

## VISITING ROOM RULES - VISITORS

A. Visits are permitted:

Fridays, Saturday and Sunday: 9:30 am to 1:30 pm and 2:30 pm to 6:30 pm

Each block of time will count as one (1) visit. Perm Offenders may have two visits (1 per each block of time on weekends) only if the visitors are different for each block of time.

B. Visitors must register at the reception desk. No visitors will be registered after one hour prior to end of a visiting block. Example: no registrations after 12:30 p.m., etc.

C. Visitors 13 years of age and older shall be required to show a current school picture identification card that includes their name or a valid Missouri Department of Revenue picture identification before admission to the visiting area. If the child is an out-of-state visitor, the warden/designee will determine whether the individual will be permitted to visit, and what type of identification, if any, will be required.

1. Persons whose religious tenets prohibit them from being photographed will be required to obtain prior approval to visit from the warden/designee and present a non-drivers license card without photo obtained from the MO Department of Revenue.

D. No more than three (3) visitors for non-contact visits and no more than (3) visitors for contact visits may visit an offender at the same time. Up to 3 additional visitors the age of 5 or under may visit Perm offenders.

E. Perm Cadre offenders may have 12 regular visits per calendar month. This will include all food visits.

F. A few necessary items may be brought into the visiting room by visitors. Only the items listed below will be allowed.

1. Identification.
2. No more than \$50.00 in coins. Coins must be carried in a clear plastic bag. Visitors must make the purchases from the vending machines. Offenders will not be permitted in the area of the vending machines. Offenders will not be in possession of currency or coins at any time. Rolled coins must be in transparent rolls
3. Infant needs:
  - a. One (1) clear carry-all for infant supplies.
  - b. six (6) cloth or disposable diapers.
  - c. One (1) single layer baby blanket (no quilts).
  - d. Three (3) clear plastic baby bottles of prepared formula, juice, or water.
  - e. One (1) clear plastic no-spill toddler cup.
  - f. Three (3) unopened vendor containers of baby food.
  - g. One (1) plastic pacifier, plastic teether, and rattle.
  - h. One (1) plastic feeding spoon.
  - i. One (1) unopened package of wet wipes.
4. Medications/medical equipment needed to maintain the visitor's life such as nitroglycerin, insulin, oxygen or asthma inhaler may be retained on the person of the visitor. Medication must be contained in the correct prescription bottle. Medically necessary syringes, insulin and needles will be secured in the visitor's locker,,if available
  - a. Other medication will not be permitted on institutional grounds.
  - b. The visitor must inform the visiting room officer of the need for the medication/medical equipment.
  - c. Visitors who have surgically implanted metal hardware must provide a written statement from a physician or provide a medication card that indicates what items they have.
  - d. Visitors who have special needs (i.e. wheelchairs, assistance animals, etc.) must submit a written statement from a physician. Notice should be made in advance of the visit so any special arrangements to assist the visitor can be made.

G. Offenders and visitors will be allowed one greeting and departing embrace and brief, closed-mouth kiss.

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- H. While sitting at the visiting tables the offender's visiting spouse/girlfriend/friend will be required to sit across the table or on opposite sides of the table from each other facing directly toward the table. In the event more than one (1) friend/family member is visiting the offender, it will be up to the discretion of the visiting room officer of who will be required to sit across from the offender. All other visitors are authorized to sit beside the offender at the discretion of the visiting room officer.
- I. Feet are to be kept off chairs and tables. No removing of shoes or socks. No lying on chairs or floors. No sitting on the table tops or on the floor. Exception: Offenders may sit on the rug in the play area with visiting children.
- J. Children aged 6 years and under may be permitted to sit on the lap of the offender unless special concerns are noted.
- K. The only other physical contact permitted at any other time is holding hands. Hands must be in plain sight at all times. During photo shoot, the offender may put his arm around the visitor's shoulder, but the hands must be in plain sight at all times.
- L. Visitors will not be allowed to share drinks with offenders and will not be allowed to drink out of the same container as the offender.
- M. Visitors must dress appropriately according to gender for identification purposes and the good order and security of the institution as well as to minimize the possibility of offending others. The following dress code must be followed:
  - 1. Clothing must not be excessively tight, transparent, or otherwise revealing.
  - 2. Clothing must not be gang related or camouflaged, must not contain racial slurs, inflammatory language, or inappropriate language.
  - 3. Skirts, dresses, and shorts must be no shorter than two inches above the knee cap. No wrap around skirts or dresses permitted. This restriction will not apply to children aged 6 and under.
    - a. Slit dresses and skirts are not permitted when the slit extends higher than two (2) inches above the top of the knee cap, (i.e. garments that have an opening without built-in fasteners, buttons, snaps, etc.)
    - b. If a dress or skirt has fasteners, all fasteners will remain closed so that the garment is not open more than two (2) inches above the top of the knee cap. Example: a skirt with buttons from the waist to the ankles, may be buttoned to make the garment length no more than two (2) inches above the top of the knee cap.
  - 4. Slacks/jeans - no holes or slits permitted.
  - 5. Shirts, blouses and dress tops must cover the chest and stomach and have sleeves that cover the shoulders; displays of cleavage and midriff are not permitted.
  - 6. Appropriate undergarments must be worn.
  - 7. Shoes must be worn except by infants not walking.
  - 8. Headgear will only be worn based on religious requirements. Such headgear will be subject to search.
- N. All visitors are subject to frisk/metal detector/itemizer searches before and after entering the institution. Packages/bags will be examined through the X-ray machine.

Any visitor found in possession of an illegal item will be denied access to the institution and may be referred to local law enforcement authorities.
- O. Once a visitor leaves the Visiting Room the visitor will not be permitted to return to the Visiting Room during that visiting session.
- P. Each offender and their adult visitors will be responsible for children brought into the visiting room. Staff will not be responsible for child care but will monitor the area of safety and security issues. Children must stay in the immediate area of the visit or in the children's play area and will not be allowed to play in the restrooms,

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around vending machines, microwaves, or water fountains. Children must be accompanied by an adult in all areas. No food or drink will be allowed in the play area.

- Q. Offenders and their visitors will not be allowed to visit other offenders and their visitors while in the visiting room.
- R. The following rule will apply to visitors of perm cadre offenders only. Visitors may not bring any item to, or take items from, an offender except as follows:
1. Children are encouraged to bring in report cards, school papers, homework assignments, including work books to share with the offender.
  2. The offender may accept drawings and paintings by children that are no larger than 8 1/2" by 11. The offender will be allowed to take no more than (one) 1 drawing/painting per child back to his assigned housing unit.
  3. Artwork by the offender or his children may be displayed in the visiting room for up to one (1) week, at which time the artwork will be removed and sent to the unit staff to be sent out at the offender's expense or placed in the offender's property.
  4. The visitor must take all other items from the visiting room.
  5. The visiting liaison and visiting room staff must approve any items in accordance with safety and security considerations before the offender is permitted to take them to their housing unit.
- S. Visitors will not bring any personal property into the institution except as needed for the duration of the visit and as allowed in accordance with policy D5-3.1.
- T. Due to safety and security issues, termination of the visit will result if children are not properly supervised.

**VISITS MAY BE TERMINATED AT ANY TIME WITHOUT PRIOR ADVANCE NOTICE TO THE OFFENDER OR THE VISITOR.**

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Billy Harris, Warden

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Date