

## JCCC FOOD VISIT GUIDELINES

1. Opportunities for food visits may be afforded three times per calendar year for those offenders meeting the following criteria:
  - Offenders must have been incarcerated within the Missouri Department of Corrections for a minimum of 180 consecutive days.
  - Offenders currently under visiting restrictions will not receive a food visit.
  - Any offender receiving a conduct violation within 180 days prior to their food visit date will not receive a food visit.
  - Any offender having received a conduct violation for a Rule #11 within twelve (12) months prior to their scheduled food visit will not be eligible.
  - Offenders in administrative segregation, disciplinary segregation, detention, temporary administrative segregation confinement and those on restriction will not receive a food visit.
  - Offenders must be released from administrative segregation for over 180 days prior to scheduled food visit.
  - Offenders will have to be assigned to JCCC for at least for 90 days prior to scheduled food visit.
  - Offenders must be assigned to a job or school assignment.
2. Food visits may be requested during any normal visiting session; however, only a maximum of 10 food visits will be approved per visiting session. Incentive visits may not be used as food visits.
3. Each offender will be responsible to notify their visitors of eligibility for food visits and submit a Request for Food Visit form completed with the appropriate information. The request must be submitted to Classification staff at least 21 calendar days prior to the requested date, but no more than 120 calendar days. Offenders will be informed of approval/disapproval of a request at least 5 working days prior to the requested date for the food visit, so arrangements may be made with the visitor(s).
4. Only one request may be submitted for approval at a time. An additional request may not be submitted until after completion of the date of the initial approved food visit. However, may only have a food visit once every four month block period.

FOOD VISIT BLOCK 1	FOOD VISIT BLOCK 2	FOOD VISIT BLOCK 3
January, February, March, April	May, June, July, August	September, October, November, December

5. Only approved visitors on the offender's visiting list will be allowed during food visits.
6. If an offender becomes ineligible for a food visit before the approved food visit date, the food visit will not be allowed, but will be counted as one of the offender's three opportunities for a food visit..
7. If an approved food visit does not take place for any reason (i.e., visitors do not show up on the approved date/session, etc.), this will still be counted as one of the offender's three opportunities for a food visit.
8. Visitors will only be permitted to bring food into the Visiting Room during their approved visiting session.

9. All general rules of the Visiting Room will apply during food visits.
10. Food may be vendor purchased or brought from home. No catered food will be permitted.
11. All eating utensils must be of plastic and plates must be of paper, plastic, or styrofoam.
12. All drinks must be purchased in the visiting room.
13. Fruits, citrus, apples, peaches, pears, etc. and melons are not allowed.
14. Whole birds are not allowed, i.e., chicken, turkey, etc. No shelled seafood items (e.g. Lobster, crab legs etc.).
15. All food must be in a single layer in a clear plastic container only. No cardboard boxes or styrofoam containers. Containers must be no larger than 9x9x4, must be plastic, use no aluminum foil, and food must be wrapped in plastic wrap. No more than four (4) containers are allowed.
16. All meats, breads, cakes, pies, etc. must be sliced before entering the institution.
17. No condiments will be allowed to be brought in.
18. A microwave oven for heating will be provided.
19. No coolers or picnic baskets.
20. Food may not be returned to the Housing Unit.
21. No birthday cakes, Jell-O, or ice cream.
22. All food will be processed through the x-ray machine and will be inspected by staff prior to being admitted into the Visiting Room.
23. Food will be consumed by the offender and his visitor only and may not be given away to other visitors or offenders. Food not consumed by the end of the visit will be removed from the institution by the visitor or be disposed of in the trash. Offenders will not be allowed to take food out of the Visiting Room. Items purchased from the vending machines may not be taken out of the Visiting Room and must be consumed or disposed of in the trash.
24. At the end of each food visit, visitors and offenders are expected to dispose of all trash and leave their table area clean and neat.
25. Should the Visiting Room be at maximum capacity and visitors are waiting for a visit, a 2-hour time limit may be imposed. Those visitors allowed first in to visit will be the first required to end their visit. Visitors approved for a food visit are recommended to arrive within the first 2 hours of the visiting session to ensure they receive their food visit and must arrive no later than 1 hour before the closing of the session.
26. Failure to comply with food visit procedures may result in denial of food entering the institution, a termination of the visit and/or issuance of a conduct violation.
27. Food visits will not occur during the weeks of Easter, Thanksgiving, and Christmas.

\*\*\*\*signature on file\*\*\*\*

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Jay Cassady, *Warden*

**September 30, 2016**

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*Effective Date*