



**Florida Department of Corrections
VISITOR SCREENING MATRIX**

VISITOR'S NAME:			
INMATE'S NAME:			
DC#:			
RELATIONSHIP TO INMATE:	<input type="checkbox"/> Immediate Family	<input type="checkbox"/> Relative	<input type="checkbox"/> Other
SECTION I OT30 0 Inmate DC Number			
Status (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"/>		
Maximum number (15) approved visitors, 12 and over, exceeded?			
a. Yes -- Deny <input type="checkbox"/>		
b. No—Continue with process <input type="checkbox"/>		
Disposition			
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"/>		
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.	 <input type="checkbox"/>	
b. Not a victim or not warranted – Enter appropriate comments and continue with process	 <input type="checkbox"/>	
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..	 <input type="checkbox"/>	
b. Not a victim or not warranted – Enter appropriate comments and continue with process	 <input type="checkbox"/>	
SECTION IV OT67 0 Last Name,First Name Visitor			
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"/>			
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	 <input type="checkbox"/>	
b. No, continue with process	 <input type="checkbox"/>	
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#.	 <input type="checkbox"/>	
b. No, continue to Section VII.	 <input type="checkbox"/>	
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.			
..... <input type="checkbox"/>			
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.			
..... <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 conviction 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 conviction 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 conviction 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"/>			
SECTION VIII OT30 0 INMATE DC NUMBER			
a. Tab to visitor sequence number – place V under ACT (action) space--Enter			
..... <input type="checkbox"/>			
SECTION IX OT31 3 Inmate DC Number			
a. Approval —Enter A in <i>Application Status space</i> —Press Enter key twice.			
..... <input type="checkbox"/>			
b. Denied —Enter D in <i>Application Status space</i> and appropriate code in <i>Reason Space</i> —Press Enter key. The OT49 screen (comments screen) will automatically come up. Enter appropriate comments.			
..... <input type="checkbox"/>			
CLO / SCLO Signature:		Date:	