

ALTERNATIVES, INC.
POLICY AND PROCEDURAL STATEMENT

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Section: Residential, Security	Page 1 of 5
Related ACA Standards: 4-ACRS-5A-16, 4-ACRS-5A-17, 4-ACRS-5A-18, 4-ACRS-5A-19, 4-ACRS-2A-02	Revision Date: June 30, 2025
Signature: "Gina Poor"	Effective Date: July 1, 2025

- I. Policy:** It is the policy of Alternatives, Inc. to accommodate legal consultations and proceedings, special religious/spiritual visits, Probation and Parole visits, Department of Family Services' appointments and other visitors of an official capacity for all residents. Residents are allowed to earn the privilege of visiting using the Skype internet communication system.

Visitation is provided for residents of Alcohol and Drug Treatment, PARC, Culinary Arts, and Pre-release Programs in order to strengthen family ties while maintaining structure to provide a secure atmosphere for residents, staff, and visitors.

II. Related State and Federal Policies and Procedures:

PFB 6.2.426 Entrance and Visitation Procedures
Federal Bureau of Prisons SOW March 2022

III. Definitions:

Zoom: An IP telephonic service provider that offers free calling between subscribers.

IV: Procedure:

- A. Official, legal, spiritual, or other approved face to face visits:
1. Any visitor must be scheduled by one of the ASRC, PARC, or ADT team members so that the staff is prepared for the visit.
 2. The visitor must check in at the first-floor client advisor desk upon entering the facility. The staff member who arranged the visit will be called. It is mandatory that all visitors check in at the first-floor client advisor desk first. All visitors must produce and submit a valid photo ID at the time of each visit.
 3. The staff member will then escort the visitor to and from the floor.
 4. Visitors are subject to pat searches at any time by security staff of the same gender as the visitors.
 5. Bags, purses, diaper bags, etc., if brought into Passages, are subject to search at any time.
 6. All legal consultations will be made in accordance with the Department of Correction's policy and every effort will be made to maintain client/attorney confidentiality and will occur on the secured unit in a classroom with a camera.
 7. All reasonable effort will be made to ensure special religious/spiritual visits. These will be coordinated by the Program Supervisor with approved community spiritual advisors and will occur on the secured unit. All spiritual volunteers must go through the agency volunteer training prior to facilitating group activities in the building.

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8. All approved visits with children or family will take place off the secured unit a reserved meeting room. If minor children are visiting, there must be a non-staff, non-resident adult supervising the child during the entire visit. The assigned Case manager or a designee will also be present at all times during the entire visit.
9. Visitors are allowed to bring only the necessary paperwork, documents, etc. for the visit and all items need to be cleared by Security Staff prior to being escorted to the closed unit. Cell Phones and cameras are not allowed.
10. The dress code for visitors will be left to staff discretion. If visitors are not dressed appropriately, they may be asked to leave.
11. A visit may be terminated at any time for facility safety and security.

B. PARC/ADT On-Site Visitation:

1. PARC residents are eligible for visitation once per month, after the resident has been in programming for 2 months, ADT are eligible after they have been in programming for one month.
2. Visiting hours are Sundays 8:00 a.m. to 11:00 a.m, starting with a mandatory psychoeducational component from 8am-9am. All visitors must be pre-approved by the Program Supervisor. The Visitor Application ([P233P233](#)) must be completed for this to occur. If the visitors do not arrive at 8am, they will not be permitted to visit..
3. PARC Visiting will occur the first Sunday of each Month unless holidays interrupt the process. If that is the case, the visit will take place on the second Sunday of that month. ADT visiting will be the last Sunday of the month. If there is a Monday holiday, the visit may be changed.
4. Visiting hours other than those scheduled may be considered in special situations, such as for those who have traveled 100 miles or greater or from out of state with approval and coordination of the Program Supervisor. PARC/ADT staff will monitor and conduct these visits.
5. Due to the limited visiting area, the number of visitors that a resident may have and the number of residents having visitors may be limited. When space is an issue, visiting will be reduced to one hour for local visitors. Out-of-town visitors will still receive a two-hour visit. This is documented on the PARC/ADT Approved Visitor List with the times visitors are visiting.
6. Upon arrival, the visitor(s) will check in at the Client Advisors Desk with proof of photo ID and sign into TOM. The CA checking the visitor in is responsible for identifying the visitor. The visitor must be listed on the visiting list generated by the Program Supervisor. Visitors without proper identification or are not on the PARC/ADT visiting list may be denied a visit.

The PARC/ADT staff, with the help of CA staff, will monitor visitors and restrict movement to allowable areas of the facility. The PARC/ADT staff will be providing an education class for the visitors. Visitors are not allowed to bring anything into the facility, except their photo ID and their keys.

7. The CA in charge during PARC/ADT visiting hours will be responsible for ensuring that only the approved visitors are in the Center. Security, good order and accountability for

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all residents and their visitors is a priority.

C. CAP/Inmate Worker and Pre-release Center On-Site Visiting:

1. Visiting hours Pre-release:
 - Wednesday: 18 and up only- 6:30 pm - 8:30 pm
 - Sundays and Holidays: All Ages- 1 pm - 3pm
2. Visiting hours Inmate Workers: Eligible for visitation privileges as posted, provided the visitation does not interfere with work assignments. Inmate Workers are not allowed to visit during schedule work hours without prior permission from the Operations Supervisor.
3. Visiting hours will occasionally be pre-empted by house functions such as house meetings and group sessions. Visitation for sex offender treatment cases may be pre-empted if the area is necessary for women's visitation and/or intakes occurring in the CA Intake room or other security related issues.
4. Visiting hours other than those scheduled may be considered in special situations, such as for those who have traveled 100 miles or greater but require the approval of the Case Manager and the OPS. The In-charge CA can give approval if the OPS is unavailable.
5. Holiday visiting hours will be the same as those on Sundays.
6. Due to the limited visiting area and number of residents, the number of visitors that a resident may have at any one time and the number of residents having visitors may be limited. If visitation is denied for these reasons, the staff who denies the request must document the incident in the Shift Notes detailing the circumstances.
7. A copy of the Alternatives, Inc. Visitor Policy ([P1](#)) shall be given to all residents upon intake. A copy will also be posted in the area designated for visiting.
8. Visits from attorneys, members of the clergy, representatives of social service agencies, etc., may occur at times other than the regular visitation hours on a space available basis. The In-Charge CA will be flexible in assisting with these visits. In-Charge CA will attempt to provide space if possible. Prior notice should be given to the In-Charge CA to allow time for arranging space, etc.
9. Staff and Visitors Guidelines:
 - a. Upon arrival at the center for a visit, the visitor(s) will check in at the Client Advisors' Office and sign in on the Visitor Log in TOM. All visitors are required to produce and submit photo identification at this time with security staff.
 - b. The CA in charge during visiting hours will be solely responsible for ensuring that the total number of visitors in the center at any one time does not jeopardize house security, good order and accountability of all residents and their visitors.

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- c. Visitors shall be apprised that they may be subject to a Pat Down Search or search of purses/diaper bags/packages upon entry to the facility.

D. Visiting Termination or Refusal:

1. Visitors who appear to be intoxicated or under the influence of drugs, are to be asked to leave and will not be permitted to return. The visitor must receive permission from the Facility Director to return for another visit.
2. The dress code for visitors will be left to staff discretion. If visitors are not dressed appropriately, they may be asked to leave.
3. As a rule, visitors under 18 years of age are not allowed unless accompanied by a parent or guardian. Exceptions to this may be approved by the In-charge C.A. if the circumstances warrant.
4. Visitors who do not ensure good behavior by their children may be asked to leave.
5. Any time a visitor is asked to leave or denied access, the incident is to be documented, both in the shift notes and in the form of an informational email to the Operations Supervisor and Director. If a visitor is permanently denied access to the center, the reasons should be stated in a written report and documented in TOM.
6. Any time a visit is terminated due to the actions or conduct of a resident the incident is to be documented in the form of an Incident Report
7. Visitors who introduce contraband or attempt to may have visiting privileges permanently revoked. Visiting privileges may also be revoked for a violation of the visiting rules at the discretion of the Passages Director. If privileges have been revoked the visitor will be notified in writing.
8. The facility will email coraccdreports@mt.gov in the event visiting privileges are revoked. The email will contain the resident's name and DOC#, the visitor's name, if visiting has been denied or revoked and the reason, and the effective date.

Visiting Area Restrictions:

- a. During visiting hours, the visiting area is a restricted area, and only those residents' receiving visitors are to be in the visiting area whenever possible. The pre-release dining room is off limits to other residents during PARC/ADT Visiting hours. The visiting area is in the Pre-release dining room.
- b. For the PARC/ADT, the number of visitors will be determined before each Sunday with a list completed by the Program Supervisor
1. Sex offenders will not be permitted in any common areas where children are present. If any children are in a common area, all sex offenders must immediately leave that area. For additional information on visitation for sex offenders, please refer to S.O.P. L12P. Visitation for residents who are designated as Sex Offender Treatment Cases will normally be conducted in Classrooms 113 or 109 depending on availability.
2. Visitors are to remain in the visiting area except to use lavatory facilities. Visitors are not allowed in the kitchen area for any reason.
3. Physical contact between visitors and residents must always be appropriate. An embrace and kiss upon the arrival and departure of the visitors is acceptable. Additionally, hand- holding is acceptable if done in an appropriate manner. Hands

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must always be easily observable. Good manners and respect for the rights of others are to be observed at all times.

4. The lights in the visiting area are to remain on at all times.
5. Conversation in the visiting area is to be kept low enough so as not to interfere or disturb the routine of the center.
6. The residents receiving visitors are responsible for seeing that the visiting area is cleaned up at the conclusion of a visit.
7. A visitor may only visit with one resident on any one visit. The In-charge CA has the authority to make exceptions to this in the case of a visitor who is related to two different residents, etc.
8. Facility Staff are not allowed to detain nonoffenders.
9. The Facility staff must consider all court-ordered no-contact conditions prior to approving visitors.
10. Persons on probation, parole or conditional release can only visit residents if the CM, Program Supervisor or designee approves them.
11. Persons with a criminal background will not automatically be excluded from visits, however, the nature and extent of the criminal record, supervision status, and potential threat to the facility safety and security will be considered.

E. Visiting by Former Residents

Former residents may not visit the Passages facility without prior permission from their Probation/Parole Officer and the Operations Supervisor.

Commented [JP1]: ADT and PARC have reviewed

E. Visiting by Former or Current Staff

1. Current or former staff who left in good standing may have visitation with a resident if they are immediate family members and that connection existed prior to the resident's incarceration or community supervision began.
2. Current and former employees that do not meet the above criteria will be denied visitation.
3. Former employees terminated for engaging in inappropriate activities will be denied visitation.