

Print Resident Name: \_\_\_\_\_ SBI #: \_\_\_\_\_ CM \_\_\_\_\_

## Visitor Rules and Regulations

### **THE FOLLOWING VISITING GUIDELINES MUST BE ADHERED TO FOR ENTRY AND VISITATION:**

- All visitors who are **12 or above** must be on the resident's approved visit list. Visitors who are not pre-approved will be turned away.
- No resident may visit with another resident's visitor. (**No cross-visiting**)
- **Children** under 18 years old shall not be permitted to visit unless accompanied by an immediate adult family member/parent or legal guardian of the child and **must be closely monitored** at all times by the adult visitor who is responsible. **Children who are not properly supervised will result in the termination of your visit.**
- Visitors may arrive for registration 30 minutes before the visiting period begins and up to 30 minutes prior to the visiting period ending.
- Visitors must be signed in upon arrival and be signed out upon departure.
- **A government-issued photo ID** must be shown and presented to staff upon entering the facility.
- All visitors must go through and **clear** the **metal detector** before being given access to the facility for a visit. Visitors who fail to successfully clear the walk-through metal detector after three (3) attempts will be denied entry and are not eligible for a visit until the following week. Visitors shall dress in a manner that minimizes excess jewelry, metal accents on clothing, hair pins, etc. that would prevent them from clearing the metal detector. (*Visitors, who have medical issues that may preclude them from clearing the metal detector, should notify staff immediately upon entry, prior to processing. Medical documentation must be presented upon request.*)
- Space permitting, the maximum number of permissible visitors for a resident is four (4) adults and four (4) children, respectively. Children must be supervised at all times and are not allowed to run around the facility.
- All residents are expected to act appropriately at all times. **No intimate physical contact will be tolerated during visits.** Residents and visitors may embrace and kiss briefly **only** at the **beginning** and **end** of the visit. A resident and visitor may hold hands during a visit.
- All visitors will be monitored by detection devices and **must agree to a search of any items brought into the facility or onto the property.** Visitors are not permitted to bring in any type of bag, pocketbook, backpack, etc. into the visiting area. Lockers are provided.
- Adult visitors are required to sit across from the resident. Children are authorized to sit next to the resident. Only children young enough to be in diapers may sit on a resident's lap.
- Visitors with **small children** may bring the following items inside the visit hall: (Please note, bottles will be opened and inspected by staff to ensure its content): **Permitted:** Two (2) diapers; one travel size pack of baby wipes; Two (2) plastic baby bottles; and One (1) receiving blanket (flannel or thermal), one-ply only; no binding or quilting. Empty "Sippy Cup" for toddlers. **Not Permitted in Visiting Area:** Glass baby bottles; car seats of any type; strollers or carriages; baby food jars; diaper bags or toys.
- **Cellular phones, cameras, and audio/video equipment** are not permitted to be brought into the facility. In some instances, cell phones may be permitted to be secured in the visitor lockers. Also, **No food** may be brought into the facility, vending machines are available.
- Weapons (including key chain pepper sprays), alcohol, and/or illegal substances (including marijuana, K2, or other drugs) are not permitted in this facility. Persons appearing to be under the influence of alcohol or drugs will be denied entry to the facility or have their visit terminated.
- Visitors shall only be authorized to carry the following "rescue" keep-on-person medication into the visit area: Nitroglycerin tablets and nitroglycerin paste; Asthma inhalers; Injection epinephrine (must be sealed in pre-filled syringe.) All medication must be in a pharmacy labeled bottle and bear the user's (visitor's) name.



# Visitor Dress Code

- No **overcoats, topcoats, jackets, heavy gauge or length jackets** will be permitted. Blazers, button-up sweaters, and suit jackets are the only permissible outerwear admitted to the visit area.
- Culottes, skirts, or similar items must be at least to the fingertips of the wearer or mid-thigh length. Inseam or slit must be less than three inches above the knee. No low-rise shorts or pants that expose the midriff area or any portion of the buttocks. **Shorts are not permitted.** (The exception to the no short rule is children under 10 years of age; however, they must cover from waist to mid-thigh).
- No **head gear or hats** unless religious in nature and approved for visits. Visitors who indicate that their headwear is religious in nature may be permitted to visit, provided they submit to a search. In some cases, it might be necessary to remove the headwear in order for the item to be searched properly. Visitor will be afforded reasonable privacy during that search. A visitor's refusal to submit to this search procedure would result in the denial of a visit.
- **See-through** blouses, or items which do not cover the front and back of the body are prohibited. No **transparent** or fishnet clothing. No clothing which exposes undergarments, or a portion of the body considered private. Tops must cover shoulders and midriff areas. No tube tops, tank tops, halter tops. Low cut shirts or shirts with exposed shoulders, midriff, torso or back or any other items of clothing that staff deems as inappropriate.
- No bike pants, or tights with no skirt, pants, or shirt over them to **cover the buttocks and upper thigh areas.**
- No skin-tight clothing will be permitted.
- No slit skirts/dresses, wrap-around skirt/dresses, or skirt/dresses that **button or zipper the entire length of the garment** are permitted to be worn on visits.
- No military style clothing worn by persons not in active or reserve military status.
- No clothing depicting a message, either in wording or art, which could impact upon the safety, security, or orderly operation of the facility, including, but not limited to, that which is offensive, racist, sexually oriented, or advocates illegal or narcotic activities.
- No clothing which may be gang-related in nature, e.g., colors and/or symbols.
- No thong sandals, flip flops or beach footwear.

### VISITOR INFORMATION

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

(Your name and signature denote that you have read and agreed to the above rules and regulations.)

Visitors under 12 years old: \_\_\_\_\_

Name	Age	Name	Age
Name	Age	Name	Age

### DO NOT WRITE BELOW THIS LINE – (FOR STAFF USE ONLY)

Identification Presented (circle): YES NO                      Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Staff Signature: \_\_\_\_\_                      Print Name \_\_\_\_\_