Florida Department of Corrections
VISITOR SCREENING MATRIX

VISITOR'S NAME:					
INMATE'S NAME:					
DC#:					
RELATIONSHIP TO INMATE:	Immediate Family		Relative		Other

SECTION I   OT30 0 Inmate DC Number

Status (Upper right hand corner of screen)

a. Active (continue process)   …. ☐

b. Inactive or ACT TERM Date – Supervision – Do not process   …. ☐

c. Check for "Visitation Restriction" Flag-17 and under--Deny   …. ☐

Maximum number (15) approved visitors, 12 and over, exceeded?

a. Yes -- Deny   …. ☐

b. No—Continue with process   …. ☐

Disposition

a. Approved—Do not process   …. ☐

b. Denied/Suspended/Removed per inmate or visitor request—Place an "I" in space in front of visitor name – Enter to display OT31. Check date of last action, continue with process.   …. ☐

SECTION II   RA10 0 Inmate DC Number — *Past and Present Victims*

a. Victim with consideration of the nature of the inmate's offense, the extent of victimization and the relationship of the victim to inmate -- Deny if warranted providing case number and appropriate comments regarding decision.   …. ☐

b. Not a victim or not warranted – Enter appropriate comments and continue with process   …. ☐

SECTION III   DC21 0 Inmate DC Number — *(Current Victims Only) Note, press ENTER key watching "Sequence" (near upper left hand corner of screen) until it returns to Sequence 001.*

a. Victim with consideration of the nature of the inmate's offense, the extent of victimization and the relationship of the victim to inmate – Deny if warranted providing case number and appropriate comments regarding decision..   …. ☐

b. Not a victim or not warranted – Enter appropriate comments and continue with process   …. ☐

SECTION IV   OT67 0 Last Name,First Name Visitor

a. Visitor name appears once—Continue to Section V   …. ☐

b. Visitor name appears more than once—Check OT30 0 Inmate DC Number for their status on other lists and relationship to inmate.   …. ☐

SECTION V   OT09 2 Last Name,First Name Visitor — *Looking for current FL felony supervision or Prior FL inmate.*

a. Yes – Note DC#--Check PPO1 0 Inmate DC#. Proceed to Section VII   …. ☐

b. No, continue with process   …. ☐

SECTION VI   OT09 3 Last Name,First Name Visitor — *Looking for previous FL felony supervision or prior FL inmate.*

a. Yes – Note DC# - Check PP01 0 Inmate DC#.   …. ☐

b. No, continue to Section VII.   …. ☐

SECTION VII   Run Criminal History (ICRS)

a. Active warrant, felony or misdemeanor—Deny w/appropriate code and comments such as date of offense, offense name and arresting agency.   …. ☐

b. Protection Order or Injunction for or against the **inmate** only—Deny w/appropriate code and comments such as date of Order/Injunction and filing agency.   …. ☐

c. Escape, assisted escape, attempting to escape, or attempting to assist an escape from any facility--Deny   …. ☐

d. Incarcerated for a felony conviction within the last two years and not previously incarcerated in the same facility in which visitation is requested-Deny   …. ☐

e. Incarcerated for a felony conviction within the last five years and previously incarcerated in the same facility in which visitation is requested -Deny   …. ☐

f. Possession, Attempted possession, or Introduction of Contraband as defined in s. 944.47, F.S. into prison or jail --Deny   …. ☐

g. Incarcerated in any jurisdiction for a misdemeanor conviction within one year-Deny   …. ☐

h. On community supervision in any jurisdiction within the past year-Deny   …. ☐

If criminal history is "OK", continue process.   …. ☐

SECTION VIII OT30 0 INMATE DC NUMBER

a. Tab to visitor sequence number – **place V under ACT (action) space--Enter**   …. ☐

SECTION IX   OT31 3 Inmate DC Number

a. **Approval**—Enter **A** in *Application Status space—Press Enter key twice.*   …. ☐

b. **Denied**—Enter **D** in *Application Status space* **and** appropriate code in *Reason Space*—Press Enter key. The OT49 screen (comments screen) will automatically come up. Enter appropriate comments.   …. ☐

CLO / SCLO Signature: **Date:**