

**SOUTHEAST CORRECTIONAL CENTER**  
**VISITING ROOM RULES**

**OPERATION:**

1. The visiting room will be open as follows:

Friday, Saturday, Sunday	9:30 a.m. – 1:30 p.m. 2:30 p.m. – 6:30 p.m.
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2. Visitor processing will begin 30 minutes prior to the start of visiting at 9:00 a.m. and 2:00 p.m. Processing will end 30 minutes prior to the end of visiting.
3. All offender visitors must be on the offender's approved visiting list or have an approved special visit before being allowed a visit. Offenders are responsible for supplying a copy of the visiting regulations, including hours and days of permissible visiting, to the approved visitor.
4. Offenders assigned to general population are allowed a maximum of 8 visits per month without special approval. A visit shall be limited to 3 visitors per offender and may include up to 3 additional visitors who are under the age of 5.
5. Non-contact visits will be limited to 2 hours in duration. Phase 1 and 2 offenders of restrictive housing will be permitted to have 1 visitor only. Phase 3 and 4 offenders of restrictive housing will be permitted to have 2 visitors. Non-contact visits will end 30 minutes prior to the actual end of visitation to allow for restrictive housing offenders to clear the area before the general population offenders are allowed to leave.

**OFFENDERS:**

1. Upon arrival of an offender visitor, the officer assigned will promptly call for the offender and then monitor the time closely assuring that the offender arrives at the visiting room in a timely manner.
2. Offenders will report directly to the visiting room officer for processing, strip searching, and dressing out.
3. Before being permitted to visit, an offender will be clean and neatly groomed.
4. Offenders will wear state issued gray clothing only. A white t-shirt must be worn under the gray shirt. Gray shirt must be tucked in prior to entering the visiting room. Restrictive housing offenders will wear housing unit clothing to the visiting room. Offenders will not be permitted to possess a wristwatch in the visiting room.
5. Offenders will not wear house shoes nor shower shoes on a visit.
6. Offenders will sit in the gray plastic chairs only and will not move them from the assigned location.
7. Offenders may bring only the following items to the visiting room:

- One offender identification card
- One ring/wedding set only

One Medic-Alert bracelet/necklace  
One pair prescription glasses  
One movement pass  
Comb (to be left in the strip out area)  
Medical necessity items (i.e., hearing aids, cane, etc.)

8. Bathroom usage: Only 1 offender at a time may use the offender restroom.
9. Offenders will maintain acceptable language and conduct while on a visit. Sexually explicit behavior will not be permitted. Offenders and visitors will be allowed one greeting and departing embrace and a brief close-mouthed kiss. The only physical contact permitted at any other time is holding hands at the table only. Holding hands will be above the table only.
10. Offenders will be strip searched upon entering and exiting the visiting room.
11. Offender/visitor escorting children into the visiting area will be held responsible for their actions. If the behavior of the children becomes unacceptable, i.e., running, annoying other persons, failing to stay with escorting visitor, etc. and after both the offender and visitor have been advised to keep the children under control and have failed to do so, the shift commander will be notified and the visit may be terminated.
12. Children 6 years of age and under may be permitted to sit on the lap of the offender unless special concerns are noted.
13. No smoking in the visiting room. Offenders will be permitted to wear nicotine patches to the visiting room.
14. Offenders will not be permitted at the vending machines at any time.
15. All packages purchased in the vending machines must be fully opened along both sides. Offenders and visitors hands will not be allowed to be placed inside any food bags nor will the bag be permitted to be passed back and forth in any manner.
16. Offenders and visitors may not feed each other, share beverages, or place their hands upon the others mouth.
17. Offenders will be allowed to go to the carpeted edge of the play area to monitor their children. Offenders will not be allowed in the play area.
18. Offenders must stay at their table during the visit, except to go to the restroom, have a picture taken, or to monitor their children at the edge of the play area. Offenders will be allowed to stand at their table to stretch, if needed.
19. Upon completion of the visit, parting gestures will take place at the table. The offender will remain at the table until the visitor has exited the visiting area. The offender will then be directed to the strip out area by an officer.
20. The following guidelines will be followed in regard to pictures taken in the visiting room:

- a. The only physical contact allowed between an offender and his visitor(s) while pictures are being taken is the holding of hands, with the exception of children (age 6 and under) who may be held by the offender, if appropriate to the status of the offender. No other physical contact will be permitted (i.e., hugging, arms around each other, etc.);
- b. All subjects of the picture must be standing unless this is not medically feasible. No squatting, bending, or sitting will be allowed;
- c. No subjects of the picture may display gang signs or gestures of any kind.

**VISITORS:**

1. Immediate family:

Spouse

Parents or step-parents, mother-in-law, father-in-law and their spouses

Siblings or step-siblings and their spouses

Grandparents or step-grandparents and their spouses

Great-grandparents or step-great-grandparents and their spouses

Legal guardian or primary support person and their spouse

Children or step-children and their spouses

Grandchildren or step-grandchildren and their spouses, and

Great-grandchildren or step-great-grandchildren and their spouses

2. Visitors must register at the front door.
3. Only one visit per day is allowed per visitor with the exception of pre-approved special visits.
4. Visitors 13 years of age and older must show a current school picture identification card that includes their name or a valid federal or state Department of Revenue identification card. Visitors must be on the offender's visiting list. Visitors must go directly to the visiting room after being processed.
5. Visitors under the age of 18, unless married to the offender, must be accompanied by an adult on the visiting list. A visit shall be limited to 3 visitors per offender and may include up to 3 additional visitors who are under the age of 5. Non-contact visiting will be limited to 2 visitors per offender for phase 3 and 4 offenders of restrictive housing. Phase 1 and 2 offenders of restrictive housing will be limited to 1 visitor per offender. If more than the allowed number of visitors arrive, it will be the responsibility of the visitors to divide the visiting periods among themselves. There will be only one exchange of visitors. Once the offender has reached the maximum number of visitors, additional visitors who may arrive will not be allowed to enter the visiting area until the next visiting session.
6. Visitors may bring only the listed items into the visiting room necessary for the duration of their visit:
  - A. Items for infants will be permitted as follows:
    - 1 clear carry-all for infant supplies
    - 6 cloth or disposable diapers
    - 1 single layer baby blanket
    - 1 change of infant clothing
    - 3 clear plastic baby bottles of prepared formula, juice, or water
    - 1 clear plastic no-spill toddler cup
    - 3 unopened plastic vendor containers of baby food

- 1 plastic pacifier, plastic teether, and rattle
- 1 small plastic feeding spoon
- 1 unopened package of wet wipes

During visitation periods, visitors will be allowed to breastfeed infant visitors as follows:

- a. in a private area where breastfeeding can occur with little disruption,
  - b. by leaving and returning with no loss of visitation privileges,
  - c. by use of breast milk in bottles, or
  - d. in the visiting room if the mother and child are separated from offenders and other visitors so there is minimal chance of an exposed breast.
    - (1) If the breastfeeding is conducted in a manner that is disruptive to offenders or visitors or violates visiting rules, the visit will be terminated and further action considered.
- B. Medications and medical equipment needed to maintain the visitor's life (such as nitroglycerine, oxygen, or asthma inhaler) may be retained on the person of the visitor.
- a. The visitor must inform the visiting room officer of the need for the medication or medical equipment. Medications should be clearly labeled with the visitor's name.
  - b. Visitors who have surgically implanted metal hardware 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 may be made. Visitors having special needs must submit a written statement from a physician to the visiting liaison at least 3 days prior to their visit so any special arrangements can be made.
  - c. Visitors shall retain insulin, syringes, and needles in an institutional locker in the visiting waiting room. If it becomes necessary for the visitor to take medication during the visit, the visiting room officer shall allow them to leave during the visit for a brief period of time, not to exceed 30 minutes, for this purpose and allow them to return.
  - d. Other medications will not be permitted on facility grounds.
- C. \$50.00 in coins only. Coins must be carried in clear/transparent packaging, i.e., zip-lock bag, plastic pouches, etc. (provided by the visitor).
- D. Coats, jackets, gloves, hats, scarves are not allowed in the visiting room. Visitors will not be permitted to wear hoodies in the visiting room.
- E. Other items determined to be necessary by the shift commander.
- F. Purses, wallets, billfolds must be secured in the visitor's lockers, if available, or left in their vehicle. The institution will not be held responsible for any items lost, stolen, or damaged.
- G. Cellular phones, pagers, or other such devices are not allowed inside the facility and should be securely stored in the visitor's vehicle.
7. Visitors will be escorted to a designated seating area. An exchange of seating areas is prohibited.
8. Seating at the table will be assigned by staff and will be monitored for expected responsible behavior. Inappropriate behavior could result in special seating arrangement, violation, or termination of visit.

9. Visitors will keep their children under their immediate supervision and control at all times. Staff will not be responsible for child care, but will monitor the area(s) for safety and security issues.
10. Children are encouraged to bring in report cards, school papers, and homework assignments to share with the offender but these items must be returned to the child at the end of visit or disposed of in accordance with the visitor's wishes.
11. Visitors will not be permitted to take any item from the visiting room or offender without shift commander approval.
12. Visitors will dress appropriately. The following dress code must be followed. If not dressed appropriately, visitors will be denied entry until dress is appropriate. Visitors may go to their vehicle to put a t-shirt over their clothing and return. However, if visitors must completely change their clothes, they will be required to exit the facility premises to do so. Changing clothes in the parking lot will not be permitted. Failure to exit the facility premises to change clothes and attempting to change in the parking lot will result in the visitor being denied entrance into the facility and could lead to suspension of future visits.
  - a. Clothing must not be excessively tight or baggy, transparent or otherwise revealing.
  - b. Clothing must not be gang related or camouflaged, must not have racial or ethnic slurs, obscenities, or depict, or advocate the use of drugs or violence (either in written or picture form).
  - c. Skirts, dresses, and shorts must be worn no shorter than the top of the kneecap when standing or sitting.
  - d. No wraparound skirts or dresses permitted. Slit dresses and skirts are not permitted when the slit extends higher than 2 inches above the top of the knee.
  - e. If a dress or skirt has fasteners, all fasteners will remain closed so that the garment is not open more than 2 inches above the top of the knee.
  - f. Slacks/jeans-no holes or slits permitted.
  - g. Shirts, blouses, and dress tops must cover the chest, back, and stomach and have sleeves that cover the shoulders and underarms. Absolutely no display of cleavage or midriff is permitted. Shirts must cover the chest up to the collarbone.
  - h. Appropriate undergarments must be worn and not visible.
    - i. Shoes must be worn except by infants not walking.
    - j. Headgear is not allowed with the exception of approved religious headgear. A visitor may be asked to remove their religious headgear for searches. The hijab may not be touched or removed by staff. If it fails to pass security clearance, the visitor will not be taken to a private area to remove the headgear.
  - k. Headgear with any type of metal will be retained in a locker in the visiting waiting room.
    - l. Headbands of any kind will not be permitted to be worn in the visiting room.
  - m. Jewelry may be worn but a visitor may be required to remove it if it presents a safety or security concern.
  - n. Visitors will not be permitted to possess wrist watches in the visiting room. Watches may be retained in a locker in the visiting waiting room or in the visitor's vehicle during the visit.
  - o. Wigs, extensions, or hairpieces are authorized unless an overt security threat is evident. A visual search of hairpieces may occur as considered necessary.
  - p. Non-prescription sunglasses will not be permitted in the visiting room.
13. Visitors may be denied access to the institution for suspected intoxication, suspected use of alcohol or narcotics, unacceptable language, loud or boisterous talking, cursing, threatening or rude gestures toward staff, any improper dress of the visitor, and any breach of safety and security.

14. All visitors are subject to electronic monitoring and trace detection screening. Any visitor found in possession of any illegal item or substance will be denied access to the institution and may be referred to law enforcement authorities.
15. The visitor must inform the visiting room officer of the need for medication or medical equipment.
16. Visiting between separate groups of visitors and offenders is not permitted except for pre-approved common family member visits.
17. A visit may be terminated at any time by the shift commander for violation of any of these rules.
18. Visitors and offenders will remain at their assigned table during count procedures.
19. Notice should be given 15 minutes prior to the end of the session. Visitors and offenders should use this time to clear their area and offer parting gestures. Visitation will end promptly at the scheduled times.
20. No adult, children, or pets may remain in the vehicle while on institutional grounds.
- 221 Visitors who demonstrate blatant symptoms of a contagious illness may be temporarily denied visitation to prevent the spread of illness (i.e., pink eye, vomiting, etc.).

(Signature on File) \_\_\_\_\_  
Bill Stange, Warden

9/23/2020  
Date