Rhode Island Department of Corrections

Interim Memorandum

TO: RIDOC Employees

FROM: Wayne T. Salisbury Jr., Acting Director

DATE: December 19, 2023

SUBJECT: 9.23-3 DOC, Access to ACI Facilities, Effective Date: 01/30/17

Effective immediately, the above-referenced policy is amended as follows:

Underscore = New language
~~Strikethrough~~ = Deleted language

IV. **PROCEDURES**:

G. PREA Information Acknowledgment Form

1. All employees and non-employees (i.e., contractors, volunteers, interns, students) shall complete and submit a PREA Information Acknowledgment Form when:

   a. submitting an Access to Facilities Application; and/or

   b. submitting a Temporary Access to Facilities Application.

2. PREA Information Acknowledgement forms are available in the following languages:

   a. English;

   b. Italian;

   c. Portuguese; and

   d. Spanish.

3. The Records and ID Unit shall send all completed PREA Information Acknowledgment Forms to the Training Academy. The Training Academy shall maintain these training records in accordance with the most recent version of RIDOC policy 9.49 DOC, PREA (Prison Rape Elimination Act) Policy.

Unless otherwise specified, unit/program/facility managers are responsible for ensuring subordinate staff is adequately trained in the contents of this policy.

Rhode Island Department of Corrections
POLICY UNIT

TO: RIDOC Employees

FROM: Patricia A. Coyne-Fague, Assistant Director, Administration

VIA: Jayne Del Sesto, Chief/Program Development

DATE: January 27, 2017

SUBJECT: 9.23-3 DOC, Access to ACI Facilities, 01/30/17

The enclosed policy, Access to ACI Facilities by Staff Persons and Persons Providing Services to RIDOC, effective 01/30/17, **supersedes the current policy 9.23-2 DOC** and contains the following change(s) (underscore = new text; ~~strikethrough~~ = deleted text):

This policy has been completely rewritten. Staff is strongly advised to review it in its entirety.

Unless otherwise specified, unit/program/facility managers are responsible for ensuring subordinate staff is adequately trained in the contents of this policy.

This policy IS NOT approved for inmate/public access.

Rhode Island Department of Corrections

Interim Memorandum

TO: RIDOC Employees

FROM: Patricia A. Coyne-Fague, Director

DATE: February 12, 2019

SUBJECT: 9.23-3 DOC, Access to ACI Facilities, Effective Date: 01/30/17

Effective immediately, the above-referenced policy is amended as follows:

Underscore = New language
~~Strikethrough~~ = Deleted language

IV. **PROCEDURES**:

G. PREA Information Acknowledgment Form

1. All employees and non-employees (i.e., contractors, volunteers, interns, students) shall complete and submit a PREA Information Acknowledgment Form when:

   a. submitting an Access to Facilities Application; and/or

   b. submitting a Temporary Access to Facilities Application.

2. The ID Unit shall send all completed PREA Information Acknowledgment Forms to the Training Academy. The Training Academy shall maintain these training records in accordance with the most recent version of RIDOC policy 9.49 DOC, PREA (Prison Rape Elimination Act) Policy.

Unless otherwise specified, unit/program/facility managers are responsible for ensuring subordinate staff is adequately trained in the contents of this policy.

RHODE ISLAND DEPARTMENT OF CORRECTIONS
POLICY AND PROCEDURE

	POLICY NUMBER: **9.23-3 DOC**	**EFFECTIVE DATE:** **01/30/17**	**PAGE 1 OF 10**
	SUPERSEDES: **9.23-2 DOC**	**DIRECTOR:** Please use BLUE ink.	

SECTION: **SECURITY AND CONTROL**	**SUBJECT:** **ACCESS TO ACI FACILITIES**

AUTHORITY: Rhode Island General Laws (RIGL) § 42-56-10 (22), Powers of the director

REFERENCES: ACA Standard 4-4117, Volunteer Process; the most recent versions of RIDOC Policies 3.06 DOC, Selection, Retention, and Promotion; 3.21 DOC, Exit Interviews and Return of State Property for Terminating Employees; 3.32 DOC, Pre-Employment Background Investigations; 7.01 DOC, Accountability and Procedures for the Utilization of Community Agencies, Volunteers, Interns, and/or Employees of Outside Public or Private Organizations; 9.22 DOC, Tours of ACI Facilities, 9.24 DOC, Entry To/Exit From Secure Facilities, 9.40 DOC, Procedures for Contractors at Institutional Facilities, 24.03 DOC, Visits and 26.01 DOC, Religious Programs and Services; DOJ Final PREA Standard 115.17 Hiring and promotion decisions

INMATE / PUBLIC ACCESS?	**X NO**
AVAILABLE IN SPANISH?	**X NO**

I. **PURPOSE:**

To establish procedures for the:

A. assignment of access levels to Rhode Island Department of Corrections (RIDOC) employees, contractors, vendors, students, interns, and volunteers;

B. issuance, security, accountability, and retrieval of RIDOC photo ID badges; and

C. passage through metal detectors upon entrance to RIDOC facilities.

II. DEFINITIONS:

1. **<u>Contractor</u>** - for purposes of this policy, a contractor is defined as any individual, or organization, business or program provider, other than RIDOC employees, who have been contracted by the State (or sub-contracted to a contractor of the State), or who are otherwise compensated to provide goods or services to RIDOC, and who are required to enter secure areas of a correctional institution.

2. **<u>Non-Employee</u>** – for purposes of this policy, non-employee refers to contractors, vendors, students, interns and volunteers.

3. **<u>Sponsor</u>** – for purposes of this policy, a sponsor is a department/unit head, or employee who is responsible for/in charge of non-employees, contractors, vendors, students, interns and/or volunteers.

III. POLICY:

A. This policy applies to employees, contractors, vendors, students, interns and volunteers.

B. Access level is governed by an individual's need to access RIDOC facilities for the purpose of performing his/her job and/or providing services to RIDOC.

C. Non-employee access is **not** granted until a background check [consisting of Bureau of Criminal Identification (BCI), National Crime Information Center (NCIC) inquiries, Banner **and** inmate telephone and visiting lists checks] is conducted by the Records and ID Unit.

   1. Non-security employee background checks are conducted during the hiring process by RIDOC's Probation & Parole unit; however, before issuing non-security employees their RIDOC photo ID badge, the Records and ID Unit conducts a BCI/NCIC check.

   2. Security staff background investigations are conducted prior to pre-service training by the Records and ID Unit.

      <u>NOTE</u>: See Section IV.B. of this policy for more information on Processing RIDOC Access to Facilities Applications.

D. Access Levels

There are two levels of access:

1. Full Access – Granted to RIDOC employees, and full-time or long-term contractors.

   a. **BLUE** photo ID badges are only issued to RIDOC **employees,** and institutional or volunteer clergy (as defined in the most recent version of RIDOC Policy 26.01 DOC, Religious Programs and Services).

      Blue photo ID badges allow the holders to enter any ACI facility in the performance of their duties.

      Blue photo ID badges may include one of the following designation indicators:

      (1) **N/E** (Non-Employee) – indicates that the owner of the badge is a representative of another state agency who regularly provides services to RIDOC **and** is assigned to the department.

      (2) **ICP** – indicates the owner of the badge is Incident Command Personnel.

      (3) **CIT** – indicates the owner of the badge is a member of the department's Crisis Intervention Team.

   b. **GREEN** photo ID badges are issued to **full-time, long-term contractors** (e.g., pool nurses) and/or representatives of other state agencies who regularly provide services to RIDOC but who are **not** assigned to the department (e.g., Office of Child Support Services).

2. Limited Access – Granted to students, interns, volunteers, and part-time and/or short-term contractors [e.g., persons contracted by the Master Price Agreement (MPA), Agency Price Agreement (APA), capital projects, and/or who perform emergency repair work within RIDOC].

   a. Generally, no photo ID badges are issued to those individuals granted limited access to RIDOC facilities (e.g., volunteers and/or short-term contractors).

b. **PURPLE** photo ID badges are issued to **students** and/or **interns** as requested by the RIDOC student and/or intern's sponsor.

<u>**NOTE**</u>**:** Those individuals who are not issued photo ID badges shall be verified by the facility Reception Desk Officer through the department's non-employee limited access database **upon every request** to enter a secure RIDOC facility.

E. <u>Escort to/from Authorized Destinations</u>

Generally, employees do not require escort inside the facilities; however, the facility Warden/designee has the discretion to require an escort for **any** individual(s) he/she deems necessary.

F. <u>Metal Detector</u>

1. **All persons** are required to submit to a mechanical search (hand frisker or metal detector) or pat-down search (conducted by a correctional officer of the same sex) upon entrance to a secure facility. **All persons** required to submit to such searches must do so successfully before gaining entrance to a facility.

   <u>**EXCEPTIONS**</u>**:** RIDOC command and uniform staff, and staff possessing **BLUE** photo ID badges **without** an "N/E" designation.

2. Absent any particularized suspicion, volunteers, vendors and individuals from other state or federal agencies entering a secure facility for the purpose of providing professional services will be permitted access if they are unable to successfully pass through the metal detector three (3) times, and after being scanned with a hand-held wand, when it appears likely that their underwire bra may be setting off the alarm.

3. Absent any particularized suspicion, volunteers, vendors and individuals from other state or federal agencies entering a secure facility for the purpose of providing professional services who have a metal implant or other medical device which sets off the metal detector, will be permitted access if they are unable to successfully pass through the metal detector three (3) times, and after being scanned with a hand-held wand. Such access will **ONLY** be granted at the first professional visit. The individual will be required to provide the facility's Deputy Warden with proper medical

documentation of the metal implant or other medical device prior to the next professional visit. **This does not apply to individuals with body piercings**.

IV. PROCEDURES:

A. Access to Facilities Application (**Non-Employees ONLY**)

1. **Non-employees must** complete an Access to Facilities Application before entrance into any secure RIDOC facility is granted.

    a. **Non-employees** shall submit their completed application to their Sponsor who signs the application and forwards it to the ID Unit for preliminary screening/processing.

    NOTE: Access to Facilities Applications may be forwarded via interoffice mail or by emailing them to the ID Unit using this link (DOC.IDUNIT@doc.ri.gov).

    b. Sponsors must indicate the nature of the applicant's business on the Access to Facilities Application.

    c. No photo ID badge is issued for non-employees unless approved by the ADIO/designee.

2. Sponsors are responsible for ensuring non-employees required to attend New Employee Orientation (NEO) are scheduled for attendance and for informing non-employee applicants of limitations to access [i.e., specific facility(ies), day(s) of the week, time(s) of day, etc.], if any, and all applicable RIDOC policies, rules and regulations that apply to the individual.

    NOTE: All attendance at NEO trainings shall be documented by, and kept on file at, the Training Academy.

    NOTE: All recent versions of RIDOC policies and most standard operating procedures (SOPs) can be found in the Policy Index.

B. Processing RIDOC Access to Facilities Applications (**Non-Employees ONLY**)

1. The ID Unit performs background checks using the information provided on the completed Access to Facilities Application.

2. The Records and ID Captain ensures background check results are carefully reviewed to determine whether or not an applicant has a criminal record.

   a. If the applicant has a criminal record, access is granted only with written authorization from the Assistant Director of Institutions and Operations (ADIO)/designee.

   b. If the applicant has no criminal record **and does not** appear on any inmate telephone and/or visiting list, the Records and ID Captain signs the Access to Facilities Application, determines what color photo ID badge will be issued, and forwards the signed application to RIDOC's bail unit for processing.

   c. If the applicant has no criminal record **but appears** on the telephone and/or visiting list of an inmate(s), s/he is permitted entrance on a case-by-case basis after the ADIO determines the nature of the applicant's relationship with the inmate and approves the applicant for entrance.

      (1) After the investigation is completed, the Sponsor shall notify the Records and ID Unit in writing, via email (DOC.IDUNIT@doc.ri.gov), of the investigation findings (i.e., approval or denial of access).

      (2) If access is approved, the applicant is prohibited from working in the facility(s) which house the inmate(s) unless written approval is obtained from the ADIO.

      (3) If access is denied, the Sponsor shall notify the applicant of the denial.

3. The Records and ID Captain notifies the Sponsor once an applicant is approved and directs the Sponsor to have the approved applicant contact/visit RIDOC's Records and ID Unit to obtain the appropriate photo ID badge.

4. The Record and ID Unit checks the application and enters all data from the application into the RIDOC database.

NOTE: Approved applicants who do not have their photographs taken within ninety (90) days of approval must reapply as their approved application is considered expired.

5. The Records and ID Unit issues a photo ID badge which contains the identifying information of the individual to whom the card is issued and a color-coded stripe that corresponds to the access level (Full or Limited) allowed/authorized.

   NOTE: For volunteers and short-term contractors, where no photo ID badge is issued, the Record and ID Unit ensures the individual's photo is entered in the non-employee limited access database.

6. The computer-generated number of the photo ID badge issued is recorded on the application.

7. The original Access to Facilities Application is destroyed after 90 days by the Records and ID Unit.

C. Photo Identification (ID) Badges

1. Only RIDOC-issued photo ID badges are permitted for access to facilities.

2. Only the ADIO/designee (Record and ID Captain or Central Office Warden) is authorized to issue approvals for RIDOC photo ID badges and assign access levels.

3. RIDOC photo ID badges are the property of RIDOC and are subject to recall at any time.

   a. Badges may be recalled for any of the following reasons:

      (1) termination of employment or service (i.e., student interns with **PURPLE** badges);

      (2) expiration of contract;

      (3) on the expiration date listed on the card and/or;

      (4) at the request of the issuing authority.

b. Badges may be recalled by any of the following departments/units/individuals:

(1) Office of Human Resources;

(2) Office of Inspection;

(3) ADIO/designee and/or;

(4) Sponsor/Supervisor (includes the RIDOC Intern/Volunteer Coordinator).

c. When a RIDOC photo ID badge is recalled, the individual recalling the badge shall notify the Records and ID Unit (via email or interoffice mail) and the individual's Sponsor/Supervisor. Upon notification, the Records and ID Unit shall remove the individual from the ID database.

d. The individual's Sponsor/Supervisor shall notify the individual of the recall and collect the photo ID badge, if it has not already been collected.

e. Any photo ID badges collected or turned in must be destroyed, and an email notification must be sent to the Records and ID Unit.

NOTE: For those individuals who are not issued a photo ID badge, the RIDOC Sponsor, upon completion of service and/or expiration of contract, notifies the Records and ID Unit (via email or interoffice mail) so that the non-employee's information, maintained in non-employee limited access database, may be updated.

4. Upon entering a facility, department-issued photo ID badges are exchanged at the Main Control Center (MCC) for color-coded facility-specific badges. These color-coded facility-specific badges must be worn in a visible manner at all times when inside a facility.

5. When someone with Limited Access (i.e., with no department-issued photo ID badge) reports to a facility to provide services, the Reception Desk Officer shall ask to see a valid driver's license (or other valid photo ID), review the non-employee limited access database to verify his/her identification, access limitations and escort requirements prior to allowing access.

D. Temporary Access

1. Sponsors must submit a completed Temporary Access to Facilities Application to the Records and ID Unit (via email or interoffice mail) on behalf of individuals or groups requesting specific temporary access.

   NOTE: Anyone requesting permission to enter a facility is required to pass BCI/NCIC checks.

2. If the individual or group requesting temporary access passes the BCI/NCIC checks, the Records and ID Captain will forward the Temporary Access to Facilities Application to the appropriate facility Warden/designee for his/her signature.

   NOTE: Sponsors will be notified by the Records and ID Unit if an individual or group does not pass the BCI/NCIC checks. It is the Sponsor's responsibility to notify the individual or group that he/she/they did not pass the background check.

3. The Warden/designee submits copies of the approved, signed Temporary Access to Facilities Application to the Shift Commander, and Main Control Center Officer or Reception Desk Officer for verification that approval has been given.

4. The Warden/designee also sends a copy of the approved Temporary Access to Facilities Application to the individual's Sponsor, who shall ensure that the individual or group leaders have a copy available when entering the facility.

E. Replacement Photo Identification Badges

Requests for replacement badges must be made to the ID Unit via email. The email shall include the individual requesting the replacement, their contact information, title and why replacement of the photo ID badge is necessary. Replacement badges may be required due to:

1. Loss/Theft

Lost or stolen badges must be reported, in writing, immediately to the Deputy Warden of the facility in which the individual works (if applicable) or to the individual's Sponsor/Supervisor and the ADIO.

2. Change in Status – including, but not limited to:

   a. New position (lateral transfer, promotion, etc.);

   b. Name change;

   c. Separation from the department (voluntary or involuntary).

F. Expiration/Renewal

It is each individual's responsibility to renew his/her photo ID badge when required (see chart below) and/or update his/her information maintained in the database. The expiration information for photo ID badges and/or access to ACI facilities are as follows:

ACCESS LEVEL	CARD COLOR	ISSUED TO	EXPIRATION INFORMATION	PREA BACKGROUND CHECKS (SEE FINAL PREA STANDARD 115.17)
Full	Blue	Employees/ Institutional Clergy	Five (5) years from year of issuance, during birth month	5 years (Office of Inspectors)
Full	Green	Full-time Contractors Long-term Contractors	Five (5) years from year of issuance, during birth month	2 years (ID Unit)
Limited	Purple	Students Interns	Term of the Internship	2 years (ID Unit)
Limited	*NO CARD ISSUED*; but access granted, and pertinent information maintained in database	Volunteers Short-term Contractors	Information must be updated two (2) years from date access was granted	2 years (ID Unit)