



**Florida Department of Corrections  
VISITOR SCREENING MATRIX**

<b>VISITOR'S NAME:</b>			
<b>INMATE'S NAME:</b>			
<b>DC#:</b>			
<b>RELATIONSHIP TO INMATE:</b>	<input type="checkbox"/> <b>Immediate Family</b>	<input type="checkbox"/> <b>Relative</b>	<input type="checkbox"/> <b>Other</b>
<b>SECTION I OT30 0 Inmate DC Number</b>			
<b>Status</b> (Upper right hand corner of screen)			
a. Active (continue process)	..... <input type="checkbox"/>		
b. Inactive or ACT TERM Date – Supervision – Do not process	..... <input type="checkbox"/>		
c. Check for "Visitation Restriction" Flag-17 and under--Deny	..... <input type="checkbox"/>		
<b>Maximum number (15) approved visitors, 12 and over, exceeded?</b>			
a. Yes -- Deny	..... <input type="checkbox"/>		
b. No—Continue with process	..... <input type="checkbox"/>		
<b>Disposition</b>			
a. Approved—Do not process	..... <input type="checkbox"/>		
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.	..... <input type="checkbox"/>		
<b>SECTION II RA10 0 Inmate DC Number</b>		<b>Past and Present Victims</b>	
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.	..... <input type="checkbox"/>		
b. Not a victim or not warranted – Enter appropriate comments and continue with process	..... <input type="checkbox"/>		
<b>SECTION III DC21 0 Inmate DC Number</b>		<b>(Current Victims Only) Note, press ENTER key watching "Sequence" (near upper left hand corner of screen) until it returns to Sequence 001.</b>	
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..	..... <input type="checkbox"/>		
b. Not a victim or not warranted – Enter appropriate comments and continue with process	..... <input type="checkbox"/>		
<b>SECTION IV OT67 0 Last Name,First Name Visitor</b>			
a. Visitor name appears once—Continue to Section V	..... <input type="checkbox"/>		
b. Visitor name appears more than once—Check OT30 0 Inmate DC Number for their status on other lists and relationship to inmate.	..... <input type="checkbox"/>		
<b>SECTION V OT09 2 Last Name,First Name Visitor</b>		<b>Looking for current FL felony supervision or Prior FL inmate.</b>	
a. Yes – Note DC#--Check PPO1 0 Inmate DC#. Proceed to Section VII	..... <input type="checkbox"/>		
b. No, continue with process	..... <input type="checkbox"/>		
<b>SECTION VI OT09 3 Last Name,First Name Visitor</b>		<b>Looking for previous FL felony supervision or prior FL inmate.</b>	
a. Yes – Note DC# - Check PP01 0 Inmate DC#.	..... <input type="checkbox"/>		
b. No, continue to Section VII.	..... <input type="checkbox"/>		
<b>SECTION VII Run Criminal History (ICRS)</b>			
a. Active warrant, felony or misdemeanor—Deny w/appropriate code and comments such as date of offense, offense name and arresting agency.	..... <input type="checkbox"/>		
b. Protection Order or Injunction for or against the <b>inmate</b> only—Deny w/appropriate code and comments such as date of Order/Injunction and filing agency.	..... <input type="checkbox"/>		
c. Escape, assisted escape, attempting to escape, or attempting to assist an escape from any facility--Deny	..... <input type="checkbox"/>		
d. Incarcerated for a felony within the last two years and not previously incarcerated in the same facility in which visitation is requested-Deny	..... <input type="checkbox"/>		
e. Incarcerated for a felony within the last five years and previously incarcerated in the same facility in which visitation is requested -Deny	..... <input type="checkbox"/>		
f. Possession, Attempted possession, or Introduction of Contraband as defined in s. 944.47, F.S. into prison or jail --Deny	..... <input type="checkbox"/>		
g. Incarcerated in any jurisdiction for a misdemeanor within one year-Deny	..... <input type="checkbox"/>		
h. On community supervision in any jurisdiction within the past year-Deny	..... <input type="checkbox"/>		
<i>If criminal history is "OK", continue process.</i>	..... <input type="checkbox"/>		
<b>SECTION VIII OT30 0 INMATE DC NUMBER</b>			
a. Tab to visitor sequence number – <b>place V under ACT (action) space--Enter</b>	..... <input type="checkbox"/>		
<b>SECTION IX OT31 3 Inmate DC Number</b>			
a. <b>Approval</b> —Enter <b>A</b> in <i>Application Status space</i> — <i>Press Enter key twice.</i>	..... <input type="checkbox"/>		
b. <b>Denied</b> —Enter <b>D</b> in <i>Application Status space</i> <b>and</b> appropriate code in <i>Reason Space</i> — <i>Press Enter key.</i> The OT49 screen (comments screen) will automatically come up. Enter appropriate comments.	..... <input type="checkbox"/>		