

CHAPTER VII

PRIVILEGES

I. GENERAL

Every privilege afforded inmates carries with it responsibility; therefore, inmates will receive the following privileges primarily based on their demonstration of responsible behavior.

II. VISITATION PROGRAM

Violation of any institution rule and regulation by the inmate or visitor will terminate the visit and may restrict the visitor from future visits and possibly lead to prosecution. Visitors, while on the grounds of any MDOC facility are subject to search of their person, vehicles, personal property or any and all items in their possession. Guns, knives, ammunition, alcohol, drugs, weapons or any instrument that could be used as a weapon or any items declared by MDOC as contraband are strictly prohibited. Contraband will be confiscated and violators will be prosecuted. Parking for visitors will be in designated areas.

Written information regarding procedures governing visitation are made available to the inmate within 24 hours after arrival at MDOC. The same information will be made available to visitors, but the inmate will be responsible for informing visitors of the rules, regulation and schedules concerning visitation. The information will include, but not be limited to the following:

- Institution address, telephone number and directions to the facility;
- Information about local transportation;
- Days and hours of visitation;
- Approved dress code and identification requirements for visitors;
- Items authorized in the visitation room;
- Special rules for children;
- Authorized items that visitors may bring to give to inmates; and
- Special visits (family emergencies).

General rules and regulations will include, but not be limited to the following:

Dress Code (Males)

- Shirts must be worn;
- No tank tops, sleeveless tops or bare midriffs;
- No shorts above the knee;
- No cut-off shorts, jogging shorts or biking shorts;
- Shoes must be worn (no house or shower shoes);
- Underwear must be worn;
- Shorts and long pants must be worn above the hip;
- No jewelry except a wedding ring, religious medallion or medical alert bracelet; and
- Hats, caps or bandanas will not be permitted.

Dress Code (Females)

- No sheer or see through clothing;
- No tank tops, sleeveless tops or bare midriffs;
- No shorts above the knee;
- No hip huggers, cut-off shorts, jogging shorts or biking shorts;
- Shoes must be worn (no house or shower shoes);
- Underwear and bra must be worn;
- Slits on skirts and dresses will not extend above the knee when seated;
- No jewelry except a wedding ring, religious medallion or medical alert bracelet; and
- Hats, caps and bandanas will not be permitted.

Violation of the dress code will result in the visit being terminated or future suspension.

Visitors will present a letter of approval to enter for visitation. All visitors will register at the visitation center. Visitors 14 years of age and older will register at the visitation center with approved photographic identification. This includes a valid federal or state issued identification card containing a photo of the owner. Phones, pagers, wallets, purses, handbags, change purses and any electronic device are prohibited in the visitation area. Any visitor not on the inmate visitation list will be denied visitation. Visitors will remain in designated areas. Any visitor leaving the

designated areas will have the visit terminated. At the conclusion of visitation, visitors will be prohibited from leaving the institution with any property or items that were not in their possession when entering the institution.

Visitors will converse with inmates in a normal tone of voice. Any visitor or inmate who become disruptive or disrespectful to staff will be reported and will be subject to having their visit terminated. Children will be the responsibility of the parent and or guardian and will be supervised at all times. No toys will be brought into the institution. Visitors with infants may possess one clear diaper bag with up to four diapers, two bottles, one change of clothes one pacifier and diaper wipes in a Ziploc bag and any necessary medication for the infant. All diaper bags are subject to a thorough search. Combing of hair within the visitation area is prohibited. Inmates and visitors will be prohibited from giving, trading, selling or receiving anything to or from each other, other inmates or visitors. Tobacco products are prohibited in all visitation areas. No inmate will escort any visitor to restroom areas. Inmates and visitors must keep the area clean. All plastic bottles, paper, and other trash will be placed in trash containers. Inmates are not permitted to escort/accompany visitors to walkways or gates.

Visitors who are on prescribed medication will be allowed the necessary dosage in the original prescription container. However, all prescribed medication will be secured at a designated area as specified by the controlling authority or designee at each facility.

Each institutional facility shall have rules and regulations regarding the amount of monies allowed for visitors.

CMCF and MSP – Visitors will be allowed \$25.00 currency and coins per person to purchase bagged items at the Visitation Processing Center. No currency or coins will be allowed beyond the Visitation Processing Center.

SMCI – Visitors may enter visitation rooms with a maximum of \$25.00 in coins. Upon penalty of suspension or loss of visitation privileges, all paper money must be converted to coins prior to entering visitation areas. Change machines will be provided as a courtesy to visitors. No currency or coins will be allowed beyond the Visitation Processing Center.

CWC and Restitution Centers - Visitors will be allowed \$20.00 currency and coins per person to purchase from vending machines.

Private Prisons & County Regional Facilities – Visitors will comply with aforementioned MDOC procedures specific to institutions.

Regimented Inmate Discipline (RID) Facility - Visitors will be allowed \$25.00 in quarters.

No commissary and or vending items will be allowed to leave the facility visitation area.

Visitation of more than one inmate is prohibited unless an immediate family relationship has been verified and approved by the Superintendent or his designee. Visitor inquiries concerning the clarification, explanation or errors in a visitation list should be directed to the visitation department staff.

Individuals who are convicted felons will be prohibited from visiting inmates except in those cases where immediate family relationships are established. In such cases, the Superintendent or designee may grant permission in writing. Visitors will show this written authorization each time they visit.

Visitors will not be permitted to be on more than one inmate's visitation list at the same time, except when a relative has more than one immediate family member incarcerated at the same time. Inmates will be limited to a total of 10 persons, not including children under the age of 14, on their visitation card at any one time. Visitation cards will be updated every six months based on the inmate's admission date. A maximum of six visitors will be admitted, including children, per visitation. RID unit will allow a maximum of three visitors per visitation.

Affectionate behavior is accepted; however, visitors and inmates are expected to demonstrate appropriate affectionate behavior at all times. Appropriate affectionate behavior is defined as:

- A brief kiss and embrace upon entry and exit and/or
- Holding hands.

Any person involved in inappropriate affectionate behavior may have the visit terminated immediately. Inappropriate affectionate behavior is defined as:

- Hands on or fondling areas considered sexual;
- Sexual activity;
- Prolonged body kissing or body embracing;
- Lip kissing except for the beginning or end of the visit;
- Sitting in such a manner to expose to view, areas of the body considered sexual;
- No sitting in laps (does not include children under the age of 12); and or
- Sitting or lying on the grass is prohibited.

A visit may be denied or terminated, and visitation privileges suspended by assigned staff for any of the following circumstances:

- Visitor is believed to be under the influence of drugs and alcohol;
- Visitor fails to produce sufficient identification;
- Visitor violates institutional rules or engages in any behavior that is deemed inappropriate by the Superintendent or his designee;
- Children act in a disruptive manner in the visitation area;
- Visitor displays excessive physical contact with the inmate;

- Necessary order and security cannot be maintained;
- Visitor possesses unauthorized money or any negotiable instrument while on the grounds of the facility; and or
- Visitor possesses contraband.

III. INMATE MAIL

The guidelines regarding inmate mail, including the proper method of addressing incoming and outgoing mail, receiving general and privileged mail, magazines and books, can be found in the inmate related policies and procedures.

IV. TELEPHONE SERVICES

Eligible inmates shall have reasonable and equitable access to designated, monitored, public telephones according to designated schedules unless a reasonable and legitimate security interest exists to believe a limitation is necessary to protect public safety or institutional/facility order. The Inmate Telephone List will be updated every six months from the date of admission. Attorneys should be listed on the inmate's call list indicating that person is an attorney so that calls can be made from the unit without being monitored. If a person's phone has been blocked from receiving calls from inmate, housed at all MDOC facilities, most regional and private prisons for any reason, they should call the telephone service provider at 1-866-230-7761. Inmates housed at EMCF should call the telephone service provider at 866-681-2948; inmates housed at MCCF should call the telephone service provider at 866-681-2948; and inmates housed at WGYCF should call the telephone service provider at 888-506-8407.

Any type of call forwarding or three-way calls are strictly prohibited.

V. THERAPEUTIC AND PREVENTIVE HEALTH PROGRAM

MDOC has designated recreation programs for inmate relaxation, participation, and competition. Activities will be scheduled at the discretion of the Superintendent/Warden/Director or designee.

VI. CANTEEN

Canteen privileges will be permitted according to the inmate's classification level. An inmate can spend the amount determined by their classification level.

Maximum Canteen Expenditures by Custody

- Minimum Custody - \$100.00 per week
- Medium Custody - \$100.00 per week
- Close Custody - \$100.00 every two weeks
- Death Row - \$100.00 per week
- Administrative Segregation - \$50 per month for personal hygiene items and stamps
- RID Inmates - As designated by RID Administration and approved by the Deputy Commissioner of Institutions
- CWC and Restitution Visitors – \$20.00 for from vending machine purchase

VII. INMATE PROPERTY

Inmates will be limited to personal property as authorized by the Superintendents or Community Corrections Directors in accordance with their custody level, behavioral management level and security level. A list specifying the personal property inmates can retain in their possession will be posted in each housing unit and distributed to each inmate on admittance to the Reception and Classification Center.

Non-allowable property will be disposed of in a systematic manner. The inmate be given written notification of property disposition regulations prior to the disposal of confiscated non-allowable property. The inmate will have 14 calendar days from the date the property is confiscated to send property home by mail at his own expense.

IX. PERSONAL HYGIENE

MDOC will provide each inmate a standard issue of personal hygiene items.

- One roll toilet tissue (male) weekly
- Two rolls toilet tissue (female) weekly
- One tube toothpaste monthly
- One toothbrush semi-annually
- Two disposable razors monthly
- One bar soap weekly
- Shaving powder upon request
- Female inmates will be issued sanitary napkins

X. CLOTHING AND LINENS

Inmates will be issued the standard clothing as follows.

- Three work shirts
- Three tee shirts
- Three pairs under-shorts
- Three pairs socks
- Three bath towels
- Three face towels
- One pair shoes based on assignment – standard footwear issue will be tennis shoes. Inmates in work/treatment programs requiring protective footwear will be issued boots and tennis shoes. Boots will be confiscated whenever an inmate ends a work/treatment program and no longer requires protective footwear. Inmates assigned to lockdown units will only be issued shower shoes.

Inmates in the Reception and Classification Center will be issued clothing as follows.

- One yellow jumpsuit
- Three pair of underwear
- Three t-shirts
- Three pair of socks
- Three bath towels
- Three face towels
- One pair of tennis shoes
- Female inmates will be issued five pair of underwear and three bras

Inmates will be issued standard linen and bedding as follows.

- One mattress
- One pillow
- One blanket
- One pillowcase
- Two sheets

Inmates will be eligible to be reviewed for replacement clothing and footwear biannually and for replacement linens and bedding annually.