

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

MEMORANDUM

TO: DISTRIBUTION

FROM: CHARLES L. RYAN

DATE: February 12, 2015

SUBJECT: Director's Instruction # 334, Modification of Department Order 911, Inmate Visitation

This Director's Instruction is effective immediately and supersedes Department Order #911, Inmate Visitation, Section 911.03 – Searches, subsection 1.1.1.1.1, dated September 23, 2011. This Director's Instruction will remain in effect until incorporated into Department Order 911, Inmate Visitation.

PURPOSE

This Director's Instruction provides procedures for the appropriate handling and inspection of all visitor shoes.

911.03 SEARCHES

Subsection 1.1.1.1.1 – Visitor Searches

1.1.1.1 All visitors and their possessions shall successfully pass scanning by electronic detection devices/equipment.

1.1.1.1.1 All visitors shall remove their shoes. All shoes shall be scanned by the officer using the hand wand on post and shall be physically inspected/searched. If no issues are found with the shoes, the visitor will then be required to clear the walk through metal detector before the officer returns the shoes to the visitor. Special attention shall be paid to athletic shoes worn by visitors, inspecting the inner sole and heel of the shoe to ensure no contraband is concealed. If the shoes appear altered or tampered with during the physical inspection/search, the On-Site Duty Officer shall be contacted. The On-Site Duty Officer shall then make the determination to allow the visit, or to suspend the visitor for the day.

DEFINITION

Visitor – Any person that is not an Arizona Department of Corrections or contract employee.

{Original Signature on File}