



## DEPARTMENT OF CORRECTIONS



### *FACILITY VISITATION RULES*

1. Visitors will report to the facility's main entrance and be recorded in the Visitor Log.
2. Each Visitor must present a valid government issued, photo identification matching the name and address the inmate has provided on their visiting list. A birth certificate is required for minors under the age of 16. Visitors under the age of 18 must be accompanied by an adult who is their legal guardian, or have written permission of the legal guardian to bring the minor into a correctional facility to visit the inmate.
3. All visitors must be named on the approved visitor list for the individual with whom they are attempting to visit.
4. Any visitor arriving 30 minutes or less prior to the end of scheduled visiting hours will not be processed or allowed to visit at that time.
5. Any visitor that is directed to leave or denied a visitation must immediately depart state grounds. Failure to do so will result in the local law enforcement agency being requested to issue a trespass warning/citation.
6. Visitors must not be under the influence of drugs or alcohol. If they are, they will be refused admittance.
7. Visitors must be dressed appropriately:
  - No sweat suits,
  - Hooded sweatshirts,
  - Clothes with holes,
  - Low-cut,
  - V-neck shirts,
  - No see through clothing,
  - Tank tops or halters, or
  - Anything provocative.
  - Skirts or shorts must be no higher than 2 inches above knee level when standing and the midriff must be covered.
  - No shirts that have derogatory sayings or pictures.
  - Shirts must cover all inflammatory tattoos.
  - No sandals, flip-flops or open toe shoes.
  - Any clothing that resembles a correctional officer uniform or any law enforcement uniform will not be allowed.
  - Hats, headbands and hair ornaments must be removed, unless the headwear or ornament is a religious observance item and approved by the superintendent or designee (religious headwear and ornaments are subject to search).
  - Outer garments such as coats, gloves and jackets are not permitted into the visiting room.

**Exceptions:** Children 10 years old and younger may be allowed to visit if wearing shorts, skirts and/or dresses shorter than mid-thigh, rompers, sleeveless shirts, etc. The discretion of the staff person registering the visitor will prevail.

8. Visitors will not bring in any items into visiting without prior approval from the facility superintendent or designee. This includes, but is not limited to:

- Tobacco or tobacco products,
- Purse,
- Money,
- Jewelry,
- Cell phone,
- Photographs,
- Papers,
- Food,
- Drinks,
- Cameras
- Other electronic devices.

Individuals who introduce unauthorized items into a facility may be **subject to criminal charges or civil penalties.**

*Visitors will be offered a locker or secure area to put any personal property (such as car keys, jackets, hats, gloves, money, belts, purses and hair clips) during the visit. Cigarettes and lighters should be secured in the visitor's vehicle. Corrections assumes no responsibility for items lost or stolen.*

9. All items authorized by the superintendent or designee to enter the facility will be searched upon entering and exiting the visiting room.
10. Each visitor must be able to successfully pass through a metal detector without activating the alarm. If the metal detector is activated, the visitor will be asked to remove belts, footwear or other outerwear which may be setting off the detector. If the metal detector continues to activate, the visitor will be offered to be hand scanned. If the source of metal cannot be found / identified, then the visitor will not be allowed access to the visiting area.

**EXCEPTION:** If a visitor has any type of metal prosthetic or implanted device, they will need to provide a doctor's note.

11. Once clearing the metal detector each visitor will have their hand stamped with ink.
12. Firearms and weapons are not allowed on state property.
13. Tools that can be used in aiding escape are not allowed on the property even if secured in a vehicle.
14. Pharmaceuticals that are not prescribed by a physician to the visitor and not in their original container are not allowed on the property. With the exception of Nitroglycerin, all pharmaceuticals will be secured in the visitor's locker.
15. All Vehicles will be locked in the parking lot.
16. No children or pets will be left unattended in any vehicle on state property.
17. Visitors are to leave state property upon completion of visit.
18. If the visiting room reaches the maximum capacity, new visitors will have to wait until in-progress visits end.

## ***VISITING ROOM RULES***

1. Children must be kept under control at all times, and remain with the parent or guardian who brought them to the facility.
2. Children who are 11 years old and younger may have a brief hug and kiss with their parent at the beginning and end of each visit if they request so from the visiting room officer.
3. Physical contact between inmate and visitors over the age of 11 is strictly prohibited.
4. No child over the age of five may sit on the lap of an inmate.
5. Inmates who have been convicted of (or are pending) a crime involving the abuse of a child may not receive a visit from a minor without the approval of the Superintendent.
6. Inmates are not permitted to physically discipline children in the facility.
7. Inmates are not permitted to change children's diapers.
8. Visitors will be seated before the inmate arrives in the designated visitor seating area.
9. Adults and children over 11 will remain seated through the entire visit.
10. Children under the age of 11 may be allowed to visit on the same side of the table as the inmate. They may play with the child or read to the child as long as there are no safety issues or disruptions to other visitors. If there is any suspicious behavior, the child will be moved to the outer side of the table with the visitor parent or guardian.
11. Inmates will be brought in and seated in the designated inmate seating area across from the visitor(s).
12. Each inmate is allowed a maximum of 3 visitors at a time, unless otherwise approved by the Superintendent or designee in advance.
13. Superintendent or designee in advance.
14. Both inmates and visitors will keep their hands on the table at all times.
15. No items shall be passed between inmate and visitor.
16. Both inmates and visitors will keep their feet on the floor at all times.
17. Children who are being disruptive will be asked to quiet down. If the disruptive behavior continues, the visit will be terminated.
18. Both inmates and visitors will converse in quiet tones. No disruptive behavior or loud voices will be tolerated. The visit will be terminated if the behavior/tone continues to be disruptive after an initial warning.
19. Inmates must be attired in full uniform or clothing appropriate for non-uniformed facilities.
20. Inmates are subject to search prior to entering the visiting room and at the completion of the visit. If any unauthorized item is found, it will be confiscated, documented and secured for administrative processes.
21. Visitors may use the restrooms located in the facility reception area only and prior to the visit. If a visitor must use the restroom after the visit has started, the visit will be terminated at that point.
22. If an inmate needs to use the restroom, the visit will be terminated at that point.
23. Inmates are not permitted in the visiting area if they do not have a visitor.
24. At no time will an inmate be allowed into the visiting room before the arrival of his/her visitor.
25. If the inmate leaves the visiting room for any reason, the visit is terminated.
26. At no time shall an inmate accompany a visitor out of the visiting area.
27. Any inmate who does not follow the rules of visiting will be subject to the standard disciplinary action as well as having their visits terminated at that time. This could include extended loss of visiting privileges.
28. Special visits may be allowed because of special circumstances, subject to the approval of the Security and Operations supervisor or higher.