

**ARIZONA DEPARTMENT OF CORRECTIONS
DIRECTOR'S OFFICE**

MEMORANDUM

TO: DISTRIBUTION

FROM: CHARLES L. RYAN

DATE: June 29, 2016

SUBJECT: Director's Instruction #347, Inmate Visitation and the Arizona Department of Child Safety

This Director's Instruction is effective immediately and supersedes any provision to the contrary in Department Order 911, Inmate Visitation, with regard to a minor visiting an inmate parent. This Director's Instruction will remain in effect until Department Order 911 is formally revised and issued by the Director.

PURPOSE

This Director's Instruction sets forth the process for allowing a minor to visit an inmate parent when the minor is accompanied by an authorized representative of the Arizona Department of Child Safety (DCS) or by an adult/relative with whom DCS has placed the minor.

NEW INSTRUCTION

This Director's Instruction applies only to inmate visits by a minor under DCS jurisdiction accompanied by an authorized DCS representative or by an adult/relative with whom DCS has placed the minor.

Effective immediately, an authorized DCS representative may bring a minor under DCS jurisdiction into a prison to visit the inmate parent upon presenting an official DCS Identification Badge. A Court Order and Birth Certificate of the minor are not necessary. The authorized DCS representative must pre-schedule the visit by coordinating with the Unit CO III/CO IV, who will provide written notification/confirmation of the visit.

Effective immediately, in the absence of an authorized DCS representative, an adult/relative with whom DCS has placed a minor under DCS's jurisdiction may bring that minor into a prison to visit the inmate parent without first having to obtain a Court Order and without having to produce the minor's Birth Certificate, only upon all of the following conditions:

- (1) all such adults/relatives must first complete the standard visitor application and be added to the inmate's approved visitor list, as currently required by DO 911.01, § 1.1;
- (2) all such adults/relatives must pay the \$25 criminal background investigation fee, as currently required by DO 911.01, § 1.2;
- (3) all such adults/relatives, and all such minors, shall be subject to criminal background investigations, as currently required by DO 911.01, §§ 1.3.4 and 1.3.5;

(4) all such adults/relatives shall present a letter on official DCS letterhead authorizing the adult/relative to bring the minor into the prison to visit the inmate parent;

(5) the DCS letter shall include a legible copy of the assigned DCS representative's Identification Badge;

(6) the DCS letter shall include a certification that the minor is not the victim of a sex offense, and that if the minor is the victim of a sex offense, the minor is not the victim of the sex offender inmate parent, as currently prohibited by DO 911.01, § 1.5.1.2; and

(7) the DCS letter shall include a meaningful explanation of why allowing the minor to visit the inmate parent is in the minor's best interests, as currently required by DO 911.01, § 1.5.1.2.

{Original Signature on File}