from the designated toy area. Inmates are not allowed in the designated toy area (on the carpet).
- Shake or move a vending machine.
- Take an item purchased from a vending machine out of the Visiting Room.
- Enter areas other than those specifically designated as visiting areas. Restricted areas are marked by painted floor markings/lines.
- Allow children to use restrooms without supervision by the approved visitor they are with
- Exchange any items with anyone.
- Leave the visiting room unless terminating the visit.

Supervision of Children

It is the responsibility of the inmate and his visitor to supervise and control their children while on prison property (this also applies to the lobby and parking lot areas prior to and after visiting). If the inmate and his visitor neglect this responsibility after being warned, the visit will be terminated.

Vending machines

Vending machines are available for purchase of snacks or soft drinks. Only visitors may handle money for the vending machines. Report any problems encountered in using the machines to visiting staff.

Restroom Facilities

Visitors and inmates must notify the Visiting Room Officers when they need to use the restrooms.

/s/ Leroy Kirkegard
MSP Warden

6/6/2012
Effective Date