

2019 - 14 DIRECT SUPERVISION

1. Any housing unit may be managed as a direct supervision housing unit provided it meets the requirements found in the definition of direct supervision.
2. Housing units constructed as a direct supervision unit must have an officer station designed and built as part of the housing unit.
3. Direct Supervision Housing Units must have a staff lavatory with toilet and sink constructed as part of the housing unit where the staff has direct access to the lavatory without leaving the housing unit unless policy calls for the officer to be properly relieved from their post for a bathroom break. Architectural design may allow for one lavatory to serve multiple direct housing units.

2020 - 2029 RESERVED FOR FUTURE USE (Revised January 2026)

2030 INMATE PROGRAMS AND ACTIVITIES

Each facility should provide an array of programs that includes social services, religious services and events, library services, vocational counseling, and educational courses.

The plan for inmate programs should emphasize the list of community resources available. (Revised August 2005)

2031 VISITING

Each facility shall develop and implement an inmate visiting plan which shall include the following:

- (a) A minimum of one (1) hour per week of visitation per inmate shall be permitted. Restrictions on visitation should not be imposed unless such privileges have been suspended and/or restricted based on legitimate government interests related to the safe and secure operation of the facility; to prevent continued criminal activities; or other similar concerns.
- (b) Visitors shall be treated with courtesy. An explanation shall be given of visitors' rights and restrictions; and procedures visitors must follow to file complaints should either be posted conspicuously or provided in written handouts.
- (c) Special visiting hours and arrangements shall be made available for visitors who have transportation problems, who have handicaps, or who are working on regular visiting days.

- (d) Appointments for visits at any time may be required.
- J(e) Parents, guardians, or custodians, as well as teachers and tutors of juveniles, shall be allowed to visit at any appropriate time between 8:00 a.m. and 10:00 p.m. for a reasonable length of time. Restrictions on visitation should not be imposed unless such privileges have been suspended and/or restricted based on legitimate government interests related to the safe and secure operation of the facility; to prevent continued criminal activities; or other similar concerns.
- (f) Visitation and the standards for visiting may be accomplished through the use of video visitation provided it allows for the same minimum amount of visitation time per week as the standard requires. (Added January 2026)

All policies and procedures related to visitor searches should be reviewed by competent legal authority. (Revised August 2005)

2032

CORRESPONDENCE

Each facility shall develop and implement a written plan for the handling of inmate mail. Such a plan shall include the following provisions:

- ~~(a) Inmate mail shall not be read except where there is reasonable suspicion that a particular item of correspondence threatens the safety or security of the institution, the safety of any person, or is being used for furtherance of illegal activities. All official mail shall be opened in the presence of the inmate to whom it is addressed.~~

~~Official mail is defined as mail from officials or organizations including, but not limited to: courts, counsel, officials of the confining authority, government officials, administrators of grievance systems, Department of Corrections, Jail and Prison Inspection Division, Department of Juvenile Justice, and members of the Parole Board.~~

Personal Inmate mail is typically provided electronically in most facilities and handled by a third party processing system. A facility may choose to automatically have the electronic mail delivered to the inmate or may choose to monitor it for potential improper content or for correspondence that threatens the safety or security of the institution, the safety of any person, or is being used for furtherance of illegal activities.

- ~~(b) Inmates shall be permitted to send sealed letters to a specified class of persons and organizations as defined in (a), above.~~

Official Mail shall not be read unless there is probable cause that the mail is fake or fictitious official mail. All official mail shall be opened in the presence of the inmate to whom it is addressed. Official mail is defined as mail from