

TO: All Wardens and Deputy Wardens

FROM: A.T. Wall, II
Director

DATE: 12-20-00

RE: Inmate visitation by former DOC employees

This memorandum supercedes the 11-28-00 memorandum issued by Assistant Director Albert Gardner.

NOTE: THIS MEMORANDUM APPLIES TO ALL FORMER EMPLOYEES, INCLUDING THOSE THAT HAD BEEN PREVIOUSLY ALLOWED VISITING PRIVILEGES

Based on the premise that the presence of former employees in the facilities may undermine security considerations and/or rehabilitative considerations, effective immediately, the following guidelines will be observed throughout the Department:

1. Former employees will not be allowed visitation privileges within the Department if they are dismissed or resign under the following circumstances:
 - Indulging in undue familiarity with inmates
 - Discussing his or her personal affairs with an inmate(s) verbally or in writing
 - Borrowing anything from or lending anything to an inmate
 - Accepting gifts or personal services, bartering or trading with any inmate or inmate family member. This includes cards, letters and telephone calls.
 - Conveying drugs or contraband.
 - Using their knowledge of the prison system to circumvent policy
 - Other acts of misconduct, including, but not limited to, personal behavior that undermines security or corrective treatment

Last Filed: 12/27/2000

2. Requests for visitation by former employees who resign under circumstances other than those listed in #1 above, as well as requests made by former contract employees, former volunteers and any other former service providers, will be reviewed by the Office of Inspections. Requests should be made to the Warden, who will forward the request to the Office of Inspections. Anyone aggrieved by an adverse decision of the Office of Inspections may make a written request for reconsideration to the Director of Corrections or his designee.
3. These guidelines are not intended to restrict visiting privileges of former employees or other service providers who may have immediate family members incarcerated; unless the immediate family member is a spouse who was an inmate that the former employee met in the course of his/her employment.

A master list of former employees not allowed visiting privileges will be kept on file in the Office of Inspections.

cc: Ellen Evans Alexander, Asst. Dir., Administration
Albert Gardner, Asst. Dir., Institutions & Operations
Anthony A. Cipriano, Chief Legal Counsel
Aaron Aldrich, Chief Inspector
Ann Fortin, Chief, Program Development