

33-601.716 Visiting Record Management.

- (1) The Bureau of Classification and Central Records will develop and maintain automated visiting records.
- (2) Department staff will document all requests for visits, decisions made with regard to visiting, and pertinent comments on the automated visiting record.
- (3) An inmate may have up to fifteen visitors twelve years of age or older on their automated visiting record. This includes visitors in approved or suspended status. No more than five of the visitors listed may be non-family members.
- (4) An inmate will be permitted to remove or request to add visitors to their automated visiting record by completing Form DC6-111C, Remove/Add Visitor Request, which will be provided by institutional classification staff. Form DC6-111C is hereby incorporated by reference. A copy of this form is available from the Forms Control Administrator, 501 South Calhoun Street, Tallahassee, Florida 32399-2500, <https://www.flrules.org/Gateway/reference.asp?No=Ref-00674>. The effective date is October, 2011.
 - (a) Additions to an inmate's visiting record will be allowed at any time, up to the limit of fifteen visitors.
 - (b) Removals from an inmate's visiting record will be permitted once every twelve months pursuant to the following schedule:
 1. An inmate with a DC number ending in "0" may request a change in January;
 2. An inmate with a DC number ending in "1" may request a change in February;
 3. An inmate with a DC number ending in "2" may request a change in March;
 4. An inmate with a DC number ending in "3" may request a change in April;
 5. An inmate with a DC number ending in "4" may request a change in May;
 6. An inmate with a DC number ending in "5" may request a change in July;
 7. An inmate with a DC number ending in "6" may request a change in August;
 8. An inmate with a DC number ending in "7" may request a change in September;
 9. An inmate with a DC number ending in "8" may request a change in October;
 10. An inmate with a DC number ending in "9" may request a change in November.
 - (c) Approved changes will become effective during the first week of the month following an inmate's designated month.
 - (d) An approved visitor whose visitation privileges are suspended will not be removed from an inmate's automated visiting record. The inmate will not be allowed to remove the suspended visitor from their automated visiting record until the expiration of the suspension period or the month designated in paragraph (4)(b).
- (5) A person who requests placement on an inmate's automated visiting record will be referred to the inmate concerned. The inmate will be responsible for notifying prospective visitors of whether they have been approved for or denied visitation.
- (6) An approved visitor will be permitted to be on the automated visiting record of all inmates who are family as well as one non-family inmate except as provided in subsection (7), below.
- (7) A visitor who is approved as family on an inmate's automated visiting record will not be considered for visitation with a non-family inmate if both inmates are housed at the same institution unless:
 - (a) The family-member inmate is transferred to another institution or released from incarceration.
 - (b) The visitor is already approved to visit a non-family inmate prior to the family-member inmate being received at the same institution. Visitation will be allowed, but not on the same day.
 - (c) The visitor is already approved to visit a non-family inmate prior to the non-family inmate being transferred to the same institution housing a family-member inmate. Visitation will be allowed but not on the same day.
- (8) An approved visitor who is on the automated visiting record of two or more family-member inmates at the same institution may visit the inmates at the same time.
- (9) A visitor approved to visit a non-family inmate will not be removed from the automated visiting record of the inmate for purposes of visiting another non-family inmate at the same institution.