

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

Inmate Rules

And

Regulations

For

Visitation

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I-218

INMATE RULES AND REGULATIONS VISITATION

INTRODUCTION

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

DEFINITIONS

Contact Visits

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

Contraband

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

Contraband Detection Equipment

Equipment used to discover prohibited items.

Current or Former Employee

Anyone currently or previously employed by the TDCJ, or anyone currently or previously employed by an agent of the TDCJ, including a

private prison vendor, Windham School District (WSD), University of Texas Medical Branch (UTMB), Texas Tech University of Health Sciences Center (TTUHSC), or any other similar entity.

Director's Review Committee (DRC)

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

Extended Visits

Visits that may be permitted at the discretion of the warden or designee for individuals traveling more than 250 miles one way for visitation, if time and space allow. Extended visits may be up to four hours in length.

Family Liaison Officer (FLO)

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

Former Inmate

An individual who has been incarcerated in a state or federal institution, and released under mandatory supervision, parole, discharged, released from a Substance Abuse Felony Punishment (SAFP) facility, or released on shock probation, and may still be under supervision.

General Visits

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

Guardian

An individual appointed by a court to have full or limited authority over an incapacitated person. A guardian is appointed for a finite period of time, subject to extension by the court. A guardian is issued letters of guardianship by the court that state the fact and date of the appointment and the date the letters of guardianship expire. Letters of guardianship expire one year and four months after the issuance date of the letters. Guardians shall be treated as immediate family for the purposes of this plan.

<u>Hardship Visits</u>	Allow children ages 16 and 17, who are on the inmate legal guardian/parent Visitors List and do not have an adult to accompany them, to visit legally recognized guardians or parents who are incarcerated in the TDCJ.
<u>Immediate Family</u>	Includes a ceremonial, proxy, or common-law spouse, natural or adopted mother and stepmother; natural or adopted father and stepfather; natural or adopted children, stepchildren, grandchildren, and step-grandchildren; natural or adopted siblings and stepsiblings; natural or adopted grandparents and step-grandparents; aunts, uncles, nieces, and nephews; persons related by marriage, which are in-laws: father, mother, daughters, sons, brothers, sisters, grandchildren, and grandparents; and a legal guardian.
<u>Inmate</u>	An individual in the custody of the TDCJ.
<u>Remote Video Visit</u>	A live video visit through a kiosk. Visitors must schedule the visit through the vendor website. This type of visit is in addition to the contact or general visits for eligible inmates, and may occur once per month for up to 60 minutes.
<u>Service Animal</u>	An animal, usually a dog, that has been individually trained to do work or perform specific tasks for people with disabilities.
<u>Significant Other</u>	A surrogate parent or a person who holds a special relationship, such as a foster parent or guardian, with an inmate's minor child, verified by the warden.
<u>Special Visits</u>	Visits that allow the warden or designee to permit contact or general visits or authorize special conditions of visits outside of the ordinary course of established visitation rules. Inmates or visitors requesting a special visit shall submit the request in writing or via telephone or email for applicable units to the warden or designee.
<u>Split Visits</u>	Allow inmates and visitors to divide or breakup a visit in one- or two-hour increments. For example, during one two-hour regular visit, two adults may visit during the first hour and two different adults may visit during the last hour; or during one four-hour special visit, two adults may visit during the first two hours and two different adults may visit during the last two hours. Both regular and special split visits allow a total of four adults to visit. Prior to being granted a split visit, the visitor must inform the visitation officer during the visitors' check-in process of the desire to receive a split visit.

Tablet Visitation A program offering video visitation to be conducted via an agency tablet. Video visits via a tablet must be scheduled online through the visitation portal <https://visitation.tdcj.texas.gov/Visitation/>.

Victims of Family Violence

Individuals who may be issued a card that indicates the individual has been certified as a crime victim and is entitled to protection. These individuals may visit using a post office box in lieu of a physical address, when presenting the certification card and a government ID. In particular, the attorney general is authorized under Texas Code of Criminal Procedure art. 58.052 to protect the address information of victims of family violence.

Visitor Identification A current and official government-issued identification (ID), other than a student ID card, and is required for visitors ages 18 or older. Children 17 years of age and younger may be required to provide ID, such as birth certificate, state issued ID, or student ID card (student ID card shall be used only for children ages 17 and younger).

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

Visitors List Change The process of adding or deleting names from an inmate's Visitors List once every six months for institutional inmates and once every 60 days for state jail, intermediate sanction facility (ISF), and substance abuse felony punishment (SAFP) inmates.

Visitors List Status Change

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

1.0 GENERAL INFORMATION

- 1.1 While it is recognized that unit assignments may create hardships for visitors, assignments are based on many considerations other than inmate or family convenience.
- 1.2 Each unit has a designated family liaison officer (FLO), usually the duty warden, to assist inmates' immediate family members and other persons during visits with inmates and give assistance in resolving problems that may affect permitted contact with inmates. The duty warden has the ultimate responsibility for resolving any visitation issue. Other employees and TDCJ approved volunteers shall assist the duty warden in providing assistance to visitors. The volunteer may be able to offer general information regarding unit operations and rules for visitors.
- 1.3 Copies of the I-218, *Inmate Rules and Regulations for Visitation* booklets are prominently displayed at locations in the unit accessible to inmates and in areas accessible to visitors.

1.4 Visitation Schedule (Periods of Visitation):

- 1.4.1 Visits usually occur on Saturday and Sunday between 8:00 a.m. and 5:30 p.m.
- 1.4.2 Visiting cycles begin on Monday and end on the following Sunday. For example, if a visitor of an eligible inmate desires to visit on Sunday and the following Monday, Monday shall begin the next visiting cycle. Therefore, if allowed to visit, this shall count as one visit for each week.
- 1.4.3 Normally, one visit per visiting cycle for eligible inmates is allowed.
- 1.4.4 A regular visiting period is two hours in duration and begins when the inmate and the visitor(s) are present.
- 1.4.5 Due to visitation demand, and if staffing levels allow, the CID director may designate units to expand normal visitation days to include Mondays, Wednesdays, or Fridays.

1.5. Frequency of Visits

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

Custody Level/Class	Frequency
Level 1 (G1, J1); Level 2 (J2 only)	One contact visit/week
Level 2 & 3 and Protective Safekeeping (with SAT 3) (G2, G3, P2, P3, P6 and P7)	One contact visit/week
Level 2 & 3 (G2, G3, P2, P3)	Three contact visit/month
Level 4 - (G4, J4, P4) State jail and	Two contact visits/month

institutional SAT 3 and 4 inmates with no disciplinary convictions for one year	
All other Level 4 (G4, J4, P4)	One general visit/ week
Level 4 (G4) Special Penalty	Two general visits/month
GRAD inmates (CG)	One general visit/week
Protective Safekeeping (P6 and P7)	Three contact visits/month
Outside Trusty (OT), ISF (IP/IS), SAFP (FT), & IPTC (IT)	One contact visit/week
Medical (MD), Mental Health (MH), & Intellectually Impaired (II)	Based on computer recommended custody, which determines the type and frequency of visits

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

1.6 Scheduling

- 1.6.1. Visitation arrangements must be made through the Online Visitation Portal or through the warden’s office between 8:00 a.m. and 5:00 p.m. at least one day but not more than seven days prior to the visit.
- 1.6.2. Unit administration shall make every effort to accommodate visitors who arrive late, if time and space is available. However, all visits will end at 5:30 p.m., regardless of the start time.

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

1.7 Number of Visitors Allowed

- 1.7.1 Each eligible inmate may have two adults, ages 18 and older, per in-person visit. Children ages 17 and younger may visit without being counted in this number. The number of children allowed per visit shall be based on the amount of space available and the visitor’s ability to manage and control the children. (see section 3.0 for restrictions regarding contact visits with children ages 17 and younger)
- 1.7.2 Each eligible inmate is also allowed to have split visits. Additional adults may be allowed to visit at the duty warden’s discretion, if special circumstances arise and space permits.

1.7.3 Eligibility Criteria

- (1) At units where general visit space is not provided, all inmates in G1, J1, G2, J2, and G3/J3 shall be allowed to have contact visits.
- (2) An inmate is eligible for a contact visit if the inmate's eligibility is reflected in the agency's computer records.

2.0 WHO MAY RECEIVE VISITS

2.1 Intake Processing

During the intake process, each inmate shall be asked to submit a list of not more than 10 names and addresses of proposed visitors to the warden or designee on the RO-1, Request for Placement on Visitors List. Each name submitted must include the physical address and phone number of the proposed visitor and the visitor's relationship to the inmate. The inmate, not a visitor, must request to have a visitor added to the Visitors List. The visitor cannot request to be placed on an inmate Visitors List. The only exception to this is the inmate's court appointed guardian. Inmates do not receive visits until the intake process is complete and inmates are classified and assigned a custody.

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

2.3.1 Visitors List

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

3.0 RULES FOR VISITS

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

3.1.1 Hardship Visits: With prior written approval from the warden, children who are ages 16 and 17 and are on the inmate's Visitors List may be allowed to visit a legal guardian or parent inmate, alone, without an adult accompanying them.

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

3.1.2 Child Victim Restrictions: An inmate convicted and sentenced for current or prior crimes involving sexual offenses against children or offenses causing bodily injury to a child, during which the child victim was under the age of 18, is restricted from having contact visits with children under the age of 18. The inmate may have a general visit with a child age 17 or under, only if the inmate is the legally recognized parent of the child and the child was not the victim of the sexual offense or bodily injury. The legal guardian must complete a Child Victim Restriction Affidavit (attached) attesting that the inmate is the legally recognized parent of the child and that the child was not the victim of any sexual offense for which the inmate has been convicted or placed on deferred adjudication before the visit may occur.

3.1.3 The chief of unit classification shall enter the appropriate administrative denial Visitation Restriction ("VR") code in the inmate's records. This restriction is based on the propensity for repeating acts of this nature, and the nature of the intimacy involved in contact visits with children. This restriction is imposed in the interest of visitor safety and the security of the institution, as well as to ensure that criminal acts against children which are of a sexual or assaultive nature do not occur during contact visitation.

3.1.4 There are a few exceptions when a child is allowed to see a sex offender, usually a parent, in a controlled group environment supervised by Sex Offender Treatment Program (SOTP) psychologists. It is not intended to be used to prohibit family participation in counseling groups as a part of the SOTP. These exceptions shall only occur with the approval of the SOTP clinical director.

Inmates may file a grievance or appeal to the Director's Review Committee (DRC) for removal of a "VR" code.

3.2 The warden or designee shall review the list of names submitted by the inmate and approve or deny these persons for visitation, using the RO-1, Request for Placement on Visitors List.

3.3 Each inmate shall be given a copy of the inmate's approved Visitors List. The original inmate's Visitors List shall be placed in the inmate's unit file. The names, addresses, relationships, and phone numbers of each inmate's approved visitors shall also be maintained in the TDCJ's computerized system.

3.4 Visitor Notification

3.4.1 When an inmate receives a TDCJ number, initial unit of assignment, or is transferred to a new unit of assignment, the inmate is responsible for notifying all persons on the inmate's Visitors List of this information including, the unit's mailing address, visitation schedule, to include frequency and length of visits, visitation periods, and any other similar information, and number of visitors allowed per visit.

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

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

The duty warden has the authority to make the final determination whether a former inmate is allowed to visit an inmate based on safety and security concerns.

3.4.3 Visitation Restriction

- When an inmate's visitation privileges are restricted or suspended, such as the inmate's contact visitation privileges are administratively suspended by the Unit Classification Committee (UCC), the inmate is responsible for notifying the individuals on the Visitors List by mail/e-message as to the type and length of the visitation restriction or suspension.
- In the event an inmate is placed on the Critically Ill List, unit health care staff shall notify the warden or designee who shall make the appropriate notifications to the next of kin in accordance with AD-06.10, "Notification Requirements Regarding Critically Ill Offenders."

3.5. Visitor Identification

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

3.5.1 Prior to entering the visitation area, all visitors ages 18 and older shall provide the required ID.

3.5.2 If the visitor’s ID is questionable or not acceptable, further verification shall be required, such as birth certificate, pictured credit card, or another official ID. Children ages 17 and younger may be required to provide an ID, such as birth certificate, DPS ID, or student ID, if the child’s age is questionable due to physical maturity of the child. Student IDs may be used only for children ages 17 and younger.

VISITATION CRITERIA

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

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

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

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

3.6 Visitor and Vehicle Searches

3.6.1 All vehicles and visitors are subject to search when entering TDCJ property. Visitors shall be searched using contraband detection equipment prior to entering the visitation area in accordance with agency policies. Pat searches and the use of body scanning technology shall be conducted by TDCJ security staff of the same gender; however, other contraband detection equipment screening may be performed by either gender. Visitors shall be screened in a sheltered area during inclement weather. Children under 18 shall not be pat searched by TDCJ security staff but shall be screened using other available contraband detection equipment. Parents, guardians, or accompanying adults shall be responsible for ensuring

visiting children are free of any contraband prior to entering a TDCJ unit or facility. Any visitor refusing a search shall be required to leave TDCJ property. Each unit shall have a sign listing these procedures posted at the vehicle check-in point, at units that use vehicle check-in points, and the visitor check-in point. The signs shall be posted in both English and Spanish.

- 3.6.2 All visitors shall leave any metal objects or material capable of causing injury, abetting escape, or otherwise causing a threat to the safety or security of the unit in secured vehicles. The duty warden has the authority to make a final determination whether an object is allowed or not allowed. All hand-carried items shall be searched.

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

- 3.6.3 No internal body cavity searches of visitors shall be conducted. Strip searches of visitors shall only be conducted based on probable cause, if the visitor agrees in writing using the Consent to a Strip Search form, and the duty warden receives prior approval for the strip search from the PFCMOD deputy division director or appropriate CID deputy division director. In making the decision to request authorization for a strip search, the duty warden shall evaluate the grounds asserted to justify the search, including:

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

3.7 Contraband Items

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

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

3.7.1 Contraband Items Not Allowed on TDCJ Property

- (1) Any intoxicating beverages, for instance, a beverage containing any amount of alcohol or drugs used for the purpose of altering one's mental state;
- (2) Any controlled substance, as defined by Texas Health and Safety Code § 481.002, or dangerous drugs, as defined by Texas Health and Safety Code § 483.001, and any other substance or item not otherwise permitted by Texas Penal Code Art. 38.11;
- (3) A person shall not possess a firearm or ammunition on TDCJ property unless it is in accordance with AD-02.95, "Storage of Firearms;" and
- (4) Any instrument that may be used in affecting or attempting to affect an escape.

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

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

3.9 Permissible Items

- 3.9.1 Visitors shall be permitted to bring into the unit a small wallet, clear plastic Ziploc[®] type bag, or change purse.
- 3.9.2 Visitors may bring coin money in an amount not to exceed \$35. Visitors who violate this rule may have the visit denied and may be removed from the inmate's Visitors List.
- 3.9.3 Visitors with infants or small children may bring no more than three diapers, a supply of baby wipes, and two baby bottles, or a "sippy" cup for toddlers, into the unit. These items shall be stored in a clear plastic bag.
- 3.9.4 Visitors may purchase soft drinks and snacks from vending machines for inmates during general and contact visits, but the items must be consumed during the visit.
- 3.9.5 Visitors are permitted to have a service animal accompany them to the visitation area, provided the service animal is required because of a disability. Unless it is readily apparent that an animal is trained to do work or perform specific tasks for an individual with a disability, the inmate visitation officer is permitted to inquire as to whether the animal is required because of a disability and the specific tasks

the animal performs. However, the officer is prohibited from requesting proof that the animal has been certified, trained, or licensed as a service animal. The service animal must remain under the control of its handler at all times during a visit.

3.10 Supervision of Visits

- 3.10.1 Each warden shall establish procedures to ensure all visits are conducted in a quiet and orderly manner.
- 3.10.2 Assigned staff shall constantly monitor against the passing of contraband.
- 3.10.3 Inmates shall be pat or strip searched prior to entering the visitation area and shall be strip searched prior to leaving the visitation area. After completing the visit, the inmate shall immediately leave, and shall not return to, the visitation area.
- 3.10.4 Inmates who are allowed to take a restroom break during the visit shall be strip-searched when exiting and pat or strip searched when re-entering the visitation area. Time taken for restroom breaks shall be considered as part of the visiting period.

3.11 Inmate Rules

- 3.11.1 Inmates shall be required to wear TDCJ-issued pants, TDCJ-issued shirts, which shall be worn tucked in, and TDCJ-issued or commissary-purchased shoes. Inmates may wear TDCJ-issued or commissary-purchased t-shirts, thermals, shoes, and wedding rings (band-type only with property papers) during visits. If the inmate wears a commissary-purchased t-shirt or thermal, it shall be worn under the TDCJ-issued inmate shirt, and shall be worn tucked in.
- 3.11.2 Inmates shall not pass items to other inmates or visitors.
- 3.11.3 Inmates shall not be loud or boisterous during visits.

3.12 Visitor Rules

- 3.12.1 Dress Code – Conservative dress is encouraged for all visitors. The duty warden shall make the final decision whether the visit should be denied based on clothing.
 - Sandals, flip-flops, and open-toe shoes may be worn.
 - Clothing that is tight fitting, revealing, or made with see-through fabrics shall not be allowed. Sleeveless shirts and dresses are allowed, but must cover the shoulders.
 - Shorts, skirts no shorter than three inches above the middle of the knee while standing, capri pants or long pants are allowed.

- Length of clothing is not restricted for pre-adolescent children, generally ages 10 and younger.
- Clothing with pictures or language that may be considered profane or offensive by current public standards shall not be allowed.
- A paper gown shall be made available for visitors who do not meet the dress code.
- Hats may be worn, but cannot be offensive, and are subject to being searched.
- Visitors are not permitted to wear all white.

3.12.2 Visitors are not allowed to engage in the following activities:

- (1) Loitering around the unit's front gate, parking lot, or perimeter pickets;
- (2) Walking along the perimeter road;
- (3) Photographing buildings, fences, or other parts of the unit;
- (4) Playing radios loudly;
- (5) Yelling or using profane language at inmates; or
- (6) Verbally abusing staff or behaving in a discourteous manner toward staff.

3.12.3 Children shall not be left unattended.

3.12.4 Visitors are not allowed to switch from visiting with one inmate to another. This conduct may cause the visit to be terminated and could possibly result in the visitor being removed from the inmate's Visitors List.

3.12.5 Removal of Articles from the Unit

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

3.13 Denial of Visits or Visitors

- 3.13.1 When there is reason to believe that a forthcoming visit, or a particular visitor, may compromise the safety and security of inmates, staff or the unit, the warden or designee shall have the authority to cancel the visit or deny a particular individual permission to visit on that day. In addition, the warden or the UCC may remove an individual's name from an inmate's Visitors List when there is cause to believe the visitor may compromise the security of the unit or safety of inmates and staff.
- 3.13.2 The specific reasons for cancelling a visit, denying a visitor, or removing a visitor from an inmate's Visitors List shall be documented on the TDCJ Inmate Visitation Denial Form and the TDCJ Inmate Visitation Denial Log. A copy of the Inmate-Visitation Denial Form shall be provided to the denied visitor and the inmate, and the original shall be filed in the inmate's unit file. The warden shall report the number of denied visits in the biennial report.
- 3.13.3 A visitor shall be denied permission to visit and may have the visitor's name removed from the inmate's Visitors List if, the visitor:
- (1) Appears to be under the influence of drugs or alcohol;
 - (2) Refuses or fails to produce identification or falsifies identification information;
 - (3) Refuses to be searched or refuses to allow the vehicle to be searched;
 - (4) Misrepresents the relationship; or
 - (5) Knowingly violates any TDCJ visitation rule.
- 3.13.4 If the visitor is removed from the Visitors List or denied visitation for any of the above reasons, the visitor's name shall be placed on the Disapproved Visitors List by designated unit staff.
- 3.13.5 All written notices to inmates shall include the specific reasons for the administrative action taken, except in those instances when disclosure of the reasons to the inmate would create an immediate and serious threat to the physical safety or security of the staff, inmate, or other inmates or jeopardize an ongoing criminal investigation. In such cases, the reason may be stated as follows: "For the security and safety of staff, inmates, and the institution or to protect the integrity of an investigation."
- 3.13.6 An inmate may appeal the decision to remove an individual's name from the inmate's Visitors List through inmate grievance procedures or by submitting a written appeal to the DRC.

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

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

3.14 Termination of Visits in Progress

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

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

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

3.15 Suspension of General Visits

Loss of general visitation privileges cannot be imposed as a punishment upon conviction for a disciplinary violation. Visitation privileges may be suspended for inmates on lockdown status in accordance with AD-03.31, "Unit Lockdown Procedures."

4.0 VISITS FOR OTHER CATEGORIES

4.1 Developmental Disabilities Program and Psychiatric In-Patient

Determinations regarding visitation for inmates in a Developmental Disabilities Program (DDP) sheltered facility or psychiatric in-patient facility shall be made on a case-by-case basis by the inmate's Program Treatment Team according to the following criteria.

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

4.2 Psychiatric Out-Patient

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

4.3 Transient Status

Inmates in transient status or housing, except those undergoing the intake process, are eligible for general visits in the same manner as all other general population inmates. Contact visitation for these inmates is allowed in accordance with the criteria and procedures outlined in these rules and at the discretion of the warden or designee, as in cases where inmates are being housed in transient status due to an inmate protection investigation (IPI).

4.4 Safekeeping Status

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

Inmates in protective safekeeping, who require the highest level of protection in a more controlled environment than other general population inmates, are eligible for contact visits in accordance with the same criteria and with the same frequency as general population inmates.

4.5 Pre-Hearing Detention

Inmates in pre-hearing detention are not allowed to have contact visits while in this status, regardless of custody level or time-earning status; however, these inmates may have general visits in accordance with the same criteria and procedures as general population inmates.

4.6 Lockdown Status

Visitation privileges for inmates on lockdown status may be suspended in accordance with AD-03.31, "Unit Lockdown Procedures" and the unit's progressive release lockdown schedule.

4.7 Security Detention and Expansion Cellblock

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

Security Detention	# of General Visits Allowed
Level 1	One general visit/week
Level 2	Two general visits/month
Level 3	One general visit/month

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

4.8.2 Expansion Cellblocks

- Inmates assigned to expansion cellblock facilities (separate cellblocks at the Estelle, Lewis, Smith, Allred, and Clements Units designed to house G5 and security detention inmates) shall receive scheduled visits during the weekend, based on their custody level.

- Visits for inmates housed in expansion cellblocks shall be scheduled in advance through the online visitation portal or warden’s office at least one day, but not more than seven days, prior to the visit.

4.9 Death Row Visitation

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

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

Custody Level	# of General Visits Allowed
Work Capable & Level 1	One visit/week
Level 2	Two visits/month
Level 3	One visit/month

4.9.3 Visitation shall be held on the following days (except on holidays). Visitation on holidays may be based upon the warden’s discretion.

Polunsky	Mountain View
Tuesday (8:00 a.m. - 5:00 p.m.)	Tuesday (1:00 p.m. – 5:15 p.m.)
Thursday (8:00 a.m. - 5:00 p.m.)	Thursday (8:00 a.m. – 12:15 p.m.)
Saturday (5:30 p.m. – 7:30 p.m.) (8:00 p.m. – 10:00 p.m.)	Saturday (5:30 p.m. – 7:30 p.m.)

4.9.4 Death row visitation shall be scheduled with the warden’s office. Scheduling shall be used to ensure the minimum amount of wait time for visitors and most efficient use of the visitation area. Special visits shall be conducted at the discretion of the warden.

4.9.5 Attorney Visits

Death row inmate visits with attorneys shall be governed by BP-03.81, “Rules Governing Inmate Access to the Courts, Counsel, and Public Officials.” An attorney visit shall not count against a death row inmate’s visits.

4.9.6 Media Visits

Media interviews of death row inmates shall be scheduled by the Executive Administration Communications Department and conducted at the Polunsky Unit each Wednesday from 10:00 a.m. to 12:00 p.m. and at the Mountain View Unit each Tuesday from 10:00 a.m. to 12:00 p.m.

Special security procedures such as, the use of temporary holding areas, may be used during the visitation periods to ensure the safety and security of inmates, visitors, staff, and the unit.

4.9.7 Death Row Ministerial and Spiritual Advisor Visitation Guidelines

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

- (1) Special exceptions regarding spiritual advisor visitation shall be extended to death row inmates who are within 30 days of their execution date.
- (2) Death row inmates may visit with their spiritual advisors at a prearranged time, for two hours, on a regular death row visiting day.
- (3) A death row inmate may have a spiritual advisor visit and a regular visit on the same day; however, the spiritual advisor may not have a spiritual advisor visit and a regular visit with the same inmate on the same day.
- (4) A spiritual advisor visit shall not count against a death row inmate's regular visits.
- (5) Designating the Spiritual Advisor
 - Each death row inmate may designate in writing one outside spiritual advisor for witnessing purposes.
 - The designated spiritual advisor may be changed at the request of the death row inmate, if adequate prior notice is given.
 - In responding to requests for such visits, priority shall be given to inmates who have not recently had outside ministerial or spiritual advisor visits, and spiritual advisors who travel great distances to visit.
- (6) Spiritual advisors requesting visits must contact the unit Inmate Records Department on weekdays between 8:00 a.m. and 5:00 p.m. by calling 254-865-7226 (Mountain View), or 936-967-8082 (Polunsky), to schedule a visit.

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

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

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

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

5.0 CONTACT VISITATION

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

- Inmates shall complete the intake process and be incarcerated in the TDCJ for a minimum of 60 days from the current TDCJ receive date prior to becoming eligible for contact visitation. General visits are allowed at anytime during this process as specified by the warden.
- State jail inmates shall complete the intake process and be incarcerated in the TDCJ for a minimum of 30 days from the current TDCJ receive date prior to becoming eligible for contact visitation. General visits are allowed during this process as specified by the warden.
- Due to program duration, inmates assigned to a SAFP or an ISF are eligible for contact visits any time after being received into the program at the warden's discretion.

5.2 Eligibility Criteria

- 5.2.1 At units where general visit space is not provided, all inmates in G1, G2, and G3 custody shall be allowed to have contact visits.
- 5.2.2 An inmate is eligible for a contact visit if the inmate's eligibility is reflected in the agency's computer records as "Y". The inmate Visitors List screen in the Inmate Master File (IMF) indicates when or if an inmate is eligible to receive contact visits.

5.3 Contact Visitation Scheduling

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

5.4 Visitors Approved for Contact Visits

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

- Spouse

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

A copy of the executed proxy marriage license or other acceptable legal documents shall be used for verification.

The TDCJ shall only recognize proxy marriages performed in states that permit proxy marriage to an incarcerated inmate.

- (3) Common-law: A common-law marriage cannot include a party who is age 17 or younger. A common-law marriage is when a couple agree to be married and after agreement live together and represent to others that they are married. Acceptable documentation for establishing a common-law marriage status is a Declaration and Registration of Informal Marriage. A declaration of informal marriage shall be executed on a form provided by the Bureau of Vital Statistics of the Texas Department of State Health Services and provided by the county clerk. In absence of a Declaration and Registration of Informal Marriage, both the inmate and the common-law spouse may submit to the warden an Affidavit of Informal Marriage form declaring the marriage. The inmate may use an unsworn affidavit under penalty of perjury (Texas Civil Practice and Remedies Code §§ 132.001). The common-law spouse must provide an affidavit certified by the county clerk or notarized by a notary public. Any other form of registration acceptable to the Bureau of Vital Statistics is considered acceptable proof of marriage. A copy of the documents shall be placed in the inmate's unit file.

- Significant Other
 - (1) Special Relationship or Surrogate Parent
 - For purposes of inmate visitation, a person having a special relationship with, or the surrogate parent of an inmate may be eligible for contact visits if the relationship is verified and approved by the warden or designee. A surrogate parent is generally defined as a person with whom the inmate resided as a minor for a significant amount of time. For example, foster parents, and the guardian of an inmate's minor child, to include the parent of the child, are eligible if the relationship to the inmate is verified by the warden or designee. The warden or designee has the authority to assess the relationship and determine if the proposed visitor qualifies as a special relationship or surrogate parent.
 - After verification, the warden or designee shall notify the appropriate unit staff of the approval. If the approved visitor is not currently listed on the inmate's Visitors List, the inmate's change request must be placed in the inmate's unit file and the inmate's computerized Visitors List updated as appropriate.
 - (2) Non-immediate family members: The warden or designee may approve non-immediate family members for contact visits with inmates who, although eligible, are not able to have contact visits with immediate family members, for example, the inmate has no immediate family, family members are located too far away for visitation, or no immediate family members or visitors from other categories have been approved for contact visitation.

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

5.5 Contact Visitation Suspension

Disciplinary Process - Contact visitation is a privilege granted to inmates based on positive institutional behavior and is subject to suspension either (a) through the unit disciplinary process because of institutional rule violations or (b) because the inmate is administratively suspended or the visit is denied for safety and security reasons.

- Length of Contact Visitation Suspension Resulting from Disciplinary Convictions:

- (1) Minor Disciplinary Hearings: Inmates who are eligible for contact visits and found guilty of minor disciplinary violations may have contact visitation privileges suspended for a minimum of one visit or a maximum of two months from the date of conviction. Inmates whose contact visitation privileges are suspended shall continue to be eligible for a general visit.
- (2) Major Disciplinary Hearings: Inmates who are eligible for contact visits and found guilty of major disciplinary violations may have contact visitation privileges suspended for a minimum of one visit or a maximum of four months from the date of conviction. Suspension of contact visits need not be assessed by a DHO in those cases where inmates are in custody levels that are not eligible for contact visits. These inmates are automatically ineligible for contact visitation until such time as the inmate again satisfies the eligibility criteria.

- Inmates whose contact visitation privileges are suspended shall continue to be eligible for a general visit, or as otherwise provided herein.

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

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

5.6 Administrative Suspension

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

6.0 REMOTE VIDEO VISITATION SYSTEMS

The TDCJ has implemented two remote video visitation systems to help inmates stay in touch with family and friends. Inmates may now participate in remote video visits through kiosks located in TDCJ units or through use of tablets assigned to TDCJ units. Each eligible inmate is able to participate in one remote video visit per month with individuals on the inmate's approved Visitors List. Remote video visits are in addition to the contact or general visits for eligible inmates.

6.1 General Rules

- Participation in video visitation is a privilege, not a right.
- Both the inmate and visitor must behave in an appropriate manner at all times during a video visit.
- The TDCJ reserves the right to deny, cancel, or terminate a video visit prior to or during the visit based on visitor or inmate misconduct or violation of the rules.
- The TDCJ reserves the right to restrict visitor participation in all future video visits and remove privileges for video visitation.
- All remote video visits conducted using a kiosk are recorded and subject to electronic monitoring, except attorney video visits. Participation in a remote video visit constitutes consent to this recording and monitoring. Tablet video visits are not recorded.
- The rules of conduct and dress code outlined in these rules apply to all remote video visits. The duty warden shall make the final decision on whether clothing is appropriate.
- All remote video visits will be conducted in a stationary environment. Inmates and visitors must remain stationary and seated during the entire video visits. Visitors may not be driving a vehicle or operating any equipment during a video visit.
- Visitors shall not smoke, consume alcohol, use illegal drugs, or display contraband or weapons during video visits.
- No three-way video visits (e.g., Facetime with another device) will be allowed.
- At the end of the visit, a "screenshot" will be allowed.
- Each unit will designate sufficient staff to monitor the remote video visits. Staff will observe the visit for rule violations, warning the visitor at least once prior to

terminating the visit unless the nature of the violation warrants immediate termination.

6.2 Scheduling

- Video visitation will generally be available on Saturdays and Sundays between the hours of 7:00 a.m. and 6:00 p.m., depending on the visitation platform used.
- All remote video visits require advanced scheduling.
- Two adult visitors are allowed during each remote video visit, with eligibility verified by the inmate's Visitors List at the time of scheduling. The approved adult visitors will be verified by staff at the start of the remote video visit with the visitor showing the TDCJ approved ID to the visitation monitor.
- An inmate with a VR code may have a visit with a child under the age of 18, only if the inmate is legally recognized as the parent of the child and if the child was not a victim of the offense or injury for which the inmate is incarcerated. There must be a completed affidavit on file prior to the tablet/video visitation.

6.3 Remote Video Visitation

Remote video visitation kiosks are available at certain correctional facilities and are limited to one (1) 60-minute visit per month.

- The custody level of the inmate and the type of facility determine the eligibility for remote video visitation.
- Remote video visits are on a set schedule that will begin and end at the scheduled times.
- Visitors may log into the remote video visitation one minute prior to the scheduled start time.
- Sessions will not be extended due to delayed start times. Any session that does not start within 15 minutes of the scheduled start time will require rescheduling.

6.4 Tablet Video Visitation

Tablet video visitations are limited to one (1) 60-minute video visitation, at no cost. Visitors will schedule a tablet video visit through the Online Visitation Portal at <https://visitation.tdcj.texas.gov/Visitation/>. If assistance is needed, visitors may call the warden's office to schedule a visit. Visitors will receive a text or e-mail at the scheduled time containing access instructions.

- All inmate rules and regulations for visitation, as stated in the TDCJ *Inmate Orientation Handbook*, apply for tablet video visitations.
- Inmates who have a custody of MD/S1/OT/G1, G2, G3, G4, G5, P2, P3, P4, and P5 are eligible for tablet video visits.
- The identities of each pre-approved adult visitor shall be verified by staff, at the start of the video visit, using a current and official government issued ID.

6.5. Child/Children Participation in Remote Video Visits

- Only biological or adopted children whose legal guardian has submitted a complete Non-Victim Child Affidavit attesting that the inmate is the legally recognized parent of the child, and the child was not the victim of the offense or injury, will be allowed to participate in a remote video visit.
- Children must be accompanied by an adult who is on the inmate's approved Visitor List during the entirety of the remote video visit; however, children may join and leave the remote video visit.
- Hardship Visits: With prior written approval from the warden, children who are ages 16 and 17 and are on the inmate's Visitors List may be allowed to participate in a remote video visit with a legal guardian or parent inmate, alone, without an adult accompanying them.
- Unit staff will monitor the remote video visit but not in a manner that would interfere or distract from the quality of the child visitation experience.
- Restroom breaks for toddlers should be allowed but the portal used for the remote video visit must remain in one location and shall not be taken to the restroom. Infant diaper changes must be done with discretion and no exposure of any body parts to the inmate.

7.0 EXTENDED VISITS

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

8.0 SPECIAL VISITS

- 8.1** The warden or designee may permit special visits, contact or general, or authorize special conditions for visits outside of the ordinary course of established visitation rules. The warden may delegate authority to review and approve special visits to a designee, such as

the duty warden, assistant warden, building major, or the UCC. Visitors requesting a special visit shall submit the request in writing or via telephone or e-mail, for applicable units, to the warden or designee. Inmates requesting a special visit shall submit the request in writing to the warden or designee. The warden or designee shall review the request and notify the requestor of the denial or approval of the special visit.

8.2 Long Distance Traveled

Special visits may be granted for a total of eight hours visiting, with a maximum of four hours per day on two consecutive days, for visitors traveling over 250 miles one way. Visitors are encouraged to call during the week to verify special arrangements; however, the duty warden shall make every effort to permit special visits, if time and space allow. Only one special visit may be held each month. Permission for a special visit due to distance traveled shall not usually be granted if the visitor has visited more than once in the past month.

8.3 Spiritual Advisors

Permission for visits with spiritual advisors may be obtained from the warden. Spiritual advisors must provide one of the following forms of identification as part of the process of obtaining permission to visit as outlined in AD-07.30, "Religious Programming":

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

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

8.4 Prospective Employers

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

8.5 Critically Ill List

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

- TDCJ Units - Inmates who are placed on the critically ill list by a licensed physician may receive visitors in the unit infirmary or medical department at the warden's discretion with the presiding physician's medical consensus. The presiding physician shall make the determination regarding the inmate's ability to receive visitors. The warden may provide alternate means for visiting these inmates on a case-by-case basis, such as scheduling a visit during the week by special arrangement.
- Free-World Hospitals - If the inmate is in a free-world hospital, visitation usually does not take place; however, in exceptional circumstances, family visitation may occur as considered appropriate by the warden, chaplain and free-world hospital administration. Approval from the warden or designee is required prior to any visits conducted at a free-world hospital. Factors taken into consideration shall include the seriousness of the illness, as determined by the presiding physician, security needs, and the hospital's physical structure or location.
- Hospital Galveston - Critically ill inmates are allowed visits seven days a week at Hospital Galveston with approval from the warden or designee. The presiding physician will determine if an inmate is critically ill.

8.6 Hospice Inmates

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

8.6.1 Infirmary

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

- (4) Exceptions may be made due to the deterioration of the inmate's health, at the warden's discretion.

8.6.2 General Visitation Area

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

8.6.3 Non-Legal Visits Between Inmates

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

- Eligibility Criteria

Inmates must meet the following criteria to be approved for a visit with another inmate:

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

- Approval Process

- (1) An inmate shall submit a written request to the warden to obtain approval for a visit with another inmate. If approved, the warden shall forward the request to the warden of the inmate to be visited.

- (2) If both wardens approve the visit, the request shall be submitted to the unit classification coordinator via e-mail for review. The request must then be sent to the SCC for final approval. If approved, the unit classification coordinator shall schedule the visit and notify the wardens involved. If the visit is denied, the SCC decision shall document the denial. Inmates may appeal such denials through inmate grievance procedures or the DRC.

8.7. Current and Former Employee Visits

Current and former employees may be included on an inmate's Visitors List:

- The relationship between the inmate and the current or former employee or between the current or former employee's spouse and inmate was established prior to the inmate's incarceration;
- The current or former employee reported the relationship to TDCJ officials in accordance with PD-22, "General Rules of Conduct and Disciplinary Action Guidelines for Employees;" and
- The current or former employee is an immediate family member.
- If a former employee or contract employee does not meet all of the above three criteria, the former employee shall not be allowed to visit for 36-months after the employee's date of separation from employment with the TDCJ. After expiration of the 36-month period, the former employee may be reviewed for visitation privileges by the DRC. The inmate must submit an RO-1, Request for Placement on Visitors List and an RO-2, Visitation Approval Form-Current/Former TDCJ Employee, to request that the former employee be added. Documented security concerns, for example the former employee delivered or attempted to deliver contraband to the inmate while still an employee or had an inappropriate relationship with the inmate while employed, may cause disapproval of the request. If the former employee is approved, the visitor will be added to the list, even if the inmate is not eligible for a Visitors List change.
- Any inmate requesting to add a current or former employee shall submit new RO-1, and RO-2, forms to the unit records office. Those current or former employees falling within the criteria established above shall be reviewed by the warden. Appropriate documentation and computer coding shall be completed at the unit. Those individuals not meeting the established guidelines may be reviewed, after the 36-month period, by the warden and sent for consideration to the DRC. There shall be no initial reviews of individuals who do not meet the criteria in the 36-month period. Any approvals for visitation after the 36-month period shall be made on an individual basis by the DRC. Inmates shall be notified of approval or denial of these submissions. Inmates may use inmate grievance procedures or the

DRC to appeal any denial. Anyone removed from a Visitors List may appeal through the DRC.

8.8. Attorney Visits

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

8.9 Legal Visits Between Inmates

In accordance with BP-03.81, inmates shall be permitted to assist or advise each other on all legal matters.

TDCJ Inmate Visitation Plan Non-Victim Child Affidavit

State of _____

County of _____

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

“I am the legally recognized parent or legal guardian of the following child or children:

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

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

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

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