

**Policy and Procedures**

<b>CHAPTER:</b>	1	Administration and Management	<b>1.1.16</b>
<b>SECTION:</b>	1	General Administration	<b>EFFECTIVE DATE:</b> 7 / 21 / 2020
<b>SUBJECT:</b>	16	<b>FACILITY TOURS</b>	
<b>STANDARDS: ACA – 4 – ALDF: None</b>			
<b>APPROVED:</b> Dale Glass _____ <b>COMMISSIONER OF CORRECTIONS</b>			<b>REVIEW DATE:</b> 7 / 21 / 20
			<b>REVISION DATE:</b> 7 / 27 / 20
Rescind: 1.1.16 dated 11/28/05 Cancel:			

**I. POLICY**

It is the policy of the St. Louis City Division of Corrections to provide guided tours of the facility.

**II. RESPONSIBILITIES**

All Division of Corrections employees are responsible for adhering to the following procedures.

**III. DEFINITIONS**

None

**IV. PROCEDURES**

**A. General Information**

1. A blue color Administration Visitor Pass will be issued to visitors who have been approved for tour of the facility or who has visitation with an administrative staff. Individuals with a Blue Pass, if approved, may be allowed to enter the secure perimeter and, only with a Correctional Staff escort.

## **Policy and Procedures**

---

2. Any individual or group of persons who wishes to tour all or part of a facility will make a request in advance, to the Commissioner of Corrections, or designee.
3. The Commissioner, or designee, may grant or deny any such request and will notify the Commissioner of Corrections the request and decision prior to arranging for the tour. The Commissioner may overrule the decision to deny or approve request.
4. All persons given permission for a tour will be required to comply with all facility security practices, including, but not limited to a scan or search of the person and of any items to be brought into the facility.
5. All persons given permission for a tour will be escorted at all times by staff designated to do so, while on facility grounds and may be restricted from entering or viewing any area.
6. No person(s) given permission for a tour will be allowed to enter or view a housing unit or a program area for inmates receiving specialized treatment, such as medical, mental health, or substance abuse treatment, without a waiver of confidentiality from the inmate present in the unit or program area.
7. During a facility tour, a news media representative may be allowed to audio/video record or photograph only what the appointing authority, or designee, allows, (see DOC policy #1.1.18: News Media – Public Information).
8. Notwithstanding the provision of item #5 above, in no case will an individual or group of persons with permission for tour of the facility talk to, audio/video record, or photograph inmates except that, with the permission of the Commissioner, or designee, a person or group of persons may audio/video record a group of inmates in a way that does not reveal any inmate's identity.
9. Arrangements for tour of the facility will be made by the Commissioner or designee, taking into consideration facility operational needs.
10. The Commissioner or designee may rescind permission for, or terminate a tour of, the facility at any time for any reason.
11. Records of the tour, name of group or individuals approved for tour and the names of persons participating in the tour will be documented and a copy forwarded to the Records Retention Unit for maintenance in a the achieves.

### **V. SEVERABILITY CLAUSE**

1. Where any provisions of this procedures and work rule conflicts with DOC policy

## **Policy and Procedures**

---

#1.1.18: News Media – Public Information, the provisions of DOC policy #1.1.18 will take precedence.

2. If any part of this procedure and work rule is, for any reason, held to be in excess of the authority of the appointing authority, such decision will not affect any other part of this policy.

### **VI. TRAINING**

This procedure and work rule will be included in the First-Year Training and subsequent In-Service Training for custody staff.