

## INSTITUTING CONTACT VISITS AT KING COUNTY JAILS FOR CHILDREN AND THEIR INCARCERATED PARENTS

*“An early visit can reassure a child that his parent is not confined in the storybook dungeon of his imagination; that she is alive and has not abandoned him by choice. But new arrestees often must wait several days to be ‘processed’ before they can receive visits in local jails.”<sup>2</sup>*

### **How many Children and Incarcerated Parents are there in Washington State?<sup>3</sup>**

Washington State has approximately 29,000 incarcerated people in local jails and state prisons.<sup>4</sup> There are an additional 104,800 people on probation or parole in Washington State (subject to incarceration at any time).<sup>5</sup> Of women who are incarcerated, 65% are mothers; of men who are incarcerated, 59% are fathers.<sup>6</sup> Of incarcerated parents in state prison, 64% of mothers and 44% of fathers lived with at least one minor child before becoming incarcerated.<sup>7</sup> Washington State’s Children’s Administration (“CA”) estimates that half of the incarcerated people in Washington State are parents, and that they have just under 2 children each.<sup>8</sup> The number of kids who have had a parent in jail or prison at some point in their childhood is estimated to be approximately 109,000 or 7% of Washington’s children.<sup>9</sup> Although data for King County’s jail population by race (including ethnicity) and by parental status does not appear to be publicly available, the actual number and demography of children and parents *in King County* impacted by parental incarceration and the total number and demography of children and incarcerated parents in King County’s jails is not easily determined. These data sets are important to identifying and ameliorating the impact of parental incarceration on children wherever and with whomever they reside.

### **What We Know About Past Practices of Familial Visitation**

*For babies and small children, window visits are more that unsatisfying; they are largely incomprehensible. “Touch is more than just a nice thing for your relationship,” said Dr. Barbara Howard, associate professor of pediatrics at the Johns Hopkins School of Medicine and co-director of the Center for Promotion of Child Development through Primary Care. “It is basic to the nurturing process. A baby looking through a plate of*

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<sup>1</sup> This report was drafted by D’Adre Cunningham, WDA’s Incarcerated Parents Project Attorney, with contributions from Dr. Marian Harris, Ph.D., Professor, University of Washington Tacoma, Social Work and Criminal Justice Program, Elizabeth Hendren, Northwest Justice Project-RISE Project Attorney, and from Amelia Watson of WA State Office of Public Defense Parents Representation Program Managing Attorney.

<sup>2</sup>Bernstein, Nell. *All Alone in the World: Children of the Incarcerated*: The New Press (2005).

<sup>3</sup> Nationwide, the number of kids who have had a parent in jail or prison at some point in their childhood hovers around 5.1 million.<sup>3</sup> Of incarcerated parents in state prison, 77% of mothers and 26% of fathers— before parental incarceration--had provided most of their child’s daily care. While incarcerated fathers in state prison, 90% of their children live with their mothers; while incarcerated mothers in state prisons, only 28% of their children live with their fathers. For incarcerated mothers in state prisons, 11% of their children are in foster care; for incarcerated fathers in state prisons, 2% of their children are in foster care.

<sup>4</sup>Kaeble, Danielle and Lauren Glaze. *Correctional Populations in the United States, 2015*: Bureau of Justice Statistics: U.S. Department of Justice Office of Justice Programs Bureau of Justice Statistics, December 2016.

<sup>5</sup>Kaeble, Danielle and Lauren Glaze. *Correctional Populations in the United States, 2015*: Bureau of Justice Statistics: U.S. Department of Justice Office of Justice Programs Bureau of Justice Statistics, December 2016.

<sup>6</sup> Focus on children with incarcerated parents: An overview of the research literature. Baltimore, MD: The Annie E. Casey Foundation, 5.

<sup>7</sup>Id.

<sup>8</sup>Department of Social and Health Services, Washington State Children’s Administration and Planning, Performance and Accountability Administration, February 2009. CA estimated about half of those in prisons or jails are parents. Currently.

<sup>9</sup>“A Shared Sentence: KidsCount Policy Report, Ann E. Casey Foundation: April 2016, Table 1 at 5.

*glass at his incarcerated mother would really be looking at his reflection in the window, not making a connection with the parent at all.”<sup>10</sup>*

Most of what we know about parental incarceration has examined parental incarceration in state or federal prisons, not necessarily county jails. However, jail time can be equally disruptive to families, making it difficult for remaining caregivers to maintain their caretaking role, a job, their housing and their child care arrangements.<sup>11</sup> Nearly 80% of incarcerated parents reported having some type of contact with their children since their admission to prison, either by phone, mail, or personal visits.<sup>12</sup> But more than half of incarcerated parents reported never having a personal visit from their child since admission.<sup>13</sup>

### ***What We Know About Successful Reentry & Reducing Recidivism for Incarcerated Parents***

*“Prison visits matter. Children and parents will tell you again and again how important it is that they see each other, and research backs them up. Consistent, ongoing contact reduces the strain of separation, lowers recidivism, and is the single most important factor in determining whether a family will reunify after a prison term.”<sup>14</sup>*

Child outcomes related to having contact with an incarcerated parent appear to be sensitive to several factors, such as the quality of visits and the relationship between a child’s caregiver and the incarcerated parent.<sup>15</sup> Maintaining parent-child contact can help maintain healthy parent-child attachment and can make it less likely that incarcerated parents will become involved in crimes in the future.<sup>16</sup> Even for those families that are not dependency system-involved, regular child-parent visitation during a parent’s incarceration helps family reunification when the parent is released.<sup>17</sup> There is no reason to believe that familial separation caused by incarceration in local or county jails has different impacts on children and their relationships with their parents than those impacts caused by incarceration in prison. More research on the impact of local incarceration practices and policies could support more targeted responses and policy reforms.

### ***Considerations for Dependency System-Involved Families***

According to 2013 data from the Adoption and Foster Care Analysis and Reporting System (AFCARS),<sup>18</sup> parental incarceration was a reason for entry into foster care for 19,858 children.<sup>19</sup> When a family is involved in an open dependency case, the child welfare agency has mandated responsibilities to those

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<sup>10</sup>Bernstein, Nell. *All Alone in the World: Children of the Incarcerated*. The New Press (2005).

<sup>11</sup>*A Shared Sentence: the devastating toll of parental incarceration on kids, families, and communities*. KIDS COUNT Policy Report, April 2016: Annie E. Casey Foundation, 2.

<sup>12</sup>Glaze, L. E. & Maruschak, L. M., Parents in prison and their minor children, Bureau of Justice Statistics Special Report. Washington, DC: U.S. Department of Justice (2008).

<sup>13</sup>Glaze, L. E. & Maruschak, L. M., Parents in prison and their minor children. Bureau of Justice Statistics Special Report. Washington, DC: U.S. Department of Justice (2008).

<sup>14</sup>Bernstein, Nell. *All Alone in the World: Children of the Incarcerated*. The New Press (2005).

<sup>15</sup>*Children of Parents In Jail Or Prison: Issues Related To Maintaining Contact*: University of Pittsburgh Office of Child Development, 25(1) (2011).

<sup>16</sup>La Vigne, N.G., et al., *Examining the Effect of Incarceration and In-Prison Family Contact on Prisoners’ Family Relationships*, Journal of Contemporary Criminal Justice, 21(4) (2005).

<sup>17</sup>Brooks, Susan, *Out of the Shadows: What Child Welfare Workers Can Do to Help Children and their Incarcerated Parents*. Reaching Out: Current Issues in Child Welfare Practice in Rural Communities, Spring: Center for Human Services University of California Davis Extension & Northern California Training Academy Supporting Children & Family Services (2008).

<sup>18</sup>United States Department of Health and Human Services, 2013.

<sup>19</sup>This data may be unreliable due to the caseworker not selecting incarceration as a cause for removal even when applicable (GAO, 2011). See Child Welfare Practice with Families Affected by Parental Incarceration, Bulletin for Professionals, October: Child Welfare Information Gateway, Children’s Bureau/ACYF/ACF/HHS (2015).

children placed away from their parents and when a parent is incarcerated.<sup>20</sup> In Washington's dependency system, visitation is the right of the family, including the child and the parent, in cases in which visitation is in the best interest of the child.<sup>21</sup> Visitation is the primary predictor for successful family reunification.<sup>22</sup> Children who have regular, frequent contact with their family while in foster care experience a greater likelihood of reunification; shorter stays in out-of-home care; increased chances that the reunification will be lasting; and overall improved emotional well-being and positive adjustment to placement.<sup>23</sup> Visits should always be safe and non-traumatizing and encourage healthy attachment. First visits should be timely, ideally within 48 hours of the initial removal of the child (from home).<sup>24</sup> So when visits do not occur between children and parents during incarceration, the chances of families reuniting after the inmate's release is jeopardized.<sup>25</sup>

### **Concerns About Safety Inside the County Jail Facility**

*"A report to the Florida state legislature ... contained this illuminating finding: while nearly half of all corrections officers believed that most contraband came from visitors, only 2.5 percent of contraband incidents statewide were in fact attributable to visitors."<sup>26</sup>*

The San Francisco County (CA) Jail and Cook County (IL) Corrections have visitation policies, which allow for several types of in-person child-parent visitations to take place.<sup>27</sup> Some children are brought to visitations by their caregivers, and others are visiting with a contracted visitation supervisor. Consideration should be given to the fact that multiple forms of visitation will be needed to address child-parent visits regardless of whether a family member is available or a child welfare agency is involved.

### **Additional Reports & Materials on Incarcerated Parents and Their Children**

*"[T]he better the quality of visitation throughout a prisoner's incarceration, the better the effects on the prisoner, his or her post-release adjustment, the family of the prisoner and the community."<sup>28</sup>*

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<sup>20</sup>Whenever a child is ordered removed from the home, a permanency plan shall be developed no later than sixty days from the time the supervising agency assumes responsibility for providing services, including placing the child, or at the time of a hearing under RCW 13.34.130, whichever occurs first. The permanency planning process continues until a permanency planning goal is achieved or dependency is dismissed. The planning process shall include reasonable efforts to return the child to the parent's home. RCW 13.34.136(1).

<sup>21</sup>RCW 13.34.136(2)(b)(ii)(A).

<sup>22</sup>"Early, consistent, and frequent visitation is crucial for maintaining parent-child relationships and making it possible for parents and children to safely reunify." RCW 13.34.136(2)(b)(ii)(A).

<sup>23</sup>[Washington State Dependency Best Practices Report](#), Washington State Supreme Court's Commission on Children in Foster Care, November 2012, 38-40. Other Resources: [Partners for Our Children, Family Visitation In Child Welfare: Helping Children Cope With Separation While In Foster Care](#) (2011); [Children's Admin., Social Worker Practice Guide: Visits Between Parent\(s\), Child\(ren\) and Siblings](#) (2008); [Department of Soc. & Health Servs., Keeping Brothers and Sisters Connected](#) (2011); Wentz, Rose. [Planned, Purposeful and Progressive Visits, Developing Visit Plans: A Matrix of Best Practice Standards](#) (2010); Wentz, Rose. [Impact of Separation Chart](#) (2009); Arredondo, David E., & Leonard P. Edwards, [Attachment, Bonding, and Reciprocal Connectedness: Limitations of Attachment Theory in the Juvenile and Family Court](#), 2 J. Ctr. Families, Child., & Courts 109 (2000).

<sup>24</sup>Washington State Dependency Best Practices Report, Washington State Supreme Court's Commission on Children in Foster Care, November 2012, 38

<sup>25</sup>Focus on children with incarcerated parents: An overview of the research literature. Baltimore, MD: The Annie E. Casey Foundation.

<sup>26</sup>Bernstein, Nell. *All Alone in the World: Children of the Incarcerated*. The New Press (2005)(citing "Maintaining Family Contact When a Family Member Goes to Prison: An Examination of State Policies on Mail, Visiting and Telephone Access," prepared by the Committee on Corrections, Justice Council, Florida House of Representatives, November 1998, iii, 2.

<sup>27</sup> See Additional Reports and Materials, attached hereto.

<sup>28</sup>Bernstein, Nell. *All Alone in the World: Children of the Incarcerated*. The New Press (2005).

1. A Shared Sentence: KidsCount Policy Report, Ann E. Casey Foundation: April 2016.<sup>29</sup>
2. Washington's Final Report of the Oversight Committee Children of Incarcerated Parents, June 2006.<sup>30</sup>
3. Childhood Disrupted: Understanding the Features and Effects of Maternal Incarceration.<sup>31</sup>
4. Beyond the Walls: A Guide to Services for Families Affected by Incarceration.<sup>32</sup>

### ***Videography of Online Films Highlighting the Benefits of Familial Integrity during Parental Incarceration On Public Safety***

This collection of online videos show just a few of the current parenting programs offered by Washington State Corrections to their parents in state prison. They have more evidence-based and strengths-based parenting programs than are highlighted here, but these programs are highlighted because of their benefits to the children and their families and the increase to the goal of public safety (through recidivism).

1. Webinar from Washington State Department of Corrections (DOC) June 2013, Parenting Sentencing Alternative Substitute Senate Bill 6639, (1:00:00).<sup>33</sup>

[A New Way in Corrections – Family-Centered Management](#)

2. WA State Department Of Corrections (DOC) worked with WA State Department of Early Learning (DEL) short film, about the Prison-based FOSA (Partial Confinement as a Parenting Program).

Link: [“A Unlikely Partnership”](#)

3. WA State Department Of Corrections (DOC) short film on partial confinement (prison based) parenting program, (8:00 minutes), [Maintaining Family Engagement Improves Offenders' Chances of Success](#)

4. KBTC DOCUMENTARIES: “Purdy” (Aired: 10/15/2010 Time: 57:05 Rating: TV-14)

PURDY is an intimate portrait of five offender mothers and their infants. The documentary explores the struggles of raising a child in an institution, the challenges that the women face as they prepare to re-enter the community, and the joy that these women experience as the bond develops between their infants and them.

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<sup>29</sup> A Shared Sentence: KidsCount Policy Report, Ann E. Casey Foundation: April 2016.

<sup>30</sup> <https://www.dshs.wa.gov/sites/default/files/SESA/legislative/documents/IncarPar0606.pdf>

<sup>31</sup> <https://www.dshs.wa.gov/sites/default/files/CA/fos/documents/ChildhoodDisruptedReportVOA.pdf>

<sup>32</sup> <https://www.dshs.wa.gov/sites/default/files/SESA/publications/documents/22-1288.pdf>

<sup>33</sup> This contains good overview of social science literature.

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**PRESENTERS:**

- Kimberly Mays, WA State OPD Parent Support Specialist, Parent Ally & Formerly Incarcerated Parent
- Dr. Eric Trupin, Ph.D., Professor and Vice Chair, Department of Psychiatry & Behavioral Sciences, University of Washington School of Medicine (Seattle, WA)<sup>1</sup>
- Dr. Marian Harris, PhD, LICSW, ACSW, Professor, University of Washington Tacoma, Social Work and Criminal Justice Program, Adjunct Professor, University of Washington, School of Social Work (Seattle) & Adjunct Professor & Research Advisor, Smith College School for Social Work (Northampton, MA)<sup>2</sup>
- Patrushka Thigpen, M.S.W., Intervention Specialist in the new Birth through Three Waiver Program ("Baby Court," Cook County, IL).<sup>3</sup> \*\*This speaker needs to appear by phone or Skype\*\*
- Dana Dildine, Parents for Parents Coordinator, King County Superior Court and (Kent) Norm Maleng Regional Justice Center
- Tina Armstrong, Parents for Parents, Lead Parent Ally, (Kent) Maleng Regional Justice Center
- D'Adre Cunningham, Washington Defender Association's Incarcerated Parents Project Attorney

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<sup>1</sup> Professor and Vice Chair in the Department of Psychiatry & Behavioral Sciences of the University of Washington School of Medicine in Seattle, Washington. Dr. Trupin is currently the Director of the Division of Public Behavioral Health and Justice Policy. This Division maintains a wide range of clinical, research and training programs primarily focused on implementing evidence based behavioral health practices to improve outcomes for children and adults. In 2007 the Washington State Legislature established an Evidence Based Institute within his Division.

He directs the Evidence Based Practice Institute which includes clinical and systems research programs supported by the State of Washington, local governments and counties, private and non-profit agencies, foundations and international sponsors.

<sup>2</sup> She received her postdoctoral training as an NIMH Fellow, at the University of Wisconsin-Madison, School of Social Work. She is a prior faculty member at the University of Illinois-Chicago, Jane Addams College of Social Work, University of Chicago, School of Social Service Administration and Institute for Clinical Social Work, Chicago. Dr. Harris is a former Faculty Associate, Chapin Hall Center for Children, University of Chicago, and former consultant for the U.S. Children's Bureau. She is one of the original Co-Chairs of the Washington State Racial Disproportionality Advisory Committee (WSRDAC). She serves on the editorial board for the following journals: Smith College Studies in Social Work, Journal of Social Work Values and Ethics, Journal of Human Behavior in the Social Environment, Journal of Health & Social Policy and Journal of Contemporary Family Studies. Dr. Harris is a child welfare researcher who has published widely and presented at national and international conferences and is currently writing her third book, Silent Victims: Children of Incarcerated Parents that will be published in 2018 by Columbia University Press, New York. She received the Day Garrett Award in 2015 from the Smith College School for Social Work and received the 2016 Educator of the Year Award from the WA State Chapter of the National Association of Social Workers. Dr. Harris is the 2017 Distinguished Research Award recipient at the University of Washington Tacoma.

<sup>3</sup> Patrushka Thigpen, MSW. She is a Former Program Director for a child welfare agency in Cook County, IL, which provided case management and family visitation supervision services for incarcerated parents in Cook County (IL) Jail.

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## **References Submitted In Support of Dr. Marian Harris Presentation<sup>1</sup>**

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<sup>1</sup> Prepared by Dr. Marian Harris, Ph.D.

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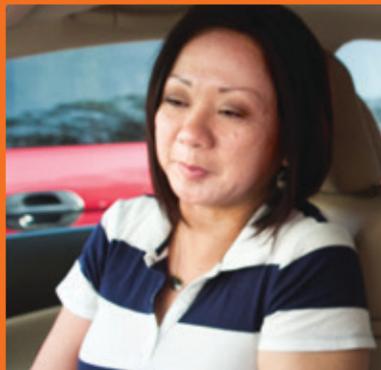
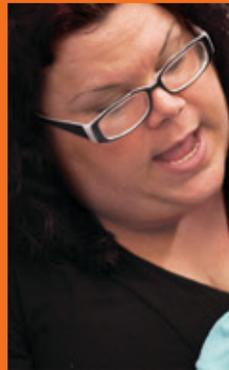
INSTITUTING CONTACT VISITS AT KING COUNTY JAILS FOR CHILDREN AND THEIR  
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**A Shared Sentence: KidsCount Policy Report, Ann E. Casey  
Foundation: April 2016**



# A SHARED SENTENCE

the devastating toll of parental incarceration on kids, families and communities



APRIL 2016

## policy report

KIDS COUNT



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# A SHARED SENTENCE

the devastating toll of parental incarceration  
on kids, families and communities

**The saying is all too familiar: Do the crime, do the time.  
But in America's age of mass incarceration, millions of children  
are suffering the consequences of their parents' sentences  
and our nation's tough-on-crime practices.**

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These children feel the absence of that adult — whether it is several nights in jail or years in prison — in myriad ways, even if they weren't sharing a home.<sup>1</sup> They feel it when their refrigerator is bare because their family has lost a source of income or child support. They feel it when they have to move, sometimes repeatedly, because their families can no longer afford the rent or mortgage. And they feel it when they hear the whispers in school, at church or in their neighborhood about where their mother or father has gone.

Incarceration breaks up families, the building blocks of our communities and nation. It creates an unstable environment for kids that can have lasting effects on their development and well-being.<sup>2</sup> These challenges can reverberate and multiply in their often low-income neighborhoods, especially if they live in a community where a significant number of residents, particularly men, are in or returning from jail or prison.<sup>3</sup> And different obstacles emerge once parents are released and try to assume their roles as caregivers, employees and neighbors.

This report recommends policies and practices that put the needs of children of incarcerated parents first. We call on correctional systems, communities and state and local public agencies to help stabilize families and preserve their connections during incarceration — and successfully move forward once parents come home.

As the U.S. prison population surged during the past several decades, so too did the number of children and families experiencing the consequences of having a loved one incarcerated.<sup>4</sup> From 1980 to 2000, the number of kids with a father in prison or jail rose by 500 percent.<sup>5</sup> Now more than 5 million children have had a parent incarcerated at some point in their lives, including 503,000 in California, 477,000 in Texas and 312,000 in Florida. The situation is even worse in many other states, especially Kentucky, which has the highest rate of children — 13 percent — who have had a parent incarcerated.<sup>6</sup>

There is no question that our country's practice of mass incarceration is flawed, costly and in need of change. Policymakers on both sides of the aisle have pushed for

## Jail vs. Prison

While definitions vary by state, jails generally fall under local jurisdiction. They confine individuals who are awaiting trial or sentencing, or who have sentences shorter than one year, usually for misdemeanors. Prisons are state or federal facilities for individuals who have committed felonies or have sentences longer than one year.<sup>7</sup> Although our focus is primarily on children whose parents are serving prison sentences, jail time can be equally disruptive to families, making it difficult for remaining caregivers to maintain a job, housing and child care.

better solutions,<sup>8</sup> and several states have overhauled their correctional systems, favoring less costly alternatives for addressing nonviolent offenses, while maintaining public safety.<sup>9</sup> Many advocacy efforts also recognize the wildly disproportionate impact of the criminal justice system on people of color, especially African-American men, who are far more likely to be arrested and spend time behind bars.<sup>10</sup> As a result, children of color are inevitably more likely to contend with having a parent in prison.<sup>11</sup>

Yet policy debates about incarceration rarely focus on the burden borne by children and families. Theirs are stories of things lost: connections, jobs, income, homes — and hope. And communities, in turn, suffer from losing so many parents, whose absence leaves the economic and social fabric of their neighborhoods in tatters.

While momentum for criminal justice reform continues to build, we know progress will take time. But we also know children can't wait — nor can we as a nation afford to let them and their parents flounder, perpetuating poverty from one generation to the next.<sup>12</sup> Children need stability and support to minimize the impact of incarceration on their lives, which requires families and communities equipped to properly care for them, as well as parents prepared to provide for them and contribute to their communities upon release.

### THE CHILDREN AND FAMILIES LEFT BEHIND

Nationally, the number of kids who have had a parent in jail or prison at some point in their childhood hovers around 5.1 million — a conservative estimate. Among states, the percentage of children with an incarcerated parent varies dramatically, from only 3 percent in New Jersey to 13 percent in Kentucky.<sup>13</sup>

Overwhelmingly, incarcerated parents are fathers, many of them young. In state and federal prisons, about 45 percent of

men age 24 or younger are fathers. For the same age group, about 48 percent of women in federal prison and 55 percent in state facilities are mothers. Although the percentages are higher for women, the actual numbers of mothers behind bars are a fraction of those for fathers, mirroring the total prison population.<sup>14</sup> The number of children with a father in prison rose by more than half between 1991 and 2007, and those with a mother behind bars more than doubled.

Children with a parent who is incarcerated are typically younger and living in low-income families of color, usually with a young single mother who has limited education.<sup>15</sup> Most are younger than 10. More than 15 percent of children with parents in federal prison — and more than 20 percent with parents in state prison — are 4 or younger.<sup>16</sup> Compared with their white peers, African-American and Latino kids are over seven and two times more likely, respectively, to have a parent incarcerated.<sup>17</sup> Although national data on American Indian children are unavailable, state trends show a similar pattern: American Indian kids in Oklahoma are twice as likely as white children to have an incarcerated parent and about five times more likely in the Dakotas.<sup>18</sup>

Even if parents were not living with their children before incarceration, more than half provided the primary financial support.<sup>19</sup> Children with incarcerated mothers are more likely than those with incarcerated fathers to end up living with grandparents or family friends or in foster care — and, as a result, tend to experience greater disruption and instability.<sup>20</sup>

Kids with incarcerated parents also are significantly less likely to live in neighborhoods that are able to be supportive of families. Their parents are more likely to report feeling unsafe in their communities and less likely to feel they have people on whom they can rely for help with their children.<sup>21</sup>

## WHAT PARENTAL INCARCERATION MEANS FOR KIDS, THEIR FAMILIES AND COMMUNITIES

For children and families, incarceration is not a one-time event but a daily reality that lasts well beyond a jail sentence or prison term. Without links between and among the criminal justice system and schools, neighborhood health centers and other community- and faith-based agencies and programs, families have little to guide them through this time.

### An Added Financial Burden

Incarceration is a destabilizer, pushing families teetering on the edge into financial disaster. Losing a parent who is the breadwinner, often for a prolonged period, leaves families scrambling to cover basic needs along with legal and other court fees.<sup>22</sup> When fathers are incarcerated, family income can drop by an average of 22 percent.<sup>23</sup> When no parent remains to care for a child, extended family members step in — often without proper support.<sup>24</sup>

This loss of income creates ripples that grow into waves. Families who already relied on public programs, such as the Supplemental Nutrition Assistance Program and Temporary Assistance for Needy Families, become increasingly dependent on them.<sup>25</sup> As they shoulder more responsibilities to fill the breach, parents and other relatives can struggle to manage their finances and face reduced earning potential.<sup>26</sup> Parents left behind are more likely to cite problems with child care as a reason for quitting or not taking a job.<sup>27</sup> Mothers also report being unable to pay for necessities such as food, utilities, rent and medical care for their children.<sup>28</sup> A recent survey found that 65 percent of families with a member in prison or jail could not meet basic needs. Thousands of dollars in court-related fines and fees, along with costly visits to maintain contact, landed nearly one-third in debt.<sup>29</sup>

In addition, children of incarcerated parents move more frequently than their peers, even more so when both parents are imprisoned.<sup>30</sup> Kids with fathers in prison, particularly African-American children, are at greater risk of ending up homeless.<sup>31</sup> Indeed, research suggests the rise in incarceration over several decades has contributed to a significant increase in child homelessness, especially among African Americans.<sup>32</sup> Housing instability disrupts connections with family, friends, schools and other support networks.<sup>33</sup>

### A Blow to Child and Family Health and Well-Being

Having a parent incarcerated is a stressful, traumatic experience of the same magnitude as abuse, domestic violence and divorce, with a potentially lasting negative impact on a child's well-being.<sup>34</sup> These young children lose a parent's support during their critical early years, a time when their families and communities should be laying the foundation for healthy development and success.<sup>35</sup> Their bonds to that parent are weakened, or sometimes never formed, as distance may keep them from making regular visits. The loss of that bond is especially devastating for children with incarcerated mothers.<sup>36</sup> The trauma of being separated from a parent, along with a lack of sympathy or support from others, can increase children's mental health issues, such as depression and anxiety, and hamper educational achievement.<sup>37</sup> Kids of incarcerated mothers, in particular, are at greater risk of dropping out of school.<sup>38</sup> Teachers can further undermine children's performance and self-esteem by lowering their academic expectations.<sup>39</sup> And when these kids grow up, they are more likely to contend with poor mental and physical health.<sup>40</sup>

Single mothers left to take on unexpected financial responsibilities<sup>41</sup> may also suffer from poor health, addiction, depression or anxiety, or they may be dealing with their own traumatic experiences.<sup>42</sup> Bearing

**Having a parent incarcerated is a stressful, traumatic experience of the same magnitude as abuse, domestic violence and divorce.**

**If incarceration rates hadn't increased during a 24-year period, the U.S. poverty rate would have fallen by 20 percent, rather than remaining relatively steady.**

those conflicted emotions and stress makes it all the more challenging to be the port in a storm for their children.

### **A Drain on Community Resources and Opportunity**

The communities where children live don't go unscathed, either. Many are mired in poverty and contend with crime, poor-quality housing, low-performing schools and a dearth of resources that further prevent families from creating a safe and nurturing home environment.<sup>43</sup> The effects of incarceration exacerbate the situation.<sup>44</sup> One study found that if incarceration rates hadn't increased during a 24-year period, the U.S. poverty rate would have fallen by 20 percent, rather than remaining relatively steady.<sup>45</sup>

In areas where a sizable portion of residents are behind bars, the effect is cumulative: The sheer number of absent people depletes available workers and providers, while constraining the entire community's access to opportunity — including individuals who have never been incarcerated.<sup>46</sup> The continual cycle of residents going to and returning from prison makes for places, and faces, constantly in flux.<sup>47</sup> Just living in a neighborhood with a high incarceration rate increases residents' chances of suffering from depression and anxiety.<sup>48</sup> Even for residents who have had no contact with the criminal justice system, heightened police vigilance can cast a shadow over their children, families and homes. And the absence of parents, most of them fathers, weakens neighborhoods and tears apart social networks, which, in turn, affects the local economy.<sup>49</sup> Parents' inability to find work when they return home further destabilizes their communities and increases their likelihood of reverting to criminal activity.

### **New Obstacles for Families When Parents Return**

**Barriers to Employment.** Time behind bars limits parents' options for steady

employment that pays well enough to support their kids. Their lack of training or work experience and an interrupted or illegitimate employment history, combined with typically low literacy levels and educational attainment, close the doors to most family-supporting jobs.<sup>50</sup> Having to check the box on a job application that confirms their criminal record seals those doors tight.<sup>51</sup>

As a result, when parents who have spent time in prison can find jobs, they work fewer weeks annually and earn less than their counterparts without a record.<sup>52</sup> Two-thirds of formerly incarcerated men at the bottom of the income ladder in 1986 remained there two decades later.<sup>53</sup> Families with fathers who have been incarcerated are more likely to live in poverty than those who have never experienced the effects of incarceration.<sup>54</sup>

**Barriers to Housing.** Returning parents struggle to find or maintain safe, stable housing for their families or, if they live apart, just for themselves. Although the U.S. Department of Housing and Urban Development's public housing regulations permit them as residents, local housing authorities can exercise discretion — and frequently do, with blanket bans on people with criminal records. Private landlords automatically reject these individuals without considering whether their criminal histories pose any danger to other residents.<sup>55</sup>

All of these challenges — financial and housing instability, stress, emotional difficulties, broken family relationships and communities ill-equipped to bolster children amid great uncertainty — are a minefield nearly impossible for kids to traverse without incident. Changes in state and federal policies, as well as targeted reinvestment of funds saved from recent criminal justice reform efforts, can significantly change the trajectory of children with a parent in prison, helping them navigate choppy waters with greater ease.

TABLE I

## Children Who Have Experienced Parental Incarceration: 2011–2012

Nationally, the number of kids who have had a parent in jail or prison at some point in their childhood hovers around 5.1 million — a conservative estimate. Kids with incarcerated parents are significantly less likely to live in neighborhoods that are able to be supportive of families.

	Total			Total	
	Number	Percentage		Number	Percentage
United States	5,113,000	7	Missouri	98,000	7
Alabama	88,000	8	Montana	18,000	8
Alaska	18,000	10	Nebraska	41,000	9
Arizona	138,000	9	Nevada	55,000	8
Arkansas	61,000	9	New Hampshire	15,000	5
California	503,000	5	New Jersey	65,000	3
Colorado	60,000	5	New Mexico	52,000	10
Connecticut	36,000	5	New York	148,000	4
Delaware	15,000	8	North Carolina	179,000	8
District of Columbia	9,000	8	North Dakota	10,000	7
Florida	312,000	8	Ohio	271,000	10
Georgia	189,000	8	Oklahoma	96,000	10
Hawaii	16,000	5	Oregon	68,000	8
Idaho	35,000	8	Pennsylvania	181,000	7
Illinois	186,000	6	Rhode Island	10,000	5
Indiana	177,000	11	South Carolina	73,000	7
Iowa	58,000	8	South Dakota	17,000	8
Kansas	45,000	6	Tennessee	144,000	10
Kentucky	135,000	13	Texas	477,000	7
Louisiana	94,000	8	Utah	44,000	5
Maine	20,000	8	Vermont	7,000	6
Maryland	82,000	6	Virginia	103,000	6
Massachusetts	69,000	5	Washington	109,000	7
Michigan	228,000	10	West Virginia	34,000	9
Minnesota	67,000	5	Wisconsin	88,000	7
Mississippi	55,000	7	Wyoming	12,000	9

**SOURCE** Child Trends' analysis of the 2011–12 National Survey of Children's Health for the Annie E. Casey Foundation. These data only include children whose incarcerated parent lived with them at some point.

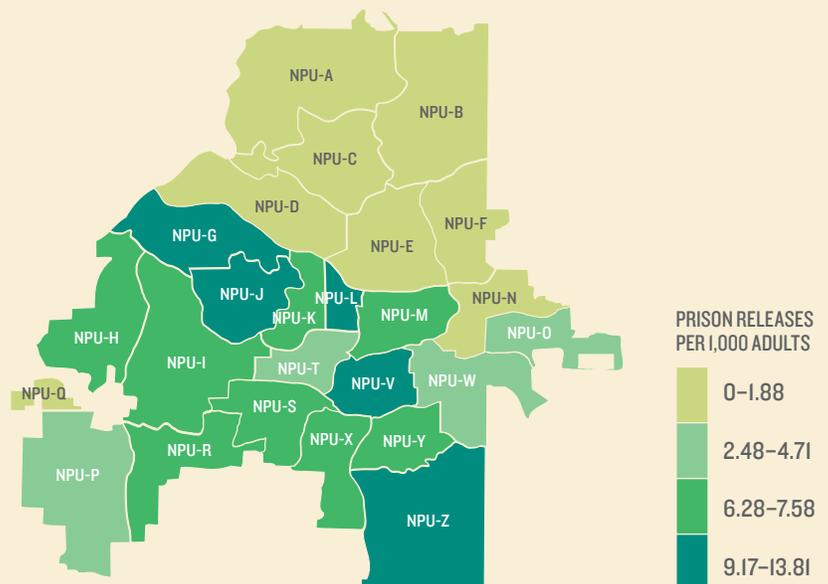
# Incarceration's Toll on Communities

While incarceration hits children and their families hard, their communities also feel the blow. Many are already mired in poverty and contend with crime, poor-quality housing, low-performing schools and a dearth of resources that further prevent families from creating a safe and nurturing home environment. The effects of incarceration exacerbate the situation, particularly in areas where a sizable portion of residents are behind bars. The sheer number of absent people can constrain an entire community's access to opportunity — including individuals who have never been incarcerated.

A closer look at three U.S. cities reinforces these points and reveals how dramatically the impact of incarceration varies from one neighborhood to another. Yet certain themes transcend population size and geography. Communities with a consistently high and disproportionate rate of people returning from prison tend to have larger percentages of African-American residents, echoing our criminal justice system's uneven impact on people of color. They also often have the highest child poverty rates in their cities.

## ATLANTA

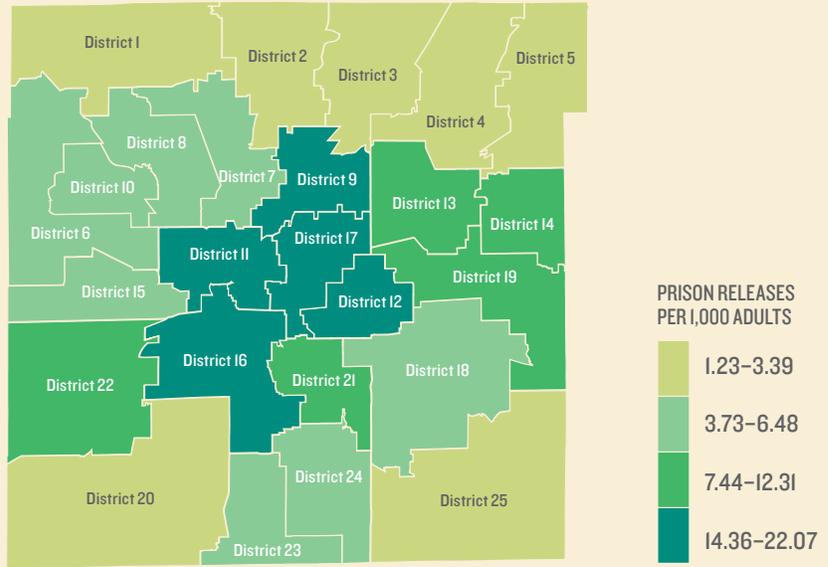
Atlanta is organized into 25 neighborhood planning units (NPUs). NPUs J, L, V and Z represent 11 percent of the city's population but are home to 25 percent of its residents returning from prison. All four communities, which are mostly African American, exceed the city's average child poverty rate, and NPUs L, V and Z more than double it. By contrast, only about 1 percent of returning individuals live in the majority-white NPU-E, although its population is nearly the same as the other four areas combined. All but two of Atlanta's predominantly African-American communities have higher-than-average percentages of residents returning from prison.



SOURCE Justice Mapping Center's analysis of 2010 data from the Georgia Department of Corrections and the U.S. Census Bureau's American Community Survey for the Annie E. Casey Foundation.

## INDIANAPOLIS

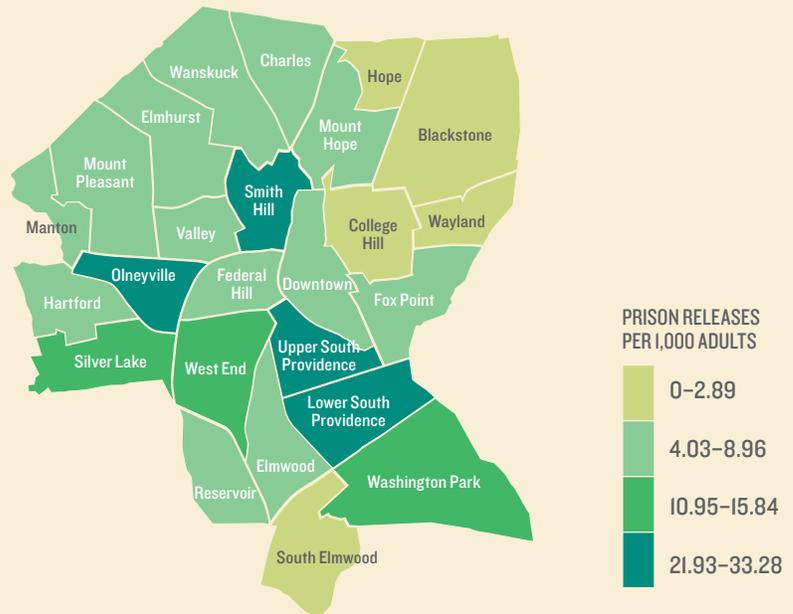
In Indianapolis, District 17's incarceration and reentry rates are the highest in the city and 18 times those of District 3, which has the lowest rates. Although each area comprises about 5 percent of the city's population, District 17 is home to 12 percent of all residents returning from prison. By comparison, District 3 is home to less than 1 percent. District 17's child poverty rate far exceeds the city average and is triple the rate in District 3; it also has almost three times as many African-American residents.



SOURCE Justice Mapping Center's analysis of 2010 data from the Indiana Department of Correction and the U.S. Census Bureau's American Community Survey for the Annie E. Casey Foundation.

## PROVIDENCE

Fox Point and neighboring Lower South Providence each represent about 2 percent of Providence residents. But in Lower South Providence, the percentage of people returning from prison is five times higher, at 5 percent, than Fox Point's 1 percent. Lower South Providence also has the city's highest child poverty rate, which is more than triple that of its neighbor. More than 35 percent of its residents are African American, compared with only 1 percent in Fox Point.



SOURCE Justice Mapping Center's analysis of 2010 data from the Rhode Island Department of Corrections and the U.S. Census Bureau's American Community Survey for the Annie E. Casey Foundation.

# RECOMMENDATIONS

## building a stronger support system for children

**Children of incarcerated parents — like all children — need strong, supportive families and communities. Making smart investments in them, their families and the places where they live can help ensure they have solid support systems.**

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One key source for these investments could be savings from the national Justice Reinvestment Initiative, which focuses on creating a more cost-effective approach to criminal justice, while maintaining public safety. Several states participating in the initiative, including Arkansas, Georgia and Louisiana, have redirected funds to community-based treatment programs, transitional housing or reentry support.<sup>56</sup> As more states continue to save, they could funnel some of these funds toward programs and tools to help promote healthy child development and strengthen families and communities.

Although such investments are critical, the most powerful step, by far, is to reduce our nation's overreliance on incarceration. The Justice Reinvestment Initiative, as well as the Annie E. Casey Foundation's decades of work in juvenile justice, clearly shows that significantly reducing our use of correctional facilities saves money without compromising public safety — and focuses attention on lasting solutions that allow people to succeed and leave their criminal past behind them, instead of reliving it.<sup>57</sup>

Taking this step means reexamining our nation's decades-old policies on sentencing, bail, probation and parole, exploring shorter sentences and alternatives to jail and prison for nonviolent crimes, which represent the majority of offenses among people serving time.<sup>58</sup> It also means curbing the use of jails to hold people awaiting trial who can't afford bail and, consequently, end up losing jobs, child care or homes — even if they are absolved of wrongdoing. These fundamental changes to America's criminal justice system would dramatically decrease the number of people — and, therefore, parents — behind bars, the amount of time they stay there and the effects of their absence on their children, families and neighborhoods. Though some states have already moved in this direction, it is time that we as a nation revisit our notion of criminal justice and eliminate flawed policies and practices that unnecessarily and unfairly emphasize stringent approaches to meting out punishment.

Given the criminal justice system's overwhelmingly uneven impact on

children of color, discussions around policy and practice changes should evaluate the potential effect on these kids and their families — through racial equity impact assessments, for example — to avoid further harm.

Even as we continue pushing for comprehensive system reform, the urgent needs of children and families bearing the burdens associated with incarceration require us to act today. Within that context, we offer several recommendations for state and local policymakers, criminal justice systems, public agencies and community- and faith-based organizations to put children's best interests first when designing programs and policies around parents who are incarcerated.

### **RECOMMENDATION ONE** **Ensure children are supported while parents are incarcerated and after they return.**

Children need permanent family connections and stability to do well, and their families need the financial and emotional wherewithal to support their well-being. Providing mental health and counseling programs to family members who step up as caregivers during incarceration can help children withstand the repercussions of this disruption in their lives.

Research shows preserving a child's relationship with a parent during incarceration benefits both parties. It also benefits society, reducing children's mental health issues and anxiety, while lowering recidivism and facilitating parents' successful return to their communities.<sup>59</sup> Few programs exist to support these relationships during incarceration, and, upon reunification, families are left to travel bumpy terrain on their own, from readjusting to life after prison to resuming parental roles. The minimal data available on children with incarcerated parents further complicate attempts to address their needs.

The very agencies and organizations that could help children and their families typically have no official or clear way to reach them. They also tend to operate in isolation, with different funding sources and guidelines that can further impede their ability to respond to child and family needs. The Children of Incarcerated Parents Bill of Rights offers a strong set of principles and recommendations for putting kids at the forefront before, during and after incarceration. It calls on police departments, courts, schools, correctional facilities and other institutions that touch children's lives to operate with them in mind.<sup>60</sup>

■ State and federal criminal justice systems should preserve family connections during incarceration by encouraging judges and other key players to consider the impact on kids and families when making sentencing and prison-assignment decisions. These systems should require courts to inform local social service agencies and community-based organizations when a parent is incarcerated so that they can make contact with families. Prisons and jails also should develop visitation policies that allow children to maintain their parental relationships, such as providing transportation and family-friendly visiting centers in their facilities or offering other means of communication, including videoconferencing.

Hawaii law, for instance, calls for the director of public safety to consider the best interests of families first when placing parents in correctional facilities — consistent with public safety and security — and to ensure their geographic proximity and ability to maintain bonds with their children.<sup>61</sup> In several New York state prisons, the Osborne Association's FamilyWorks program creates a more child-friendly



environment through family centers in prison visiting rooms, in addition to offering parenting courses and individual and family counseling.<sup>62</sup>

► Early education centers, schools, child welfare agencies, community-based health centers and other local and faith-based organizations should offer programs that foster children's mental and emotional well-being. They should also provide mentoring and support groups for kids and teens whose parents are in prison, as well as for their families. This includes establishing administrative policies and connections between and among prisons and child welfare, health, education and employment and training agencies and programs so that all are aware of families in need of support.

Atlanta's Foreverfamily, for example, has after-school and leadership programs for children and teens with incarcerated parents, creating space for them to interact with peers and coordinating visits to prisons. In New York, the Center for Community Alternatives offers mentoring and support groups for Syracuse public school students whose parents are incarcerated.

► To support appropriate and safe family reunification, prisons and community organizations should provide family counseling and parenting courses while parents are incarcerated and after they return. If children enter foster care, child welfare agencies and courts should prioritize placements with other family members or friends who can care for them in the absence of both parents. The National Fatherhood Initiative's InsideOut Dad helps incarcerated fathers connect with their families and build parenting skills. Correctional facilities in about 25 states, including Alabama, Florida, New Jersey and Virginia, have used this program, which has documented increases in fathers' confidence, parenting know-how and contact with their kids.<sup>63</sup>

► States should support family caregivers in meeting children's needs by facilitating their access to financial, legal, health, child care and housing assistance. They also should offer these family members counseling and support groups to bolster their ability to be a steady source of comfort for kids.<sup>64</sup>

The National Family Caregiver Support Program allows states to direct some of their funding toward providing

grandparents and other relatives ages 55 and older with services, counseling and additional tools. Washington has a strong state network of kinship navigators to connect families with legal resources, health care for kids and parenting classes, and Tennessee’s Relative Caregiver Program works with community-based organizations to provide services for children, teens and caregivers.<sup>65</sup>

## RECOMMENDATION TWO

### Connect parents who have returned to the community with pathways to employment.

Upon release, parents face daunting tasks in trying to find work and rebuild their family and neighborhood networks. Obstacles to employment and restricted access to public programs such as food assistance hinder them from regaining their financial footing and supporting their children. Many parents leave prison with significant debts such as court fees — including bail and fines accrued before sentencing — as well as accumulated child support, with little means to pay them.<sup>66</sup> Automatic paycheck deductions for these debts can discourage parents from seeking legitimate avenues of work. Being unable to meet these obligations can unleash a vicious cycle: Not making required payments can lead to revoked parole and a return to prison, where parents are still unable to make payments.

Without education, training and work experience, parents who have been incarcerated can’t compete for today’s family-supporting jobs. They may also be dealing with traumas related to imprisonment that make it challenging to hold a job. While many prisons offer vocational training, it often falls short of teaching the skills that today’s employers seek.

Providing sector-specific education and training — starting in prison — for jobs in high-demand industries such as

information technology can help parents develop the skills necessary to resume their role as providers, while reducing their likelihood of returning to prison.<sup>67</sup> Research indicates that participating in prison education and training programs lowers the chances of reincarceration and increases the likelihood of securing employment.<sup>68</sup> In addition, every dollar spent on such programs cuts incarceration costs by four or five times that amount.<sup>69</sup> Beyond saving money, removing barriers to work could boost the economy, with increased income and sales tax contributions from gainfully employed parents.<sup>70</sup> Even when families do not reunite, it is important to equip parents to be effective providers and community members.

► States should take advantage of newly raised thresholds for funding prison education programs under the federal Workforce Innovation and Opportunity Act and direct more funds toward education and training for incarcerated individuals, preparing them for work in high-demand sectors. To meet the needs of today’s job market, public and private employment and training programs should move beyond placing individuals with records in a handful of industries, such as construction or manufacturing, in which a criminal history isn’t an automatic strike. Instead, they should identify a broader range of jobs and fields to target and help interested adults develop the skills necessary to start their own business.

For example, a training program in California’s San Quentin State Prison teaches computer coding to open doors to jobs in technology. And a landscaping and horticultural program in Philadelphia prisons that provides job-placement assistance has reduced recidivism among participants to less than half of the city’s rate.<sup>71</sup>

**Without education, training and work experience, parents who have been incarcerated can’t compete for today’s family-supporting jobs.**

**The high-poverty neighborhoods that are home to many kids and families dealing with incarceration lack quality affordable housing, access to jobs, good schools and key resources.**

► States should minimize the effects of a criminal record through ban-the-box policies that require public and private employers to postpone criminal history questions until they have chosen an applicant as one of the most qualified job candidates. Nearly 20 states — including Connecticut, Georgia and Minnesota — and more than 100 cities and counties, along with a number of businesses, have adopted ban-the-box policies. Several jurisdictions have documented a resulting increase in hiring individuals with records.<sup>72</sup> States also should use subsidized employment programs, which cover part of participants' wages for a trial period to help them prepare for permanent employment. Such programs incentivize employers in sectors that do not usually consider applicants who have a record.<sup>73</sup>

► States should enable families to access public programs such as the Supplemental Nutrition Assistance Program and Temporary Assistance for Needy Families so they can cover basic needs as formerly incarcerated parents work to earn income and achieve self-sufficiency. Although federal law prohibits people convicted of felony drug offenses from accessing both programs, states can choose to opt out or limit the ban. Many have done so, but several still have not.<sup>74</sup>

► States should suspend child support orders while parents are in prison so they don't accumulate crippling debt that they must start paying upon release. The District of Columbia and several dozen states, including Arizona and Michigan, allow incarcerated fathers to have their payments reduced or halted during their time in prison. California goes further, suspending child support orders if a parent is incarcerated for more than three months and unable to make payments.<sup>75</sup> Every state should offer to suspend such payments and proactively make parents aware of this option.

### **RECOMMENDATION THREE**

**Strengthen communities, particularly those disproportionately affected by incarceration and reentry, to promote family stability and opportunity.**

The communities where children reside can make or break a family's stability. Increasing communities' access to opportunity and strengthening community-based organizations and programs can help entire neighborhoods — and, therefore, the families living in them — minimize the economic and social effects of incarceration. The high-poverty neighborhoods that are home to many kids and families dealing with incarceration lack quality affordable housing, access to jobs, good schools and key resources. Together, these factors can impede children's academic success and increase their likelihood of dropping out of school. Growing up in such neighborhoods also lowers kids' chances of climbing the economic ladder as adults.<sup>76</sup>

Stronger, safer and healthier neighborhoods can reduce not only the likelihood of crime but encounters with law enforcement and the criminal justice system.

► Being able to obtain safe and stable homes bolsters child well-being and reduces recidivism.<sup>77</sup> State and local governments should provide incentives for housing authorities and private landlords to lift restrictions on people with records so that families can remain in or access safe, affordable housing. They also should offer training for property managers and caseworkers to ensure they properly interpret housing policies to enable formerly incarcerated parents to live with their families, as appropriate.

In Oregon, private landlords cannot discriminate based on a person's arrest record or certain types of convictions. Landlords in Newark, New Jersey, must weigh factors such as references for good conduct and the nature of a person's



criminal history in determining whether he or she can rent a home.<sup>78</sup> And a pilot program with the Housing Authority of the City of Los Angeles uses Section 8 vouchers to support family reunification.<sup>79</sup>

► To create additional pathways to jobs and careers, city governments and private employers should, when possible, take advantage of universities, hospitals and other anchor institutions<sup>80</sup> that are rooted in communities and promote economic inclusion strategies. The latter intentionally connect low-income residents and neighborhoods with job and contracting opportunities generated from economic development projects. Economic inclusion and anchor institution policies and programs should include the hiring of formerly incarcerated individuals, along with related training to ensure returning parents can access local jobs. These institutions also could support local businesses owned by individuals who were incarcerated.

For example, Cleveland's Evergreen Cooperative Initiative — a partnership of the Cleveland Foundation, the Cleveland Clinic, University Hospitals, Case Western Reserve University and city government — promotes the development of local,

employee-owned businesses that train and hire low-income residents who are struggling to obtain employment, including people who were incarcerated.

## CONCLUSION

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Without a doubt, people who break the law should face the consequences. Still, parents who are incarcerated do not live in isolation: They are fathers, mothers, partners, caregivers, breadwinners and community members, and their kids inevitably end up sharing their sentences.

Built into the very essence of the American Dream is the belief that children can, and should, have the opportunity to forge their own path, to reach far and stretch wide, regardless of where they grow up or who their parents are. The confinement of a parent should not doom a child to a lifetime of closed doors. Our hopes and dreams for children of incarcerated parents should be no different from the limitless horizon we seek for all of our children. They too deserve a blank page in our nation's great storybook — and the chance to shape their part of the tale as it continues to unfold for themselves, their future families and our whole country.

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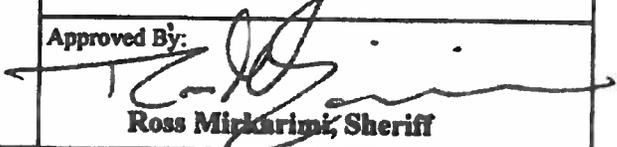
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INSTITUTING CONTACT VISITS AT KING COUNTY JAILS FOR CHILDREN AND THEIR  
INCARCERATED PARENTS

**San Francisco County Jail Child-Parent Visits Policy**

<b>CUSTODY OPERATIONS DIVISION</b>    <b>POLICY AND PROCEDURE</b>	<b>Date Issued:</b> 04/19/1990	<b>Policy #:</b> CODM 7.21
	<b>Last Revised:</b> 05/29/2015	
	<b>Related Policies:</b> CODM 7.03 Prisoner Rules of Conduct / Sentencing SFSD 01-08 Jail Clearance	
	<b>Approved By:</b>  <b>Ross Mirkharini, Sheriff</b>	
<b>Chapter:</b> 07 Prisoner	<b>Title:</b> Visiting	

**POLICY:** In order to maintain family and community connections, visiting will be allowed in all San Francisco Sheriff's Department (SFSD) facilities and be restricted only by the necessity to maintain order and security of the facility.

**PURPOSE:** To establish standards pertaining to inmate visiting for all facilities in the SFSD.

**DEFINITIONS:**

**Parent / Child Visit** – A supervised, pre-arranged contact visit between an inmate and a child (younger than 18 years old) that is facilitated by the Parent / Child Visit Coordinator, a contracted service provider.

**Non-Contact Visit** – A visit between an inmate and members of the public, conducted at a table without a barrier or partition where physical contact between the inmate and the visitor is not allowed.

**Screened Visit** – A visit between an inmate and members of the public, where a glass or structural barrier is used to prevent physical contact, but allows for visual and verbal communication.

**Special Visit** – A visit between an inmate and a member(s) of the public outside of the regularly scheduled visiting hours. Special visits must be approved by the Sheriff, Undersheriff, Assistant Sheriff, Division Commander, the Facility Commander or the Watch Commander.

**Goodbye Visit** – A special visit which may include up to three separate visits wherein the parent and child discuss parent's indicated or actual prison sentence in order to prepare the child for the parent's absence.

**Legal Visit** - A visit between an inmate and assigned counsel, counsel representative and/or to meet compliance with a court order.

**Parent / Child Visit Coordinator** – A contracted service provider who manages and supervises Parent / Child Visits in collaboration with Sheriff's Department staff.

**Human Services Agency (HSA)** - The department that promotes well-being and self-sufficiency among individuals, families and communities in San Francisco. The Human Services Agency is often used interchangeably with Child Protective Services (CPS).

**HSA Liaison** – A contracted service provider who delivers services relevant to HSA involved inmates within the San Francisco County Jail.

## Inmate Visiting

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**HSA Supervised Visitation- Parent / Child Visits** requested / ordered by HSA to determine a parent or legal guardian's appropriateness for family reunification, or to make plans for permanency or adoption.

**Family Reunification** - The HSA classification for parents or legal guardians who are provided an opportunity to participate in services which demonstrate their capacity to care for the child adequately, should the child be returned to his / her care.

### **I. General:**

A. The SFSD conducts six types of visits in accordance with this policy and related SFSD Policy and Procedure.

1. Screened Visits
2. Non-Contact Visits
3. Parent / Child Visits
4. HSA Supervised Parent / Child Visits
5. Special Visits
6. Legal Visits

### **II. Procedures:**

#### **A. Scheduling Visitors**

1. Scheduling an inmate visit is conducted through The Sheriff's internet site found at: [www.sfsheriff.com/jail\\_visitor\\_info.html](http://www.sfsheriff.com/jail_visitor_info.html). Click the "Schedule A Visit Online" button to register and schedule a visit.

a. Parent / Child Visits are scheduled by the Parent / Child Visit Coordinator based on the procedures and guidelines within this policy.

#### **B. Disabled Visitors**

1. Disabled visitors will be afforded the same visiting privileges as non-disabled visitors. The SFSD will make every effort to provide reasonable accommodations to any person visiting or receiving a visit at any SFSD jail facility.

a. A visitor with a disability should notify sworn employees, prior to the visit, of any special accommodation needed. Sworn employees shall attempt to provide reasonable accommodations.

#### **C. Children and Young Visitors**

1. All visitors under 16 years of age must be accompanied by an adult.
2. Persons who do not appear to be over 16 years of age and are not accompanied by an adult will be required to show identification.
  - a. If there is a question as to the validity of the identification, a Watch Commander or designee will be contacted to make the determination.
3. Children accompanied by adults are allowed, provided they are closely supervised and do not disrupt the visiting process.
4. Persons unwilling or unable to control his / her children will be asked to leave.
5. Visitors who are 16 and 17 years old may visit his / her parent, sibling or legal guardian, unaccompanied by an adult, once the following prerequisites are met:
  - a. Submit an application and follow all enrollment instructions listed on the Sheriff's internet site at: [www.sfsheriff.com/jail\\_visitor\\_info.html](http://www.sfsheriff.com/jail_visitor_info.html).

## Inmate Visiting

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- b. A birth certificate or other documentation verifying the minors age and confirms his/her parent, sibling or legal guardian relationship must be provided as part of the enrollment process.
  - c. Participation in an interview with the Parent / Child visit coordinator is required to determine the familial or guardian relationship.
  - d. Based on the interview the Parent/Child visiting coordinator will report their assessment and findings to Custody Administration for approval
  - 6. Custody Administration or a designee will preapprove visitors who are 16 and 17 years old once all the conditions above have been met.
    - a. Once a 16 or 17 year old has been approved for an unaccompanied visit, they do not need to seek approval for any subsequent visits with the same family member.
    - b. Custody Administration or a designee will make sure a notation is entered in the JMS indicating the visits have been approved.
- D. Posting of Rules, Regulations and Schedules for Visiting**
- 1. The inmate visiting rules and regulations shall incorporate the guidelines outlined in this policy.
  - 2. Each facility shall post inmate visiting rules and regulations for visiting in the visiting lobby and online.
  - 3. Each facility shall post a current visiting schedule in the inmate housing areas, the visitor lobby and online.
- E. Visiting Rules and Regulations**
- 1. Visiting rules and regulations for inmates and visitors are enforced by sworn employees.
  - 2. Unless otherwise approved by the Watch Commander or designee, a visitor, 16 years or older, to the SFSD county jails shall be required to show (picture) identification (ID) prior to visiting. Refusal or inability to present requested identification may be grounds for denying the visit.
    - a. Acceptable identification shall include any government issued identification, school identification, employer identification or birth certificate.
      - i. A jail-issued wristband with a clear and viewable picture is an acceptable form of identification.
      - ii. A mug shot with visitor's name and identifying information is an acceptable form identification.
  - 3. Visitors shall not display gang colors, wave caps, head scarves, bandanas or other similar attire or display gang signs, tattoos or graffiti.
    - a. A visitor who is able to remove or cover the distinguishing item prior to entering the jail grounds or visiting lobby, may be given the opportunity to do so. The item must remain invisible for the duration of the visit and while on jail grounds or visiting lobby.
  - 4. Visitors shall not wear sexually-provocative clothing including, but not limited to, clothing that reveals genitalia, buttocks, breast and / or nipple, bare midriff, tank tops, strapless halter, spaghetti straps and any other clothing deemed by the watch commander as inappropriate may be denied a visit.

## Inmate Visiting

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5. A visitor shall not give any item to an inmate, absent permission from the Watch Commander or designee.
    - a. At the discretion of the Watch Commander or designee, an inmate may be allowed to give an item to a visitor, after it has been searched by sworn employees.
  6. Cell phones and cameras are not permitted at any time.
  7. A visitor shall not bring food or drink into the visiting room.
  8. Bringing alcohol, drugs or weapons on to jail grounds or into jail facilities is a violation of state law.
- F. Visitor Responsibilities**
1. A visitor is responsible for familiarizing him or herself with the visiting hours and procedures of each facility.
  2. A visitor is responsible for following all visiting rules and regulations listed in Section E above.
  3. A visitor is responsible for complying with any/all directions received from Sheriff's personnel and / or their designees.
- G. Denial Or Termination Of Visits**
1. A person may be denied visits and / or be escorted out of the facility or grounds anytime during the visit for security or operational reasons.
    - a. Except with prior consent from the watch commander, a person previously convicted of a felony and previously confined in state prison that comes onto jail grounds or into jail facilities is in violation of state law and shall be denied a visit.
      - i. No person shall be denied an opportunity to facilitate a parent / child visit based solely on a previous state prison conviction.
      - ii. It is the responsibility of any visitor who has served time in state prison for a conviction of a felony to notify the watch commander prior to attempting to visit.
  2. A visitor who refuses to follow visiting rules and regulations and/or the directions of Sheriff's staff will be denied visits and/or told to leave the facility.
  3. A visitor who appears to be under the influence of alcohol or drugs will be denied visits.
  4. A visitor who causes a disturbance will be denied visits and escorted out of the facility. A supervisor shall be called anytime a problem arises during a visit.
  5. In all cases where visitors are denied access or have been removed from the jail grounds or facility, the Watch Commander will:
    - a. Make the determination, based on these guidelines, whether a person may be allowed to visit in the future.
    - b. When appropriate, add the name of the visitor denied access to the list of persons restricted to visit at the county jail and the duration of the restriction.
    - c. Visitors added to the denied list will be forwarded to the Facility Commander for review and approval.

## Inmate Visiting

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- d. Inform the visitor that has been denied access, the reason for denial and advise the visitor that they must contact the Facility Commander for an appeal.
  6. An incident report will be submitted through the chain of command for all incidents that result in a visitor being denied access or removed from the jail grounds.
  7. Visitors denied access to future visits may appeal, in writing, to the Facility Commander. The Facility Commander will respond to a written appeal within five business days from receipt.
  8. An inmate may be unable to visit for the length of any disciplinary isolation imposed except under the following circumstances:
    - a. HSA Supervised Parent / Child Visits will not be suspended or denied due to disciplinary violation unless the disciplinary action was directly related to the Parent / Child Visit.
    - b. Disciplinary violation sanctions may be deferred, at the discretion of the Watch Commander and / or Facility Commander.
  9. An inmate may refuse to see a visitor.
- H. Parent / Child Visits Application Procedure**
1. Inmates may apply for a Parent / Child Visit by completing a SFSD Parent / Child Visit application and submitting the application to the Parent / Child Visit Coordinator who will evaluate the client and then submit the application to the Classification Unit for review.
  2. The Classification Unit will return a written approval or denial on the application form within five days to the Parent / Child Visit Coordinator. If the client is denied, a reason for the denial will be provided in writing along with a written notification of the appeal process.
    - a. Within five business days of approval, the Classification Unit will enter an alert in the Jail Management System (JMS) to identify inmates approved for Parent / Child Visits throughout the jail system. Inmates approved to receive Parent / Child Visits are flagged in the Jail Management System (JMS), to facilitate continuity of services when inmates are transferred between jails within the county jail system.
  3. Once completed and approved, the application will be kept with the Parent / Child Visit Coordinator. A copy will be submitted to the Watch Commander. The Parent / Child Visit Coordinators will provide the facility Watch Commander or designee with a copy of approved Parent/Child visiting schedule 24 hours prior to the scheduled visit.
    - a. The Parent / Child Visit Coordinator is responsible for providing all names of visitors to the Watch Commander.
    - b. The Watch Commander or his / her designee will approve or deny the names of inmates listed on the schedule for a visit. If an inmate is denied then a reason for denial will be provided in writing.
    - c. The Parent / Child Visit Coordinator will ensure that the parent, legal guardian, or caregiver of the visiting child signs a release form prior to the first visit. A copy of the release form will be submitted upon request at the discretion of the Watch Commander.

## Inmate Visiting

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### I. Eligibility Criteria for Inmate Participation in Parent / Child Visits

1. The inmate must enroll and participate in parenting classes by:
  - a. Attending a parent orientation session.
  - b. Completion of or active participation in a SFSD approved parenting class.
    - i. If the inmate is housed at a facility with eligible parenting classes.
    - ii. Inmates that are unable to enroll in a group class will receive one-on-one support from parenting staff.
    - iii. Inmates serving a disciplinary isolation may participate in one-on-one support from parenting staff.
  - c. At the time of the application, the inmate must not have sustained any aggravated major violations of Prisoner Rules of Conduct within the past thirty days. This can be reviewed and approved on a case-by-case basis at the Facility Commander's discretion.
  - d. The inmate shall not have any stay-away, restraining, or protective orders from the child to be visited, unless there is a court order or court document authorizing an HSA Supervised Visit.
  - e. The inmate shall have no previous felony convictions or pending felony charges of any crime involving the minor named on the Parent / Child Visiting application.
    - i. In the case of statutory convictions and / or a request for an appeal, the application along with support documentation can be submitted to the Facility Commander for approval on a case by case basis.
    - ii. In the event that an exception is not granted, the applicant can re-submit for consideration in 30 days from denial with any additional supporting items.
2. If an inmate is denied a visit after his/her initial application has been approved, the appeal process and timeframe will be provided in writing within five days of the denial. This procedure is to be followed upon all denials, including instances when an inmate is under disciplinary action.
3. Once approved and enrolled, an inmate need not submit a new application if they are subject disciplinary action causing their Parent / Child visits to be suspended.
  - a. Once their disciplinary action has been served, inmates may re-enroll by indicating clearly on the Parent-Child visiting application.
  - b. While serving disciplinary sanctions inmates must continue to participate with Parent/Child services to be considered for Parent/Child visiting re-enrollment status. Documentation demonstrating such must be submitted with the re-enrollment application as an attachment.
4. Inmates must sign and agree to the terms outlined in the Parent/Child Visiting Contract.

### J. Parent Child Visiting Guidelines

1. The Parent-Child Coordinator will arrange for the child to be brought to the facility fifteen minutes prior to the scheduled visit, so that a search for contraband can be conducted by a Parent / Child Visit Coordinator.
2. If any contraband is discovered, the Watch Commander will be notified immediately.

## Inmate Visiting

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- a. Failure to report contraband will result in immediate revocation of jail clearance and any administrative or legal action allowed by law.
3. The Parent / Child Visit Coordinator will escort the child to and from the visiting area.
4. When possible Inmates will not be handcuffed in front of their children, prior to or immediately after a Parent / Child Visit.
5. The Parent / Child Visit Coordinator can make available any items (diapers, wipes, bottles, snacks, drinks) approved by the Watch Commander for the use for/by the child during the visit. Glass, metal, or other items that are deemed a security risk will not be allowed.
6. The Parent / Child Visit Coordinator will monitor the visit for any inappropriate behavior and escort the children to and from the visiting area.
7. No item may be given to the child or inmate during the visit without the approval of the Watch Commander and/or their designee.
8. The Parent / Child Visit Coordinator will clear all food and drink items for the care of the child with the Watch Commander or designee, prior to the start of the Parent / Child Visit.
9. Failure to obey the direction of sworn employees or the Parent / Child Visit Coordinator will result in the termination of a visit.
10. Inappropriate behavior will result in the termination of a visit and may subject the inmate to disciplinary action and / or criminal prosecution.

### K. Sworn Staff Guidelines At Parent / Child Visits

1. A sworn employee shall not physically handle, or oversee children as part of the visiting procedure, with the exception of any unforeseen exigency.
2. A sworn employee shall check the visiting area (before and after the visit) for contraband.
3. A sworn employee shall strip search the inmate before and after each visit, once the area is secure and children have been escorted from the immediate area.
4. Sworn employees shall insure that an inmate attending a Parent / Child Visit shall not bring any items to the visit.

### L. HSA Supervised Visits

1. The Human Services Agency (HSA) social worker will transmit the court-referred work order to the designated SFSD HSA liaison.
  - a. Any documentation or court orders allowing for Stay-Away order exceptions and / or court imposed "carve-outs" should be submitted with the initial application provided to the Classification Unit.
2. The HSA liaison will refer the in-custody parent to parenting support services.
3. The HSA liaison will present the visiting schedule to the SFSD Parent / Child Visiting Coordinator. The Parent / Child Coordinator will present the schedule to the Watch Commander or his/her designee the day before the visit. The Watch Commander or his / her designee will approve or deny the proposed schedule.
4. The HSA liaison will arrange for the child to be brought to the facility fifteen minutes prior to the scheduled visit, so that a search for contraband and review of visiting rules can be conducted.
5. The SFSD Parent / Child Coordinator will notify the Watch Commander or his / her designee immediately if any contraband is discovered.

## Inmate Visiting

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6. The HSA liaison and or SFSD Parent / Child visiting staff will monitor the visit for inappropriate behavior.
7. The HSA liaison and or SFSD Parent / Child Visiting service provider will escort the children to and from the visiting area.

### M. Special Visits

1. The Division Commander, Facility Commander or Watch Commander may approve a special visit under the following circumstances:
  - a. The visitor has traveled a long distance and has arrived before or after visiting hours.
  - b. The visitor is physically disabled and unable to visit during visiting hours.
  - c. An unforeseen situation may arise which would preclude a person from visiting during the regular visiting hours.
  - d. Goodbye visits for parent and child to facilitate conversations around longer sentences.

### N. Legal Visits in Accordance with Jail Clearance Policy

1. Any visit between an inmate and his / her assigned attorney of record, including investigators, paralegals, social workers, interns and experts that are part of the legal team.
2. A visit with any person listed on a court order and approved by Sheriff's legal counsel.

### III. Forms:

Parent / Child Visiting Application

Parent / Child Visiting Contract

### IV. Reference:

Not Applicable

INSTITUTING CONTACT VISITS AT KING COUNTY JAILS FOR CHILDREN AND THEIR  
INCARCERATED PARENTS

**Cook County (IL) Jail Child-Parent Visits Policy, Description  
of Contact Visit Program with Photographs**



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Cook County  
Sheriff's Office

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## Visitation for Inmates

[Home](#) > [D.O.C.](#) > [D.O.C. Visitation for Inmates](#)

The Cook County Department of Corrections encourages inmates to maintain ties with their families and friends through regular visits. Family visiting is scheduled to allow access on a regular basis limited only by staff demands and the visiting facilities in the Department.

### VISITOR ADA ACCOMODATIONS

It is the policy of the Cook County Sheriff's Office to comply with the provisions of the Americans with Disabilities Act of 1990, including changes made by the ADA Amendments Act of 2008 ("ADA"). The ADA prohibits discrimination against qualified individuals with disabilities. The Cook County Sheriff's Office is committed to providing equal access and reasonable accommodations to its visitors with disabilities. Depending on the nature of the accommodation request, advance notice may be required. Visitors with questions or requests concerning reasonable accommodation should contact the ADA Compliance Officer by calling 773-674-7768 during normal business hours, or emailing [CCSO.ADA@cookcountyil.gov](mailto:CCSO.ADA@cookcountyil.gov) during non-business hours.

### Visitation Schedules

**As of February 1, 2016, the majority of female inmates now reside in Division 4, which is located on Sacramento Ave. Females are no longer housed in Division 3 or Division 17.**

**Please [click here](#) to learn more about these changes and be sure to visit the inmate locator to remain up to speed on your loved one's housing location.**

To find an inmate's housing location call 773-674-5245 or [Click Here](#)

Select a housing facility from the list below:

- [Division 2 / Division 3 Annex / Division 4 / Division 6](#)
- [/ Division 8 RTU / Cermak Hospital / Division 9 / Division 10](#)
- [/ Division 11 / Division 14 /](#)



[Home](#) > [D.O.C.](#) > [D.O.C. Visitation for Inmates](#)

**Main Phone Number  
(773) 674-CCSO (2276)**



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[Search for Inmate Information/Visitation Registration](#)

[Submit a Crime Tip](#)

[Freedom of Information Act Request](#)

[Detainee Discharge](#)

[Prevent Opioid Overdose](#)

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[Public Corruption Complaint Forms](#)

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[Safe Disposal of Prescription Drugs](#)

[Shakman Compliance](#)

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## Contact Visit Program

[Home](#) > [Womens Justice](#) > [Contact Visit Program](#)

### Contact Visits – Women's Residential Program

Through a partnership with Bright Horizons Foundation for Children, Women's Justice opened the first Contact Visit space within the walls of the Cook County Jail for the Women's Residential Program participants. These visits are designed to maintain and improve family contact and are based in part on the "fifth right" of the *Children of Incarcerated Parents Bill of Rights* which states: "I have the right to speak with, see and touch my parent." Women's Justice and Bright Horizons have established a nurturing environment to promote the mother/child bond.

Prior to scheduled contact visits with their children up to age 16, Women's Justice Women's Residential Program participants must complete an 4 week parenting program that provides concrete tools and skills on the mechanics of parenting and participate in weekly parenting support groups. Upon completion of the parenting program, participants can receive weekly contact interaction visits with their children and continue attending parenting support groups until discharged from the program.



**Cook County Sheriff's Office  
 Sheriff's Women's Justice Programs**

773-674-7731  
 Fax: 773-674-3962

[Home](#) > [Womens Justice](#) > [Contact Visit Program](#)

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**Main Phone Number  
 (773) 674-CCSO (2276)**



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**Sheriff's Office  
COOK COUNTY, ILLINOIS  
GENERAL ORDER  
DEPARTMENT OF CORRECTIONS**

	ISSUANCE DATE	EFFECTIVE DATE	NO.
	<b>21 AUG 12</b>	<b>04 OCT 12</b>	<b>24.14.12.0</b>
SUBJECT	DISTRIBUTION	RESCINDS	
<b>VISITATION</b>	<b>SP</b>	<b>G.O. 14.12 Visitation eff. 04/01/92</b>	
RELATED DIRECTIVES		AMENDS	
<i>24.7.1.0 Contraband</i>			

**I. PURPOSE**

This order outlines the policy and procedures for conducting inmate visitation.

**II. POLICY**

The Cook County Department of Corrections (CCDOC) encourages inmates to maintain family and community ties during incarceration. This communication shall be maintained through regular visitation with their families and friends. Sufficient visiting hours have been established for each inmate to allow adequate access to maintain family contacts.

Attorney visits are necessary in order for inmates to expeditiously adjudicate their criminal proceedings. The CCDOC acknowledges the importance of these visits. Time and space are provided to accommodate attorneys.

Inmates' spiritual needs must be provided for on a regular basis. Clergy are encouraged to visit. Time and space are made available for this purpose.

Exceptions to this policy shall apply when there is a threat to the safety of employees, inmates, and/or civilians or a threat to the security and/or orderly operation of the CCDOC.

**III. APPLICABILITY**

This General Order is applicable to CCDOC sworn and civilian employees as outlined in Section IV. Supervisors shall review the contents of this order with all employees under their supervision as appropriate, and ensure the provisions as outlined are strictly adhered to.

**IV. SPECIAL DISTRIBUTION**

This General Order shall be distributed to sworn and civilian employees of the following Departments and Units:

- A. Cook County Department of Corrections (CCDOC)
- B. Cook County Sheriff's Women's Justice Programs (SWJP)

- C. Cook County Department of Reentry and Diversion Programs
  - Cook County Pre-Release Program

**V. AUTHORITY**

- A. Administrative Code Title 20: Jail Detention Standards, Section 701.200 and 525.60
- B. 720 ILCS 5/31A.1
- C. 725 ILCS 5/107-1, 2
- D. 325 ILCS 5/1

**VI. AMERICAN CORRECTIONAL ASSOCIATION REFERENCE**

- A. 4-ALDF-2A-21, 27, 61
- B. 4-ALDF-5B-01-04

**VII. ENCLOSURE**

- A. Inmate Visitor Request/Change (FCN-40)(APR 12)
- B. Inmate Visitation Stop Order (FCN-83)(AUG 12)

**VIII. DEFINITIONS**

For the purpose of this order the following definitions will apply:

- A. Adult – Any individual who is 17 years of age or older.
- B. Approved visitors – A list of individuals provided by the inmate and approved by CCDOC to have face-to-face communications with the inmate.
- C. Frisk search/Pat search – The inspection by sight and touch of an individual’s clothed body, outer clothing, and possessions, including footwear, pockets, hats, hair, wigs, mouth, and ears.
- D. Immediate family – Mother, father, stepmother, stepfather, grandmother, grandfather, legal guardian, spouse, siblings and children.
- E. Professional visitor – Probation/parole officer, attorneys of record on criminal cases, paralegals and clergy.
- F. Administrative Alternative Housing – Protective Custody, Special Incarceration, Disciplinary Segregation and Administrative Segregation.
- G. Stop Order – A written request issued from a division/unit superintendent which formally prohibits an individual from visiting an inmate due to a rule violation.

**IX. PROCEDURES**

**A. Visitation Hours and Frequency**

1. During times of inclement weather (e.g., excessive heat/cold, snow storm, rain/thunderstorm, etc.), sworn staff shall move elderly visitors and visitors with young children to the front of the visitation line.
2. The general visiting hours for all Divisions of CCDOC are Monday through Thursday from 3:30 p.m. to 8:30 p.m. for family and friends. On Saturday and Sunday visits will be from 8:00 a.m. to 1:00 p.m. and from 3:30 p.m. to 8:30 p.m. for friends and family.
3. Visitation hours for SWJP are on Sunday from 8:00 a.m. to 1:00 p.m. and will be held in Division Four. Visitation hours for the MOMS program are on Saturdays from 4:00 p.m. to 7:00 p.m. and will be held at the location of the current housing provider.
4. The visiting hours for clergy and attorneys are from 8:00 a.m. to 8:00 p.m. any day of the week.
5. All inmates in general population may visit two days per week according to the posted visitation schedule. One day shall be a weekday and one day shall fall on the weekend.
6. All inmates in SWJP may visit once per week according to the posted visitation schedule.
7. Visits shall not be less than 15 minutes in duration for all populations, unless extenuating circumstances exist (e.g., court order, security classification, etc.). In such cases, the length of the visit may be changed only at the discretion of the divisional superintendent, commander or watch commander.

**B. Inmate Approved Visitors List**

Inmates shall be allowed to have only seven visitors on his/her approved visitor list at a time. With the approval of the division/unit superintendent, exceptions may be made if the inmate has a large number of immediate family members. The following shall be the process for a requested visitor to be placed on the Inmate Approved Visitors List.

1. Correctional Rehabilitation Worker (CRW) Responsibilities

- a. Inmates shall obtain Inmate Visitor Request/Change forms from the CRW assigned to his/her division/unit. Once completed, the inmate shall submit the form back to the CRW.
  - b. The CRW shall, on a daily basis, collect and time stamp all Inmate Visitor Request/Change forms then place the forms in a folder labeled with the name of the form and the division/unit location. Once collected, the CRW shall immediately notify his/her supervisor of the number of request forms collected then deliver the folder with the completed forms to the assigned CCDOC Records office personnel.
  - c. The CRW shall, on a daily basis, retrieve the completed request forms delivered to Records from the previous day. Once collected, the CRW shall notify his/her supervisor of the number of request forms collected then input the approved visitor's information into the appropriate Inmate Approved Visitors List in IMACS. Once the information has been entered into IMACS, the CRW shall scan the forms into a CCDOC computer U drive folder designated for the division/unit's Inmate Visitor Request/Change forms.
  - d. After all information has been entered and stored, the CRW shall distribute the completed original request forms back to the appropriate inmates. Inmates shall be allowed to keep the form as a record verifying which visitors have been approved/not approved. The inmate shall also use this form to request visitor changes.
  - e. The CRW supervisor shall, on a daily basis, review the Inmate Visitor Request/Change forms computer folder to verify completeness.
2. Records Personnel Responsibilities

CCDOC reserves the right to conduct LEADS checks on visitors entering or requesting to enter CCDOC.

- a. Assigned Records office personnel, who are Law Enforcement Agencies Data System (LEADS) certified, shall on a daily basis run LEADS on all the Inmate Visitor Request forms received by the CRW. Records personnel shall also check IMACS for requested visitors previously incarcerated within the last sixty days.

- b. Any visitor, either approved or requesting approval shall be denied based on the following:
    - i. The information provided is inaccurate.
    - ii. The individual is on parole/probation.
    - iii. The individual was discharged from CCDOC within the last sixty days.
    - iv. The individual has an outstanding warrant.
    - v. Any safety or security reasons as determined by the CCSO.
  - c. The assigned Records personnel shall enter all denied visitors' information, including the reason for being denied, into a Records computer database for Denied Visitors.
  - d. Once all requested visitors have been checked in LEADS, the assigned Records office personnel shall shred all LEADS print outs except when a warrant is found.
  - e. When a warrant is found, the assigned Records office personnel shall deny that visitor and shall immediately notify the Central Warrants Unit by submission of a cover letter, to include all pertinent information gathered regarding the visitor, and the LEADS print out via fax at (708) 865-4904.
  - f. The assigned Records personnel shall complete all Inmate Visitor Request/Change forms by indicating approved or not approved in the applicable box next to each requested visitors name then initial and time stamp the form. All Inmate Visitor Request/Change forms shall be completed within twenty-four hours after being received by the CRW.
  - g. Once completed, the assigned Records personnel shall place the forms into the appropriate division/unit folder then notify the CRW.
3. Changes to the Inmate Approved Visitors List
- a. If an inmate wishes to request visitor changes, he/she shall be allowed to do so every thirty days after the initial request. Inmates may be allowed to make changes before thirty days only in extenuating circumstances and with the approval of the division/unit superintendent

- b. When requesting visitor changes, the inmate shall use his/her original or if necessary, obtain a new Inmate Visitor Request/Change form. Once completed, the inmate shall submit the form to the CRW indicating the visitors he/she is requesting to add and/or remove. The same approval procedures shall then be followed as outlined in Section IX, subsection B, 1 and 2 of this order.

C. LEADS Checks for Out of Town and Randomly Selected Visitors

Visitors who are not on the approved list but travel 150 miles or more from 2700 S. California shall be considered out of town visitors. Every fifth visitor entering a division/unit, who is already on an inmate's approved list, shall be randomly selected by the division/unit lobby officer for a random LEADS check. The following shall be the approval process for out of town and random visitors.

1. Division/Unit Lobby and Records Office Responsibilities

- a. The division/unit lobby officer shall notify the Records office via telephone with the out of town and/or the randomly selected (i.e., every fifth) visitor's identification.
- b. The assigned Records office personnel, who must be LEADS certified, shall run LEADS on the out of town and/or randomly selected visitor.
- c. Records personnel shall then shred all LEADS print outs immediately after review unless a warrant is found.
- d. If a warrant is found on an out of town or random visitor, the assigned Records office personnel shall immediately notify the lobby officer who shall state if the visitor is still present or has exited.
  - i. If the visitor is still present, Records personnel shall immediately notify via telephone and fax the LEADS print out to the division/unit watch commander.
  - ii. The lobby officer shall allow the visitor to visit but not alert him/her of the warrant until the completion of the visit. Once the arrest is completed, the lobby officer shall complete an Incident Report then submit it through the proper chain of command.
  - iii. If the visitor has exited the facility, the assigned Records office personnel shall immediately notify the Central

Warrants Unit by submission of a cover letter to include all pertinent information gathered regarding the visitor, and the LEADS print out via fax at (708) 865-4904.

- e. If an out of town visitor is approved, his/her identification shall be entered into IMACS as a Social Visit by the lobby officer. The approved visit shall be entered into the Visitation Log and into the Watch Commander Logbook.
  - f. The approved out of town visitor does not need to be pre-registered on the Inmate Approved Visitors List and shall be allowed to visit a particular inmate up to four times (once per day) in a thirty day period on any scheduled or non-scheduled visiting day during normal visiting hours.
  - g. After thirty days, the out of town visitor must be added to the Inmate Approved Visitors List and only be allowed to visit on the inmate's scheduled visiting day.
  - h. If the randomly selected visitor has been cleared on a LEADS check, he/she shall be allowed to visit as normal.
2. Watch Commander, Lobby Sergeant and EX OPS Responsibilities in Warrant Service
- a. The watch commander shall immediately notify the sergeant assigned to the lobby and External Operations (EX OPS) to respond to the lobby. In the event EX OPS is unavailable, the watch commander shall notify the Criminal Intelligence Unit (CIU).
  - b. The watch commander, lobby sergeant and EX OPS shall immediately respond to the scene upon notification of a warrant. EX OPS personnel responding must be certified in arrest training procedures.
  - c. The watch commander shall provide EX OPS with the LEADS print out to verify the warrant. If valid, EX OPS shall wait for the visitor to finish visiting then initiate arrest procedures on that individual.
  - d. If the warrant is valid, the watch commander shall notify Records with the visitor's information to have that information entered into the Denied Visitor data base as well as in IMACS.

3. An Arrestee with Children
  - a. Whenever EX OPS arrests a person, the officer shall question the arrestee as to whether he or she has any children under the age of 17 present or living with him or her who may be neglected as a result of the arrest or otherwise.
  - b. The EX OPS officer shall assist the arrestee in the placement of the children with a relative or other responsible person designated by the arrestee.
  - c. When children are present, EX OPS shall contact the SWJP to gain access to the Contact Visitation/Bright Space area located in Division 17 and remain at that location with the children until the relative or other responsible person designated by the arrestee arrives.
  - d. EX OPS shall have the arrestee verify the relative or other responsible designated person upon his/her arrival.
  - e. Once verified, EX OPS shall have the relative or other responsible designated person checked in LEADS for any outstanding warrants and if cleared of any warrants, he/she shall be allowed to take custody of the children.
  - f. If EX OPS has reasonable cause to believe that a child may be a neglected child as defined in the Abused and Neglected Child Reporting Act, he shall report it immediately to the Department of Children and Family Services as provided in that Act. EX OPS shall remain with the children until DCFS arrives and takes over custody.

D. Number of Visitors per Visit

Limitations on the number of visitors who may visit the inmate at a given time may be imposed by the watch commander or commander in order to prevent overcrowding in the visiting room or to eliminate difficulties in supervising the visit.

1. No one shall be allowed to visit an inmate unless his/her name appears on the Inmate Approved Visitors List. Any exception shall be approved by the on duty commander.
2. A visitor may not visit more than one inmate per day unless approved by the superintendent or designee.

3. A visitor may not visit the same inmate more than one time per week. Exceptions shall be approved by the superintendent or his/her designee.
4. Each inmate shall be allowed a maximum of two adults and four minor children per visit in the visiting area. Exceptions shall be approved by the superintendent or his/her designee.
5. Minors under the age of 17 must be accompanied by a parent or guardian on the approved visitation list. All minors are to remain under the close supervision of the accompanying adult while on the grounds of the Department.

E. Professional Visits

1. Attorneys of record on criminal cases and probation/parole officers shall be permitted to visit inmates at scheduled times as stated in Section IX, subsection A. 4. of this order. These visits shall not count as an allotted visit.
2. Attorneys must present the proper identification (ID) when visiting an inmate on official business. This ID must be a current Attorney Registration Disciplinary Commission (ARDC) card and a valid state issued photo ID.
3. Attorneys shall contact the CCDOC legal department for any special requests regarding visitation of an inmate.
4. Staff shall abide by any approved special requests and make every effort to provide attorneys a designated area to visit with an inmate when space is available.
5. Clergy shall be admitted into CCDOC for non-contact visits with inmates at the scheduled times stated in Section IX, subsection A. 4. of this order. These visits may take place any day of the week. Clergy must present the proper identification when visiting an inmate. This ID must be a current/valid issued member of the clergy card or a Sheriff's Clergy ID card, along with a valid state issued photo ID. These visits shall not count as an allotted visit.
6. Members of the clergy who wish to be allowed a contact visit with an inmate (for 15 minutes only) must seek prior approval in accordance with the current General Order regarding Religious Practices and Religious Volunteer Programs. This visit shall not count as an allotted visit.
7. Professional visits shall only be suspended or restricted by order of the appropriate Assistant Executive Director (AED).

F. Special Visits

Inmates who are in Administrative Alternative Housing Units status and are approved for visitation, by immediate family only, shall visit in a specially designated visiting area. The exception to this is when the inmate presents a clear and present threat to security as determined by the watch commander. In such instance, the watch commander shall document the information in an Incident Report.

G. General Information for Visitors

1. It is a criminal offense to bring contraband, as defined in the current order regarding contraband, into the CCDOC. Visitors who bring, attempt to bring or leave an item of contraband in the CCDOC shall be charged criminally with “Bringing Contraband into a Penal Institution”, 720 ILCS 5/31 A.1.
2. All persons requesting visitation privileges must be in possession of current/valid photo identification showing address (e.g., State ID, State driver’s license, passport/visa, recognized foreign consulate documentation, other government ID). Additional background information may be required and an interview may be conducted by a sworn supervisor to determine if the visitor poses a threat to safety, security or orderly operation of the department. Additional information will be obtained only with the approval of the divisional superintendent or commander.
3. Minors under the age of 17 must be accompanied by a parent or guardian on the Inmates Approved Visitors List. If the minor is high school age, a current school year ID card must be presented.
4. No expired forms of ID shall be accepted. No cracked, clipped or taped forms of ID will be accepted. All approved IDs must include a photo and current address.
5. All visitors shall be searched by scanning devices and/or a pat-down search. No body cavity searches shall be conducted. If reasonable suspicion of contraband exists, the visit may be denied with the approval of the watch commander.
6. If contraband which poses a threat to the safety, security or orderly operation of the CCDOC (e.g., drugs, weapons) is found on the person or in the clothing of a visitor, the contraband shall be confiscated and the visitor is to be detained. The watch commander shall be notified, EX OPS and the Cook County Sheriff’s Police Department (CCSPD) shall also be notified and an incident report must be completed and submitted.

H. Inmate Search

Inmates shall receive a frisk search immediately prior to and after each visit. A Body Scan machine search may be conducted.

I. Visitor appropriate attire and behavior

1. Visitors must present and maintain appropriate attire and behavior at all times while on the grounds of the CCDOC.
2. Clothing worn by visitors shall not be provocative, suggestive or revealing as to warrant unwanted attention. The following types of clothing are prohibited and at the discretion of the watch commander:
  - a. Short dresses, miniskirts or unduly revealing shorts;
  - b. Low cut shirts and/or blouses;
  - c. Sheer, transparent, net/mesh material pants and/or tops;
  - d. Sleeveless t-shirts (no tank tops, “spaghetti” strap tops, halter tops or “tube tops”);
  - e. Hats or caps worn in the facility;
  - f. Clothing that unduly exposes the stomach, back, shoulders, chest or midriff;
  - g. Pants or tops containing gang symbols, obscene or distracting messages, shapes or designs;
  - h. Clothing resembling law enforcement/security uniforms or inmate uniforms.
3. Loud, disruptive or argumentative behavior shall be cause for termination of a visit.
4. Profanity shall not be tolerated under any circumstances and shall be cause for termination of a visit.
5. Visitors shall not have any communication with any inmate they are not visiting. Doing so shall be cause for termination of the visit.
6. Visitors shall not be allowed to leave and re-enter the visiting area unless authorized by the assigned officer.
7. A visitor shall be required to remain seated throughout the visit, when applicable.
8. Minor children shall be supervised and under the control of the accompanying adult(s) at all times.

9. Any visitor who does not comply with the terms of visitation shall have his/her visit terminated. A continuous violation of visitation rules by the same visitor may result in that visitor's name being removed from the Inmate Approved Visitors List based on a progressive timeline and pending an administrative review.
10. The removal of any name from an inmate's visitor list must have the recommendation of the divisional superintendent and approval of the appropriate AED.

J. Prohibited Items

In order to maintain order and safety within the CCDOC as well as to deter the entrance of contraband, certain items are not permitted within the CCDOC by CCDOC employees, visitors, volunteers or inmates. These items include, but are not limited to:

1. Weapons, explosive devices, ammunition, or any item that could cause great bodily harm (e.g., tasers, stun guns, firearms, grenades, bombshells)
2. Knives of any kind
3. Imitation weapons/explosive devices, or any item construed or shaped as a weapon
4. Toxic, hazardous materials or chemicals of any type (e.g., flammable or combustible liquids, oil, etc.)
5. All tools except those authorized for use by the CCDOC
6. Insecticide, pesticide, or herbicide
7. Non-plastic eating utensils
8. Wire, wire rope, rope, string, or twine
9. Razors or razor blades
10. Dental floss
11. Aerosol cans
12. Steel, Aluminum, aluminum foil, tin, or other metal object
13. Wax, clay, or any substance that could be used as a "mold"
14. Glass or glass objects (other than prescription lenses)
15. Glue, adhesive, or masking tape
16. Intoxicants or alcoholic beverages, ingredients, formula, or instructions that are used to make intoxicants or alcohol (e.g., distilled spirits, beer, wine, etc.)
17. Illegal drugs or drug paraphernalia
18. Hypodermic needles or syringes (unless accompanied by a prescription)
19. Plastic or metal instrument modified for use other than its intended purpose
20. Maps or travel tickets (e.g., airline, train, bus, etc.)
21. Fresh or dried flowers, weeds, or foliage
22. Nail files, nail or toenail clippers
23. Scissors unless authorized by the CCDOC

24. Paper clips unless authorized by the CCDOC
25. Chewing gum
26. Cigarettes, cigars, or any tobacco product (e.g., rolling paper, loose tobacco, etc.)
27. Incendiary devices (e.g., lighters, matches, etc.)
28. Radios or video recording devices
29. Recording or pre-recorded audio or video magnetic tapes (e.g., CDs, DVDs, etc.)
30. Televisions unless authorized by the CCDOC
31. Pagers unless authorized by the CCDOC
32. Paint
33. Gambling devices (e.g., dice, poker chips, etc.)
34. Mirrors
35. Electronic devices, including portable or cellular phones and technical manuals unless authorized by the Executive Director
36. Computers and equipment unless authorized for use by the Executive Director (e.g., CDs, DVDs, floppy drives, flash drives, memory cards, monitors, keyboards, mouse, cables, software, manuals, etc.)
37. Cameras and equipment unless authorized for use by the Executive Director (e.g., memory cards, cables, software, manuals, etc.)
38. Food preparation equipment unless authorized by the Executive Director (e.g., coffee makers, hot plates, etc.)
39. Pornographic or nude materials
40. Books, magazines or newspapers unless authorized by the CCDOC

K. Hospital Visits

Inmates in the custody of CCDOC at outlying hospitals are permitted to have visitors by immediate family only. Approval and LEADS checks for these visitors shall be conducted by EX OPS personnel. Approval or denial of a visitor shall be in accordance to this policy as well as the visitation policy of the hospital the inmate is located in. The regulations regarding hospital visitation are as follows:

1. Visitation will take place only one day per week.
  - a. Wednesdays between the hours of 11:00 a.m. and 8:00 p.m. at John H. Stroger, Jr. Hospital.
  - b. Thursdays between the hours of 11:00 a.m. and 8:00 p.m. at Provident Hospital and all other outlying hospitals.
2. Visits shall not be less than 15 minutes.
3. All attorneys and clergy are permitted to visit inmates between the hours of 11:00 a.m. and 8:00 p.m. any day of the week.

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4. Medically isolated inmates are only permitted visitation with the approval of the attending physician.
5. Those inmates hospitalized in critical condition may be granted special visitation with extenuating circumstances but only with the approval of a superintendent or higher rank.
6. Any other type of visitation must be approved by the superintendent of EXOPS or higher rank.
7. The officer shall conduct a pat down search of all visitors prior to entering the room and upon completion of the visit and at no time shall items be passed between the inmate and visitor.
8. All visits are monitored. At least one officer will be present to observe the entire visit. There shall be enough distance between the officer and the visitor with respect for the privacy of the conversations. At no time will the conversations be recorded or intentionally overheard.

### L. Denial of a Visit or Termination of a Visit in Progress

The watch commander may deny or terminate visiting privileges to a visitor for that day's visit under the following circumstances:

1. Visitor appears to be under the influence of drugs or alcohol;
2. Visitor attempts to bring drugs/alcohol into the department shall be permanently restricted from visiting;
3. Visitor fails/refuses to produce valid ID or attempts to use falsified ID;
4. Visitor refuses to submit to a search;
5. Visitor fails to supervise children while on department grounds;
6. Insufficient space and time to adhere to visiting schedule;
7. Visitor is inappropriately dressed;
8. Visitor is considered a threat to the safety and security of the CCDOC and/ or staff, visitors or inmates;
9. Visitor is verbally abusive to CCDOC personnel;
10. Visitor displays disruptive conduct;
11. Visitor flashes (nudity or gang signs); or
12. Violation of any state and federal laws or CCDOC rules and regulations either by the visitor or inmate.

### M. Stop Orders

1. A watch commander may request a Stop Order against a visitor to temporarily (more than one day) or permanently stop visiting privileges as a result of a rule violation by completing an Incident Report, including

the reasons for the request, and forwarding it to the division/unit superintendent.

2. The superintendent shall forward the Incident Report to the AED of EX OPS. The AED shall make the final decision.
3. Any of the following actions by a visitor may result in a temporary restriction of up to six months:
  - a. Disruptive conduct of a minor nature;
  - b. Disobeying an order or posted rule;
  - c. Possession of drugs when the visitor has demonstrated there was no intent to conceal or introduce drugs into the facility;
  - d. Possession of alcohol when the visitor has demonstrated there was no intent to conceal or introduce alcohol into the facility;
  - e. Being under the influence of alcohol or drugs; or
  - f. Possession of other contraband as defined under state, federal or local laws or other departmental rules not specifically outlined in this subsection.
4. Any of the following actions by a visitor may result in a permanent restriction:
  - a. Assaulting staff, inmates or other visitors;
  - b. Sexual misconduct;
  - c. Possession of weapons;
  - d. Possession of drugs or drug paraphernalia;
  - e. Possession of money, where applicable;
  - f. Possession of escape paraphernalia;
  - g. Possession of alcohol;
  - h. Providing false identification or information;
  - i. Disruptive conduct of a major nature;
  - j. Violating any state, federal, or local law during a visit;
  - k. Any recurrence of any action committed during a visit.
5. If a Stop Order has been approved, the AED shall have a Stop Order form completed then forward a copy of the Stop Order to the division/unit superintendent and the Records office.
6. The Records office shall enter the Stop Order information into the appropriate visitor sanction section in IMACS as well as into the Denied Visitor data base.
7. The division/unit superintendent shall notify the inmate affected and the visitor that the Stop Order is placed against of the Stop Order. This notification shall be in writing and include the reason and duration of the Stop Order.

**BY ORDER OF:**

A handwritten signature in black ink, appearing to read "Gary Hickerson". The signature is written in a cursive, slightly slanted style.

**GARY HICKERSON  
ACTING EXECUTIVE DIRECTOR**



**COOK COUNTY DEPARTMENT OF CORRECTIONS  
INMATE VISITOR REQUEST / CHANGE**

**VISITOR REQUEST**

NAME OF INMATE:	DIVISION:	TIER:	BOOKING NUMBER:	TODAY'S DATE:
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I AM REQUESTING THAT THE FOLLOWING NAMES BE ADDED TO MY APPROVED VISITOR LIST. I UNDERSTAND THAT I WILL ONLY BE ALLOWED SEVEN (7) APPROVED VISITORS. IF MY FAMILY IS LARGER THAN SEVEN (7), I UNDERSTAND THAT APPROVAL FROM THE UNIT COMMANDER IS REQUIRED. THIS LIST MAY BE UPDATED EVERY 30 DAYS BY REMOVING VISITOR(S) AND/OR REPLACING VISITOR(S).

	FIRST & LAST NAME	DATE OF BIRTH	RELATIONSHIP	ADDRESS, CITY, STATE, ZIP	DRIVERS LICENSE/STATE ID # AND STATE OF ISSUE	APPROVED		OFFICER INIT./STAR
						YES	NO	
1						<input type="checkbox"/>	<input type="checkbox"/>	
2						<input type="checkbox"/>	<input type="checkbox"/>	
3						<input type="checkbox"/>	<input type="checkbox"/>	
4						<input type="checkbox"/>	<input type="checkbox"/>	
5						<input type="checkbox"/>	<input type="checkbox"/>	
6						<input type="checkbox"/>	<input type="checkbox"/>	
7						<input type="checkbox"/>	<input type="checkbox"/>	

**THE INFORMATION I HAVE PROVIDED IS TRUE AND ACCURATE.**

**I UNDERSTAND THAT FALSIFYING ANY INFORMATION WILL RESULT IN THE VISITOR REQUEST BEING DENIED OR REVOKED.**

INMATE'S SIGNATURE:	DATE:
---------------------	-------

**VISITOR CHANGE**

**DRAW A LINE ACROSS THE VISITOR TO BE REMOVED FROM YOUR VISITOR'S LIST AND ADD THE NEW VISITOR'S INFORMATION BELOW.**

	FIRST & LAST NAME	DATE OF BIRTH	RELATIONSHIP	ADDRESS, CITY, STATE, ZIP	DRIVERS LICENSE/STATE ID # AND STATE OF ISSUE	APPROVED		OFFICER INIT./STAR
						YES	NO	
1						<input type="checkbox"/>	<input type="checkbox"/>	
2						<input type="checkbox"/>	<input type="checkbox"/>	
3						<input type="checkbox"/>	<input type="checkbox"/>	
4						<input type="checkbox"/>	<input type="checkbox"/>	
5						<input type="checkbox"/>	<input type="checkbox"/>	

INMATE'S SIGNATURE:	DATE:
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**DEPARTAMENTO CORRECCIONAL DEL CONDADO DE COOK (CCDOC)  
SOLICITUD DEL PRESO PARA VISITANTES / CAMBIOS**

**SOLICITUD DE VISITANTE**

NOMBRE DE PRESO:	DIVISIÓN:	NIVEL:	NÚMERO DEL DETENIDO:	FECHA DE HOY:
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ESTOY SOLICITANDO QUE LOS SIGUIENTES NOMBRES PUEDAN SE AGREGADOS Y APROBADOS A MI LISTA DE VISITANTES. ENTIENDO QUE SÓLO SE PERMITE SIETE (7) VISITANTES APROBADOS. ENTIENDO QUE LA APROBACIÓN DEL COMANDANTE LA UNIDAD SE REQUIERE, SI MI FAMILIA ICUYE MAS DE SIETE (7) PERSONAS. ESTA LISTA PODRÁ SER ACTUALIZADA CADA 30 DÍAS PARA ELIMINAR VISITANTE (S) Y / O REEMPLAZAR VISITANTE(S).

NOMBRE Y APELLIDO	FECHA DE NACIMIENTO	RELACIÓN	DIRECCIÓN, CIUDAD, ESTADO, CÓDIGO POSTAL	LICENCIA DE CONDUCIR / ESTADO ID # Y EL ESTADO DE LA CUESTIÓN	SI	NO	INICIALES DEL OFICIAL/STAR
					<input type="checkbox"/>	<input type="checkbox"/>	
1					<input type="checkbox"/>	<input type="checkbox"/>	
2					<input type="checkbox"/>	<input type="checkbox"/>	
3					<input type="checkbox"/>	<input type="checkbox"/>	
4					<input type="checkbox"/>	<input type="checkbox"/>	
5					<input type="checkbox"/>	<input type="checkbox"/>	
6					<input type="checkbox"/>	<input type="checkbox"/>	
7					<input type="checkbox"/>	<input type="checkbox"/>	

LA INFORMACIÓN QUE HE PRESENTADO ES VERDADERA Y EXACTA. ENTIENDO QUE FALSIFICAR CUALQUIER INFORMACIÓN RESULTARÁ EN LA SOLICITUD DE VISITANTE SER NEGADA O REVOCADA.

PRESO DE LA FIRMA:	FECHA:
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**CAMBIO DE VISITANTES**

ELIMINE/TACHE CON UNA LÍNEA EL NOMBRE DEL VISITANTE DEBE SER ELIMINADO Y AGREGA LA INFORMACIÓN DEL NUEVO VISITANTE ABAJO.

NOMBRE Y APELLIDO	FECHA DE NACIMIENTO	RELACIÓN	DIRECCIÓN, CIUDAD, ESTADO, CÓDIGO POSTAL	LICENCIA DE CONDUCIR / ESTADO ID # Y EL ESTADO DE LA CUESTIÓN	SI	NO	INICIALES DEL OFICIAL/STAR
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1					<input type="checkbox"/>	<input type="checkbox"/>	
2					<input type="checkbox"/>	<input type="checkbox"/>	
3					<input type="checkbox"/>	<input type="checkbox"/>	
4					<input type="checkbox"/>	<input type="checkbox"/>	
5					<input type="checkbox"/>	<input type="checkbox"/>	

FIRMA DEL PRESO:	FECHA:
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**COOK COUNTY SHERIFF'S OFFICE  
INMATE VISITATION – STOP ORDER**

INMATE INFORMATION				
INMATE NAME		INMATE ID NUMBER	DIVISION	LIVING UNIT
VISITOR INFORMATION				
VISITOR NAME			ALIAS (AKA)	
ADDRESS	CITY	STATE	D/L OR ID NUMBER	DOB
REASON FOR STOP ORDER				
THIS STOP ORDER WILL REMAIN IN EFFECT FOR			EFFECTIVE DATE	CONCLUDING DATE
<input type="checkbox"/> 30 Days <input type="checkbox"/> 60 Days <input type="checkbox"/> 90 Days <input type="checkbox"/> Other: _____				
SUPERINTENDENT REQUEST				
DIVISIONAL SUPERINTENDENT/STAR REQUESTING STOP ORDER	SIGNATURE		DIVISION	DATE OF REQUEST
ASSISTANT EXECUTIVE DIRECTOR (AED) APPROVAL				
ASSISTANT EXECUTIVE DIRECTOR/STAR (Print)	SIGNATURE		DATE	TIME

**UPON ASSITANT EXECUTIVE DIRECTOR'S APPROVAL, FORWARD THE FOLLOWING INFORMATION TO ALL SECURITY STAFF, INCLUDING BUT NOT LIMITED TO ALL STAFF POSTED AT FRONT GATES OR DIVISIONAL LOBBY AREAS.**

**DISTRIBUTION:**

- |   |  |
|---|--|
| <input type="checkbox"/> Affected Inmate              | <input type="checkbox"/> Affected Visitor                      |
| <input type="checkbox"/> Superintendent of Division 1 | <input type="checkbox"/> Superintendent of Division 9          |
| <input type="checkbox"/> Superintendent of Division 2 | <input type="checkbox"/> Superintendent of Division 10         |
| <input type="checkbox"/> Superintendent of Division 4 | <input type="checkbox"/> Superintendent of Division 11         |
| <input type="checkbox"/> Superintendent of Division 5 | <input type="checkbox"/> Superintendent of External Operations |
| <input type="checkbox"/> Superintendent of Division 6 | <input type="checkbox"/> Superintendent of RCDC                |

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