

# 1

## Visiting Hours:

9:30 AM- 1:30 PM OR 2:30 PM-6:30 PM

GENERAL POPULATION: FRI, SAT & SUN

TREATMENT: SAT & SUN ONLY

## VISITING RULES:

- All visitors **must be** on the offender's approved visiting list.
- Offenders may have a maximum of 6 visitors, to include children, in the visiting room at one time. (Visitors under 18 years of age, unless married to the offender, must be accompanied by an adult who is on the visiting list.)
- Visitors are restricted to one visit per day unless special authorization has been granted through special visiting status
- 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 federal or state Department of Revenue photo identification card before admission to the visiting area. Out-of-state valid driver license or state identification card, military identification card or current school picture identification card may be used for identification purposes.
- All visitors and their belongings must pass through the metal detector or x-ray machine before entering the institution.
- Once a visitor leaves the visiting room, they **will not** be allowed back upstairs unless approved by the Shift Commander or they notify visiting room staff are leaving to take required/approved medicine.
- Adult visitors may bring \$50 in **LOOSE CHANGE**. No paper money, rolled coins or pennies are allowed. **Change must be in a clear, plastic bag** and will be searched prior to entering the visiting room.
- **Visitors** will be responsible to keep children under their immediate supervision and control at all times. **No** child under 18 years will be left unattended anywhere while inside the institution.
- No adults, children, or pets may remain in the vehicle while on State Property.
- Vehicles are required to be secured (doors locked, windows rolled up) while on State Property.
- **A Visit may be denied or terminated.**
  - The Shift Commander may deny or end a visit for failing to follow any of the institutional rules and to include inappropriate language and the appearance of being under the influence of alcohol or narcotics

## ITEMS NOT ALLOWED IN THE VISITING ROOM:

- Rolled coins, paper money, and pennies
- Billfold, Purses, and electronic devices.
- Legal paper work and photographs.
- Candy, gum, drinks or Tobacco products.
- Keys (other than locker key)

## While in the Visiting Room:

- Visitors/Offenders are allowed **ONE BRIEF** hug and closed-mouth kiss at the beginning and end of their visits.
- While seated- visitors and offenders must have their **hands above the table in plain view at all times.**
- No physical contact other than holding hands above the table. Children 6 and under can sit on the lap of the offender.

- Offenders are not allowed at any machines or cabinets.
- While in the play area, adults may sit in the tan chairs along the wall. The small red and blue chairs are for children only.
- No laying or sitting on the floor.
- Food and drink are not allowed in the play area.

### **Clothing Guidelines:**

- Clothing must not be excessively tight, transparent (See-through), or otherwise revealing. No cleavage or midriff is permitted.
- Clothing must not be gang, alcohol, or drug related.
- Cannot be camouflaged pattern or have racial slurs, inflammatory, inappropriate language or gestures.
- Skirts, dresses and shorts must be no shorter than the knee cap when standing. Slits in dresses or skirts cannot exceed higher than 2 inches above the knee.
- No wrap around skirts or dresses are permitted.
- Slacks or Jeans – no holes or slits permitted. Frays that show skin above the knee are not permitted.
- Shirts, Blouses, and dress tops must cover the chest, back and stomach. They also must have sleeves that cover the shoulders and underarm (armpit).
- Appropriate under garments must be worn and not visible.
- Shoes must be worn, except for infants who are not walking.
- Jewelry is allowed unless it poses a security risk.
- Headgear is only allowed for religious or medical reasons as allowed in policy.

### **The following is a list of allowable items for an infant or toddler:**

- One CLEAR carryall 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, teething ring and rattle
- 1- plastic feeding spoon
- 1-unopened vendor container of baby wipes or a small amount in clear plastic bag
- 1- infant carrier

### **Visitor Medication:**

- Medications and medical equipment needed to maintain the visitor's life (nitro, Oxygen, or asthma inhaler) may be retained if reported to the visiting room officer with the **proper prescription**.
- Visitors who have surgically implanted metal hardware must submit a written statement from a physician.
- Visitors with special needs (wheelchairs, assistance animals, prosthesis, etc.) are encouraged to contact the facility in advance.
- **Visitors will be allowed to temporarily leave the visiting room for insulin injections. Supplies must be secured in the lockers provided. All supplies must be removed from the premises at the visitor's departure. A physician's statement and shift supervisor approval is required.**