

**STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS**

Policy: 415

Subject: Facility Pedestrian Traffic Control (1014)
Effective Date: September 1, 1983 **Review and Re-Issue Date:**
Supersedes: NEW **APA Rule Number:**

Recommended for approval by:		Authorized By:	
_____	_____	_____	_____
Signature	Date	Signature	Date

1. Authority:

1.1. It is our statutory responsibility to control access to the correctional facilities in order to provide a safe, secure environment free of contraband, to protect the public by preventing escapes, and to insure appropriate visitors are protected from physical harm while in the controlled environment.

2. Purpose:

2.1. The purpose of this policy is to develop a standardized method by which Department of Corrections employees, lawyers, volunteers, police officers, contractors, Buildings Division personnel, sales persons, inmate personal friends, and official tour visitors are identified, searched, admitted, and documented while working in or visiting a correctional facility.

3. Applicability/Accessibility

3.1.

4. Policy

4.1. Each Superintendent shall develop a procedure which requires every person entering any correctional facility not carrying an official Department of Corrections I.D. Card, a State's Attorney, a police officer, a State Public Defender carrying an official State I.D., or other persons identified in writing by the Superintendent, Director, or Commissioner, must be frisked via metal detector prior to admission into the secure portion of any correctional facility.

4.2. A procedure must be developed which requires a permanent record of the presence of all personnel entering the facility; i.e., staff roster, time card, others entered in log books, visitor cards.

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- 4.3. A procedure that requires all non-correctional personnel be pat searched prior to entering any restricted areas.
- 4.4. A procedure that requires the positive identification of all persons entering the facility.
- 4.5. A procedure that requires all non-uniformed persons to have a visible I.D. card displayed when they go beyond the inmate visiting area.
- 4.6. A procedure which requires ink stamp identification for all non-correctional personnel, which is controlled and changed by utilizing codes, different colors, and stamps.
- 4.7. A procedure which requires that firearms and other weapons be secured prior to entering the facility.
- 4.8. A procedure developed for no-contact visits and strip searching of visitors based on "reasonable suspicion."
- 4.9. A procedure which requires permanent and separate records for guests, volunteers, visitors on official business, inmate personal visiting cards.
- 4.10. The Superintendent must develop the procedure and submit it to the Director of Security and Operations for approval annually during the month of October.

5. Training Method

5.1.

6. Quality Assurance Processes

6.1.

7. Financial Impact:

8. References

8.1.

9. Responsible Director and Draft Participants