

**CHAPTER 16 :** COMMUNICATIONS, MAIL AND VISITING  
**SUBJECT:** VISITATION  
**SUPERSEDES:** FEBRUARY 15, 1991  
**EFFECTIVE DATE:** JULY 1, 1995  
**FACILITY:** CROSSROADS CORRECTIONAL CENTER  
**FACILITY SUPERSEDES:** NOVEMBER 26, 2003 (16-100)  
**FACILITY EFFECTIVE DATE:** DECEMBER 18, 2008

**APPROVED:** SIGNATURE ON FILE  
DAVID L. MYERS  
PRESIDENT

**APPROVED:** SIGNATURE ON FILE  
LINDA G. COOPER  
VICE PRESIDENT, LEGAL AFFAIRS

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**16-2.1 PURPOSE:**

To establish general guidelines for inmate/resident visitation and guidelines for limitations on visitation that they are reasonably related to legitimate penological goals and/or required by a Contracting Agency.

**16-2.2 AUTHORITY:**

Corporate and Facility Policy

**16-2.3 DEFINITIONS:**

- A. Contraband - Any items possessed by an inmate/resident or found within the facility which are not issued, sold in the canteen, approved by the Warden/Facility Administrator, or authorized by written facility policy.
- B. Frisk Search - A complete head to toe search of a clothed individual involving observation and feeling the total length of the body, checking all surface areas for contraband, as well as a thorough search of clothing including belts, pockets, collars, waistbands and removal of shoes and socks.
- C. Pat Search - A search conducted by placement of hands on the visitor's clothing to feel for weapons.
- D. Reasonable Suspicion - Actions, conduct or circumstances which lead an employee to suspect that the visitor may present a risk to the security and order of the Facility.

**16-2.4 POLICY:**

Each Facility will have a designated area where inmates/residents may accept visitors. The number of visitors an inmate/residents may receive and the length of visits are to be limited only by Facility schedules, space or personnel constraints or contract requirements. The Warden/Facility Administrator or designee can make an exception when Reasonable Suspicion exists that such visits jeopardize the security of the Facility or the safety of the inmate/resident or visitor.

**16-2.5 PROCEDURES:****A. GENERAL**

1. Each Facility is to set hours, frequency and rules for visitation.
2. Adult visitors are to show positive picture identification prior to each visitation.
3. **GENERAL RULES FOR VISITATION AT THIS FACILITY ARE:**

**A. APPROVAL PROCESS AND VISITOR QUESTIONNAIRE INFORMATION**

- i. THERE WILL BE A LIMIT OF 25 ON THE NUMBER OF PERSONS ON AN OFFENDER'S APPROVED VISITING LIST. IF A VISITOR IS ON ONE'S OFFENDER'S LIST, THE VISITOR CANNOT BE ON ANOTHER OFFENDER'S LIST UNLESS THE VISITOR IS A MEMBER OF THE IMMEDIATE FAMILY.
- ii. ON ADMISSION TO THE INSTITUTION, OFFENDERS WILL BE PROVIDED WITH AN INMATE HANDBOOK THAT HAS A COPY OF THE VISITOR QUESTIONNAIRE AND RULES. ADDITIONAL QUESTIONNAIRES AND VISITOR INFORMATION SHEETS ARE AVAILABLE IN THE HOUSING UNITS. THE RESPONSIBILITY OF THE OFFENDER IS TO PROVIDE ALL NECESSARY INFORMATION (VISITING/MAILING QUESTIONNAIRES/ VISITOR INFORMATION SHEETS).
- iii. TO BE APPROVED FOR VISITING THE PROSPECTIVE VISITOR MUST COMPLETE THE QUESTIONNAIRE ACCURATELY. SEPARATE QUESTIONNAIRES MUST BE SUBMITTED FOR EACH ADULT AND CHILD 18 YEARS OF AGE AND OLDER. QUESTIONS WILL BE ANSWERED FOR EACH PERSON ON THE SAME QUESTIONNAIRE IF IT IS A PARENT AND CHILD/CHILDREN UNDER 18 YEARS OLD.
- iv. PERSONS UNDER THE AGE OF 18 MAY VISIT ONLY IN THE PRESENCE OF A PARENT OR GUARDIAN. IF THE PARENT/GUARDIAN DOES NOT WISH OR IS NOT ABLE TO VISIT THE OFFENDER, THEN THE PARENT/GUARDIAN MUST SEND A NOTARIZED STATEMENT, WITH THE DATE OF VISIT INCLUDED, ALLOWING ANOTHER APPROVED VISITOR TO ACCOMPANY THE CHILD. THIS DOCUMENT IS GOOD FOR SIX MONTHS.
- v. THE CHIEF OF UNIT MANAGEMENT OR DESIGNEE WILL REVIEW THE QUESTIONNAIRE TO ENSURE THAT THE FORM HAS BEEN FILLED OUT COMPLETELY. INCOMPLETE QUESTIONNAIRES WILL BE DISAPPROVED.
- vi. PERSONS ON ACTIVE PROBATION OR PAROLE, OR OTHER FORMS OF CONDITIONAL RELEASE (INCLUDING BUT NOT LIMITED TO FURLOUGH OR WORK RELEASE), ORDINARILY WILL NOT BE APPROVED. IN COMPELLING CASES SUCH AS IMMEDIATE FAMILY, (MOTHER, FATHER, BROTHER, SISTER, WIFE, HUSBAND, CHILDREN AND GRANDPARENTS. STEP PARENTS AND HALF-SIBLINGS MAY BE INCLUDED IF THEY SPENT A SUBSTANTIAL PORTION OF THE OFFENDER'S FORMATIVE YEARS WITH HIM/HER. THE INDIVIDUAL MUST OBTAIN THE PERMISSION OF THE SUPERVISING AGENCY AND

THE WARDEN/ASSISTANT WARDEN/CHIEF OF SECURITY/PROGRAM MANAGER OR DESIGNEE, PRIOR TO BEING ALLOWED TO VISIT.

- vii. PERSONS WITH CRIMINAL RECORDS WILL NOT BE AUTOMATICALLY EXCLUDED FROM VISITING BUT MUST BE APPROVED BY THE WARDEN/ASSISTANT WARDEN/CHIEF OF SECURITY/CHIEF OF UNIT MANAGEMENT OR DESIGNEE. THE NATURE AND EXTENT OF AN INDIVIDUAL'S CRIMINAL RECORD, SUPERVISION STATUS, HISTORY OF RECENT CRIMINAL ACTIVITY, AND POTENTIAL THREAT TO THE SAFETY AND SECURITY OF THE FACILITY WILL BE WEIGHED AGAINST THE BENEFITS OF VISITATIONS IN DETERMINING ELIGIBILITY.
- viii. IF THERE IS REASON TO BELIEVE THAT A PERSON MAY HAVE A POTENTIALLY DETRIMENTAL EFFECT ON THE OFFENDER OR WHO MAY CONSTITUTE A THREAT TO THE SECURITY OF THE FACILITY, THAT PERSON WILL BE EXCLUDED FROM THE APPROVED VISITORS LIST.
- ix. WHEN AN INDIVIDUAL IS APPROVED OR DISAPPROVED FOR VISITATION, NOTICE WILL BE GIVEN TO THE OFFENDER WHO SUBMITTED THE NAME. IT WILL BE THE RESPONSIBILITY OF THE OFFENDER TO NOTIFY VISITORS OF APPROVAL OR DISAPPROVAL.
- x. WHEN AN INDIVIDUAL IS NOT APPROVED FOR VISITATION, NOTICE OF THE REASONS FOR DISAPPROVAL WILL BE GIVEN TO THE OFFENDER WHO SUBMITTED THE INDIVIDUAL'S NAME. THE VISITOR MAY REAPPLY FOR VISITATION IN SIX MONTHS. WHEN THE DISAPPROVAL IS DUE TO THE QUESTIONNAIRE NOT BEING FILLED OUT PROPERLY IS THE ONLY EXCEPTION. THE OFFENDER MAY APPEAL THE DECISION TO THE WARDEN/ASSISTANT WARDEN/CHIEF OF SECURITY/CHIEF OF UNIT MANAGEMENT OR DESIGNEE.
- xi. ALL VISITS OF THE UNITED STATES MARSHALL SERVICE DETAINEES SHALL BE NON-CONTACT.
- xii. WHEN AN OFFENDER MOVES FROM THE MONTANA DEPARTMENT OF CORRECTIONS CUSTODY TO THE CUSTODY OF THE UNITED STATES MARSHAL SERVICE, (OR REVERSE) THE INMATE'S VISITATION LIST DOES NOT FOLLOW.
- xiii. THE ADMINISTRATIVE DUTY OFFICER WILL MAKE THE FINAL DECISIONS IN THE MATTER OF DRESS. IF IN THEIR ESTIMATION THE CLOTHING IS NOT APPROPRIATE, THE VISITOR WILL BE ASKED TO LEAVE. THE VISITOR WILL NOT BE ALLOWED TO COVER OR WRAP THE PROBLEM IN QUESTION; HE OR SHE MUST LEAVE.

**B. DRESS CODE AND ALLOWED ITEMS**

- i. THE DRESS CODE FOR VISITORS INCLUDE: PANTS, SKIRTS AT LEAST KNEE LENGTH WHEN STANDING, SHIRTS WITH SLEEVES AND A HEM AT LEAST THREE (3) INCHES BELOW THE WAISTLINE, SOCKS, STOCKINGS OR PANTYHOSE MUST BE WORN BY ALL VISITORS, SHOES OR SANDALS WITH

SOCKS , FEMALES MUST WEAR A BRA, FEMALES MUST WEAR A SLIP WHEN WEARING A SKIRT OR DRESS, BOTH MALES AND FEMALES MUST WEAR UNDERPANTS. ADDITIONAL ALLOWABLE ITEMS INCLUDE: TWO (2) CAR KEYS IN A BARE RING, IDENTIFICATION WITH PICTURE - STATE OR FEDERAL ONLY, CHANGE NOT TO EXCEED \$20.00 IN LOOSE COINS, ONE (1) WEDDING RING, ONE (1) WATCH, ONE (1) RELIGIOUS MEDALLION OR PIN, ONE (1) WHITE HANDKERCHIEF, ONE (1) PAIR OF EYE GLASSES, PRESCRIBED MEDICAL APPLIANCES MUST HAVE MEDICAL DOCUMENTATION, IT IS RECOMMENDED THEY BE PLACED IN VISITOR'S LOCKERS IN THE LOBBY AREA.

- ii. VISITORS ARE NOT ALLOWED TO BRING ANY ITEMS TO LEAVE WITH THE OFFENDER. (DISCOURAGED FROM BRINGING ITEMS REQUIRING THE OFFENDER'S SIGNATURE). LEGAL ITEMS MAY BE HANDLED THROUGH THE OFFENDER'S LEGAL REPRESENTATION. CHECKS OR OTHER FINANCIAL MATTERS MAY BE BETTER RESOLVED THROUGH OTHER MEANS (EX. JOINT ACCOUNTS, POWER OF ATTORNEY, ETC.). CROSSROADS CORRECTIONAL CENTER WILL NOT ACCEPT MONEY ORDERS OR CASH FOR THE OFFENDERS AT VISITATION. MONEY ORDERS MAY BE SENT THROUGH THE MAIL ONLY AND WILL BE ACCEPTED FROM IMMEDIATE FAMILY APPROVED ON THE OFFENDER'S VISITING LIST.
- iii. NON-ALLOWABLE ITEMS INCLUDE: TANK TOPS, HALTER TOPS, SHORTS (CHILDREN 6 OR UNDER ALLOWED)BIKINI TOPS, BIB OVERALLS, SHIRTS WITH OPEN BACKS, SPANDEX PANTS OR TOPS, IMPROPERLY FITTING SWEAT PANTS, LOOSE KNIT/MESH TOPS, WRAPAROUND SKIRTS, SEE-THROUGH FABRICS, DOWN FILLED VESTS, HATS, CAPS OR SCARVES, LOW CUT/UNBUTTONED TOPS THAT EXPOSE UNDERGARMENTS OR CLEAVAGE, BELTS WITH HIDDEN COMPARTMENTS/MONEY BELTS, ANY CLOTHING THAT REFERS TO OBSCENITY, ALCOHOL OR DRUGS, ANY CLOTHING THAT REFERS TO OBSCENITY, ALCOHOL OR DRUGS, SUNGLASSES
- iv. ALLOWABLE BABY ITEMS INCLUDE: ONE (1) CLEAR PLASTIC BOTTLE OF FORMULA OR JUICE, ONE (1) FACTORY SEALED PLASTIC JAR OF BABY FOOD, ONE (1) BABY SPOON, FOUR (4) DIAPERS, ONE (1) SMALL BIB, ONE (1) SMALL PACKAGE OF WIPES, ONE (1) BLANKET, NOT QUILTED, \*\*NO CARRIERS OR DIAPER BAGS, THE ABOVE ITEMS MAY BE PLACED IN A CLEAR plastic bag.
- v. ALL OTHER PERSONAL PROPERTY IS TO BE LEFT IN THE VISITOR'S CAR. PROVISIONS WILL BE MADE FOR COATS TO BE STORED WHILE VISITING. COATS ARE NOT TO BE WORN IN THE VISITING ROOM. CROSSROADS CORRECTIONAL CENTER IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

- vi. VISITORS MAY NOT LEAVE THE VISITING AREA OR LOBBY UNTIL TOLD TO DO SO.
- C. VISITING DIRECTIONS, HOURS OF VISITATION AND GENERAL TRAVELING INFORMATION TO CROSSROADS CORRECTIONAL CENTER
- i. DIRECTIONS TO THE FACILITY ARE AS FOLLOWS: PHONE NUMBER TO CROSSROADS CORRECTIONAL CENTER: (406) 434-7055. TRAVELING FROM GREAT FALLS, TAKE EXIT 358 (MARIAS VALLEY). TURN RIGHT AT THE FIRST STOP SIGN. TRAVEL DOWN THE HILL TO THE NEXT STOP SIGN, TURN LEFT ONTO THE FRONTAGE ROAD. THE TRAVELING DIRECTION WOULD BE NORTH PARALLEL TO THE INTERSTATE. FOLLOW THE FRONTAGE ROAD FOR APPROXIMATELY THREE (3) MILES TO THE LEFT HAND TURN THAT WILL TAKE YOU UNDER THE INTERSTATE AND ONTO HEATH ROAD. AT THE STOP SIGN DIRECTLY AFTER THE UNDERPASS MAKE A RIGHT HAND TURN AND FOLLOW THE PAVEMENT TO THE PARKING AREA OF THE FACILITY.
  - ii. TRAVELING ON HIGHWAY 2 FROM EITHER THE EAST OR THE WEST TURN ONTO THE FRONTAGE ROAD WHICH IS BETWEEN PIZZA HUT AND THE CROSSROADS INN. FOLLOW THE CURVE ON THE FRONTAGE ROAD AND TRAVEL UP THE HILL PAST THE COMFORT INN. CONTINUE TRAVELING SOUTH UNTIL THE FIRST RIGHT HAND TURN (HEATH ROAD), WHICH GOES UNDER THE OVERPASS. FOLLOW THE PAVEMENT TO THE PARKING AREA OF THE FACILITY.
  - iii. TRANSPORTATION INTO SHELBY IS AVAILABLE ON BOTH AMTRAK AND RIMROCK STAGE BUS LINES. SCHEDULES WILL BE POSTED IN BOTH THE LOBBY AND VISITATION AREAS OF THE FACILITY. UPDATES WILL BE POSTED AS CHANGES IN THE SCHEDULES OCCUR.
  - iv. HOURS OF VISITATION AT CROSSROADS CORRECTIONAL CENTER ARE: SATURDAY AND SUNDAY 8:00 A.M. TO 5 P.M.
  - v. ALLOWABLE HOLIDAYS – TIMES WILL BE DETERMINED AS EACH HOLIDAY APPROACHES. OFFENDERS WILL BE RESPONSIBLE FOR LETTING THEIR VISITORS KNOW OF THE ALLOWABLE TIMES. MEMORIAL DAY, LABOR DAY, FOURTH OF JULY, THANKSGIVING DAY AND CHRISTMAS DAY
- D. VISITOR GUIDELINES
- i. NO MORE THAN FOUR (4) PEOPLE, INCLUDING CHILDREN, MAY VISIT EACH OFFENDER AT ONE TIME.
  - ii. THE LENGTH OF VISITS WILL BE DETERMINED BY THE NUMBER OF VISITORS WAITING AND THE DISTANCE THAT EACH HAS TRAVELED. FOR EXAMPLE, WHEN THE VISITATION ROOM HAS REACHED ITS CAPACITY AND VISITORS ARE WAITING IN THE LOBBY, VISITS MAY BE LIMITED TO FOUR (4) HOURS FOR THOSE WHO TRAVELED OVER 300 MILES AND TWO (2) HOURS FOR THOSE WHO TRAVELED A SHORTER DISTANCE.

iii. **OFFENDERS WHO HAVE NOT RECEIVED A VISIT FOR THE WEEKEND WILL HAVE PRIORITY BEFORE THOSE WHO HAVE ALREADY RECEIVED VISITORS.**

iv. **ALL OFFENDERS WILL SUBMIT TO A STRIP SEARCH BEFORE AND A STRIP SEARCH AFTER EACH VISIT. OFFENDERS MAY ALSO BE STRIP SEARCHED PRIOR TO USING THE RESTROOM.**

B. SEARCHES

Visitors may be searched by a scanning device and/or frisk or pat searched. Belongings, such as purses and briefcases, may be searched.

1. Frisk or pat searches should be conducted in a dignified manner with as much privacy as can be reasonably afforded. Frisk searches of visitors should be done by officers of the same sex as the visitor if readily available.
2. If contraband is found, a report of the incident is to be submitted to the Warden/Facility Administrator or designee, the contraband confiscated and, where appropriate, the visitor detained for law enforcement officials.
3. No strip or body cavity searches of visitors will be conducted.

C. DENIAL AND TERMINATION

A particular visit may be denied or terminated under the following circumstances:

1. Visitors are under the influence of drugs or alcohol;
2. The visitor refuses or fails to produce sufficient identification or falsifies identifying information, if required by the Facility;
3. Reasonable Suspicion exists that the security and order of the Facility may be endangered by the visitor;
4. The visitor or inmate/resident becomes disruptive during the visit causing the order of the Facility to be endangered;
5. The visitor refuses to submit to a pat or scanning search;
6. The visitor is in violation of facility visiting rules or regulations; or
7. Insufficient space.

D. SUSPENSION

1. Visitation privileges of a visitor may be suspended if Reasonable Suspicion exists that the security of the Facility may be endangered by the visitor. Privileges are to be suspended only by the Warden/Facility Administrator or designee.

2. NOTICE

- a. Prior to suspending visitation privileges, notice is to be given to both the inmate/resident and the visitor of the reasons for the suspension.
- b. The inmate/resident and visitor will be allowed to submit written (or, if time demands, oral) statements in opposition to the proposed suspension.
- c. A written notice of the decision, including a statement of reasons will be given to the inmate/resident and to the visitor. The statement of reasons may be deleted to the extent it would jeopardize the security of the institution or the safety of any individual.
- d. In the case of an indefinite suspension, the notice is to include a date when re-application for visiting privileges may be made on behalf of the visitor.

3. SUSPENSION PERIODS

- a. Based on the information provided by the staff and by the inmate/resident and/or visitor, visitation privileges may be suspended for a specific period or indefinitely.
- b. The visitation privileges may be temporarily suspended pending the completion of the above process.

E. ATTORNEYS AND ATTORNEY REPRESENTATIVES

During normal hours, attorneys and their representatives, i.e. investigators, paralegals and law students, are permitted to visit inmates in reasonable numbers for business purposes.

1. NOTICE OF VISIT

The Facility may require notification 24 hours in advance of an intended visit, unless it can be shown that such notice was not possible.

2. CREDENTIALS OF ATTORNEYS AND ATTORNEYS' REPRESENTATIVES

- a. Each attorney must present bona fide evidence of his/her license to practice law, to include a state bar membership card and matching identification, such as driver's license.
- b. The Facility may require the employing attorney to submit an affidavit to the Warden/Administrator certifying that the attorney's representative [law clerk, paralegal, investigator] is employed by the attorney.
- c. The attorney's representative [law clerk, paralegal, investigator] must show picture identification and written evidence of their authority to visit the inmate/resident from the attorney for whom the representative works.

3. SEARCHES

Attorneys and their representatives can be frisk or pat searched. Their belongings may be searched for contraband.

4. DENIAL OF VISITS

Improper acts [such as those not in conformance with this or other CCA Policies and Procedures] committed by an attorney or attorney's representative while in the Facility may result in termination of visit and denial of future visits.

5. **ADDITIONAL PROCEDURES FOR ATTORNEY VISITS AT THIS FACILITY ARE:**

**NONE**

F. VISITS WITH MEMBERS OF THE CLERGY

1. Members of the clergy who wish to visit with an inmate/resident on a professional basis must make a request to the Warden/Facility Administrator or designee prior to the visit.
2. Wardens/Administrators may require written proof of the person's clergy certification from the church, ministry or the like.
3. Such clergy visiting will not be counted against the inmate/resident's visiting hours.
3. Any member of the clergy who wishes to visit regularly as a friend rather than in his/her official capacity must make application to be placed on the inmate/resident's regular visiting list.
4. **ADDITIONAL PROCEDURES FOR VISITS BY MEMBERS OF THE CLERGY AT THIS FACILITY ARE AS FOLLOWS:**

**TWENTY-FOUR (24) HOUR NOTICE IS REQUIRED FOR CLERGY TO VISIT.**

## G. SPECIAL VISITS

The Facility may allow special visits in addition to those during normal visiting hours.

**PROCEDURES TO BE FOLLOWED AT THIS FACILITY ARE:**

**NONE**

**16-2.6 REVIEW:**

This policy will be reviewed as needed by the Vice President, Facility Operations and the Vice President, Legal Affairs

**16-2.7 APPLICABILITY**

All CCA Facilities except those required to follow a visitation policy of the contracting agency..

**16-2.8 ATTACHMENTS:**

None

**16-2.9 REFERENCES:**

ACA Standards. The ACA Standards for this facility are: