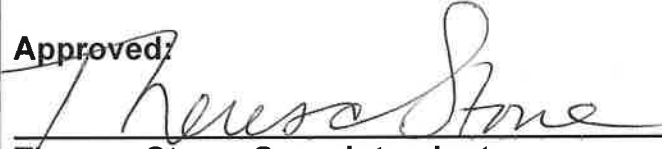


STATE OF VERMONT AGENCY OF HUMAN SERVICES DEPARTMENT OF CORRECTIONS CRCF Procedure	Procedure: 327.01.02
	Title: Mother & Child Saturday Program Event
	Effective Date: 06-25-19
	Security Level "B" (unrestricted)
Approved:  Theresa Stone, Superintendent	

UPDATES:

POLICY

KAP Mother & Child Saturday Program Events (M/C Events) at CRCF occur on three Saturdays a month from 10:00-12:00. Several times per year these events are extended to three hours (9:00-12:00). *The primary goal is to create a child focused event that addresses the specific needs of children experiencing parental incarceration.*

PARTICIPATION:

M/C events are available to women in general population and Foxtrot, who have children ages 0-18 and who are enrolled in KAP. In some circumstances, a woman may participate who is the primary caretaker, though not the biological or adoptive parent. This determination will be made by the KAP provider on a case by case basis.

In order to participate, a woman must have completed a KAP intake, including signing the *Program Agreement Form*. She must also have her child on her approved facility visitors list.

A sign-up sheet will be posted on the Parenting Board by the KAP space on the Monday prior to an event. KAP will send an e-mail to the facility on the day before the event, with a list of women and children who intend to participate. The CFSS will provide the email to the CO assigned to check children in.

There may be occasions where a child arrives on Saturday morning who is not on the list. In these circumstances the following will take place:

- 1) CFSS will be notified by the screening CO.
- 2) The CFSS and KAP provider will review the child's entry and confirm the following:
 - a. Mother of the child is enrolled in KAP,
 - b. Child is on the inmate's approved visiting list,
 - c. Birth certificate is available for review (in hand or on file), and the child has the appropriate documents that allow for access into the facility (i.e. permission slip from the legal guardian)

If the KAP provider and Shift Supervisor concur those criteria have been met and documentation is appropriate, then the child will be allowed to participate in the event.

The KAP Coordinator will be on call for all visits and can be reached by the CFSS if there are any concerns.

ENTERING THE FACILITY:

The front door will open for KAP Events at approximately 9:45am. The COs assigned to check children in will wait for KAP providers to be present before opening the door.

A second opportunity to enter the visit will be available at 10:30. At that time, The KAP staff and one officer will go to the lobby for screen in if additional children have arrived. No opportunity to enter the building will be offered between 10:00 and 10:30, or after 10:30.

Upon entering the building, persons transporting children to the program event must provide:

- A driver's license and a copy of the child's birth certificate.
- If they are not an adult named on the birth certificate, then they must have documentation that they are the legal guardian, and/or a permission slip from

the child's legal guardian authorizing them to transport the child to the event at CRCF.

Guardian/transporting adults must be directed to remain toward the front of the lobby area (closer to the main entrance) and away from the area of the metal detector in order to facilitate an efficient process. Children will be screened and enter the facility with KAP staff.

Children entering the building must be dressed in accordance with the visitor's dress code that is part of Directive #327.01. That dress code is included with this protocol.

Infants and toddlers may bring in a bottle or sippy cup, and comfort item (blanket, pacifier). Photos, pictures, and other paperwork may not be brought into an event by children without prior approval. If approved, the items must be checked by security staff first. Inmates placed on the "photocopy status" list will only be provided with photocopies of the approved items.

All children coming into CRCF must have valid identification brought with them or on file with KAP staff. In the event that no identification is brought in or on file the visit will not be permitted. These types of events will be handled with care and professionalism as it involves denying the child(ren) a visit with a parent.

If there is a concern about paperwork, etc., the CO will speak to the KAP provider about the issue in an attempt to come to a resolution. If there are other types of issues such as dress code, behavior, etc., the KAP provider will then explain the procedures to caregivers and children and attempt to remedy the situation. If the situation can be remedied, the child will be allowed to participate in the event. If the issue can't be remedied, the CO or KAP provider will notify the caregiver and child that they will not be allowed to attend the event.

As children complete the screening in process, they will wait where directed by the KAP provider. In most situations, KAP will wait for a majority of the children to be screened before moving into the facility as a group. This may vary depending on the number of children, length of event (ex: extended 3 hour), and families that may need additional time to sign in or get settled.

The CO will notify the units by phone to send women to the parenting room. This will be done in a timely fashion so that the children are not left with unfamiliar people for more than a few minutes and so that the benefit of the full 2 or 3 hour program event is allowed for.

The KAP provider will be notified by the CO to return to the front of the building to escort additional children in if they arrive late. Children may enter the event up to half an hour prior to the end of the event. The CO will not escort children into the building without a KAP provider.

INSIDE THE PARENTING ROOM (gymnasium, yard):

M/C Events are full contact events for all participating inmates and their children. Otherwise, all facility rules apply, and will be monitored by COs supervising the event. M/C Events may use the parenting room and gymnasium (as well as any designated outdoor space).

It is the responsibility of the mothers to ensure that their child(ren) are engaging in appropriate behavior. Should there be an issue, the KAP program provider will intervene as unobtrusively as possible. If the problem continues, the security staff will address the issue with the mother.

GIFTS FOR MOTHERS

Children may not introduce any item or correspondence into the correctional facility to provide to an inmate/parent. Each child may make a picture for their parent using items available at KAP (paper, crayons, etc.).

Any item made by a child for their parent at KAP must use facility provided supplies. The artwork may not contain adhesives, stickers, glitter or similar items which inmates are prohibited from possessing. The gift/art may only be made of crayon, marker, and pen on a single piece of paper.

Only one (1) item per child per visit. If a mother has multiple children, then each child may provide a maximum of one (1) item per visit.

GIFTS FOR CHILDREN

Women may make some handmade gifts (crocheted items, cards, gift boxes, etc) and bring them to the event for children to bring home. In these cases the mothers will complete the items by the Friday prior to the event and KAP staff will store the items until a predetermined time during the event in which the mothers will be given the items to hand out to their children. The items must be taken home with the children.

Several times per year, there may be holiday themed gifts (Easter baskets, Christmas stockings, etc.) for children to take home. In these cases, the type of items made and the quantity of items given to the children will be coordinated through KAP.

BATHROOM POLICY:

Infants and toddlers in diapers will be changed by the mother in the parenting room in a designated area; changing pad and wipes are provided.

Young children who require assistance will be escorted by a KAP provider to the bathroom inside the parenting room, accompanied by their mother. The mother may enter the bathroom with the child and a KAP provider, who will remain in the bathroom with the mother and child with the door ajar.

A child who uses the bathroom independently (generally these are school aged children) will be escorted to the bathroom by a KAP provider who will remain outside the door until the child is finished.

Inmates needing to use the bathroom during the event will wait until a female CO is available to accompany them to the KAP bathroom.

FOOD

Snacks will be provided for the events for the children and mothers to eat during the event. Participating inmates may only consume food/beverage during the KAP event. Inmates are not allowed to remove food, beverage or other items out of the KAP space unless authorized by KAP staff. KAP staff is authorized to allow food/beverage to leave with the child at the conclusion of the visit. KAP staff is responsible for obtaining any food related allergy concerns before the visit.

KAP staff is responsible for returning any kitchen equipment and remaining food items to the kitchen staff for clean-up.

EMERGENCIES

In case of any emergency requiring an evacuation of the KAP space, the primary egress will be the Visiting Room and the secondary egress is the Gym. Any emergency must be reported to security as soon as possible to ensure the safety of the children, mothers, and staff.

EVENT CLOSING

Fifteen minutes prior to the end of the event, a KAP provider will ask mothers and children to help clean up the room, return materials, and begin their goodbyes. When

the KAP provider flashes the lights, families will say goodbye, and children will line up at the door. Mothers will ensure that this happens in an orderly and timely fashion. The KAP provider will escort children to the front of the building and remain until all children have left with their guardian/transporting adult.

COs will ensure that the mothers continue to clean the parenting room (return remaining materials, wipe tables, vacuum, collect trash) as they wait to be called to leave. The KAP provider will ensure that the room is left as it was found, all materials returned to kitchen, etc.

VISITOR DRESS CODE

Visitors to any facility are **prohibited** from wearing:

- Clothes with holes, rips, tears, or the pockets torn so as to allow access beneath the garment (Clothing must be completely intact.)
- Clothing which closely resembles correctional officer or law enforcement uniforms (police, sheriffs, marshals, etc.)
- Sweat suits
- Hats, headbands and/or hooded clothing
- See-through clothing of any kind
- Tight-fitting clothing
- Low cut and/or V-neck sweaters, blouses, shirts
- Shirts or blouses too short to tuck in; shirts or blouses which expose the midriff
- Tank, halter and/or tube tops
- Skirts, dresses, and/or shorts with slits that reach two inches or more above the knee
- Clothing which, in the opinion of the staff person registering the visitor, appears provocative or inappropriate (such as, shirts that fail to conceal inflammatory tattoos or convey anti-social messages)
- Metal hair ornaments or watches

Exceptions: Children ten (10) years old and younger may be allowed to visit if wearing shorts, skirts and/or dresses shorter than mid-thigh, rompers, sleeveless shirts, athletic type pants or sportswear with elastic waist bands. The staff person registering the visit will notify the CFSS if there are any concerns regarding dress code.

CONTRABAND AND USE OF FORCE

Any inmate found to be introducing contraband into the institution through M/C event will be held accountable. Any staff member that has observed or has reasonable suspicion that contraband has been introduced will take appropriate action.

In all incidents of suspected or observed contraband, the safety of the children will always prevail. Understanding that the primary goal is to create a child focused event it is essential to deal with contraband in a very controlled and responsive manner.

The use of physical force to stop the introduction of contraband in the area of the M/C event should be avoided. It is preferable to allow contraband to be passed rather than place children in danger. The use of physical force during M/C events is only authorized when staff, inmates or children are in imminent danger of physical harm.

If a use of force incident occurs during M/C visits, the KAP staff's primary responsibility will be to relocate all children to a safe area, preferably out of sight of the incident.

Staff that suspects an inmate has attempted to introduce contraband will take the following steps:

- 1) Maintain constant observation on the inmate suspected of being in possession of contraband.
- 2) If possible, discreetly notify another staff member in the area (either security or KAP staff) to assist. The additional staff can help with observations and notify the shift supervisor by phone.
- 3) If no other staff are in visual proximity that can provide assistance the supervisor will be notified by radio to report to the area. Maintain constant observation while the supervisor responds.
- 4) The supervisor, in consultation with KAP staff, will attempt to discreetly and safely move the inmate suspected of passing/possessing contraband to another area away from the M/C event.
- 5) If the inmate refuses to comply with the instructions of the supervisor then the area will be cleared of all other inmates and children in order to deal with the incident as safely as possible. All children will be removed as far away from the incident as possible.
- 6) The inmate will be strip searched and questioned regarding the contraband concerns.
- 7) The supervisor will determine if the visit can resume depending on the outcome of the search, the appropriateness of the inmate's behavior is and the officer's observations during the incident.
- 8) KAP staff will be notified of the outcome of the search and informed if the visit is being terminated for that inmate.