

VIRGINIA DEPARTMENT OF CORRECTIONS

“The Virginia Department of Corrections encourages inmate visitation that promotes family reunification, positive pro-social change, and a reduction in recidivism in support of public safety and to extend our existing Healing Environment to inmates and their visitors.



Inmate Visitor Information Brochure

Put Your Institution Name In This
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Effective Date: 2/1/23
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❖ Introduction

The pro-social benefits of a safe and orderly visitation program, which affords inmates the opportunity to stay connected with family, friends, clergy, and other community representatives, is widely regarded and valued. However, inmate visitation is a privilege that must support its intended purpose and not serve as a means of introducing contraband into correctional facilities. This *Inmate Visitor Information Brochure* provides essential information on the Department of Corrections (DOC) visitation program, but the brochure does not cover every aspect of the program. Additional information on visitation can be found in Operating Procedure 851.1, *Visiting Privileges*, which is available on the DOC public website at <https://vadoc.virginia.gov/general-public/operating-procedures/>.

❖ Visitor Approval Process

➤ Visitor Online Application Process

- All inmate visitors (adults and minors) must apply online and be pre-approved for visiting privileges by the Central Visitation Unit before attempting to visit with any inmate.
- The prospective visitor must complete an application online through the DOC public website at <https://visitationform.vadoc.virginia.gov/>. Visitors unable to apply online due to age or disability may contact Assisting Families of Inmates (AFOI) at 804-643- 2401 for assistance.
- All visitor applications are reviewed by the Central Visitation Unit generally within 30 days after receipt; an additional 90 days is required to review certain applications e.g., out-of-state visitors.
- As part of the application process, the adult visitor must authorize the Central Visitation Unit to conduct a Background Investigation on themselves and all associated minors, which will include the criminal history of all minor visitors over the age of 15.
- Any visitor who enters false information on a visitor application will not be approved to visit.
- Visitors should wait for written approval from the Central Visitation Unit before they attempt to visit with an inmate for the first time. Visitors who arrive at an institution to visit before their application is processed will not be allowed to visit.
- All visitor applications expire three years from the date the application is approved, visitors should submit a new application 30 days prior to expiration of the application to continue visitation uninterrupted.

➤ Inmate Visiting List

- Visitors will not be permitted to visit an inmate newly received into the DOC for the first 60 days of the inmate's assignment to a Reception Center.
- In order for a visitor (adult) to visit with an inmate, the inmate must have included the visitor's name, address, and relationship on their *Inmate Visiting List*. Inmates are not required to list minor visitors.
- Only those adult visitors listed on the inmate's *Visiting List* and approved by the Central Visitation Unit are authorized to visit the inmate.

➤ Visitor Eligibility

- Visitor applications with the following considerations will not be approved:
 - Conviction of COV §18.2-474.1, *Delivery of drugs, firearms, explosives, etc., to prisoners or committed persons* or equivalent offenses in other jurisdictions
 - Conviction of COV §18.2-473, *Persons aiding escape of prisoner or child* or equivalent offenses in other jurisdictions
 - Conviction of COV §18.2-431.1, *Illegal conveyance or possession of cellular telephone or other wireless telecommunications device by prisoner or committed person; penalty*; or equivalent offenses in other jurisdictions
 - An Existing protective order, CPS/APS ruling, or other no contact order prohibiting contact with the inmate
 - Visitation with more than one inmate who is not an immediate family member

- Visitation with more than one inmate at the same institution unless each inmate is an immediate family member
- Visitor applications with the following history will only be considered for visitation with inmates who are family members; visitation with inmates who are not family members will not be approved:
 - Visitors with felony conviction(s) for drug distribution and/or possession may be considered for visitation with immediate family members after three years since the last conviction.
 - Visitors with felony conviction(s) for drug distribution and/or possession may be considered for visitation with non-immediate family members after five years since the last conviction.
 - Visitors with any documented history of attempting to smuggle a controlled substance into a facility will only be considered for visitation with immediate family members and only after three years since the last conviction.
- The Corrections Operations Administrator or designee must also review and approve on case-by-case basis all visitor applications as follows:
 - Former DOC, VCE, and Correctional Education employees, contract employees, volunteers, and interns
 - Former DOC, VCE, and Correctional Education employees, contract employees, volunteers, and interns who were terminated, resigned in lieu of termination, or were barred from a DOC facility for fraternization
 - Immediate family members that attempted to smuggle a controlled substance into a facility
 - Family members with a history of felony conviction(s) for drug distribution and/or possession
 - Former inmates and inmates on parole, probation, or post release supervision
- Regardless of the accompanying adult, minors will not be permitted to visit if any of the following circumstances exist: (5-ACI-7D-15; 4-4499)
 - The DOC is notified of a Court Order prohibiting visits between the minor and the inmate.
 - The DOC is notified that parental rights of the inmate for the minor have been terminated.
 - The minor is a direct victim of a violent crime committed by the inmate.
 - The inmate is required to register in the *Sex Offender and Crimes against Minor Registry* for conviction of a sexual offense and the minor is not the inmate's biological, legally adopted, or stepchild.
- **Sex Offender Visitation** (5-ACI-7D-15; 4-4499)
 - Minors will not be approved to visit with an inmate who has a current or prior conviction requiring registration in the *Sex Offender and Crimes against Minors Registry* until the inmate requests an exemption and is approved for visitation with a minor by the *Sex Offender Visitation Committee*.
 - Only the inmate's biological, legally adopted, or stepchildren will be considered for visitation with an inmate convicted of a sexual offense.

❖ Transportation Options

➤ Personal Vehicles

- Each institution provides a designated area for visitors to park their personal vehicles.
- All vehicles must be locked and secured; weapons, ammunition, explosives, and illegal drugs are not permitted in a visitor's vehicle on DOC property.
- Minors must not be left in a personal vehicle or the designated parking area without adult supervision.
- Animals must not be left unattended in a vehicle.

➤ AFOI Transportation Program

- Assisting Families of Inmates (AFOI) provides participating visitors with subsidized travel to select DOC institutions every month for visitation.
- Please provide institution specific AFOI transportation program information, if applicable
- Visitors must request to participate in the transportation program before they can utilize the service.

- The cost is \$12 for each adult rider & \$1 for each minor. Adults with two or more children pay a maximum of \$14.
- Visitors can make a reservation or request additional information on the AFOI Adult Facilities Transportation Program online at <https://afoi.org/doc-transportation> or by contacting (804) 643-2401.

➤ **Public Transportation Services**

- Please provide Public Transportation Services specific to the institution location, if available

❖ **Visiting Schedule (5-ACI-7D-15; 4-4499)**

➤ **General Population Inmates**

- Visitation for general population inmates is on Saturday, Sunday, and all recognized state holidays to include New Year's Day, Martin Luther King Jr. Day, George Washington Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day, Christmas Day.
- General population visiting hours are from 8:30 a.m. to 3:00 p.m.; visitors are not processed to enter the institution for inmate visitation after 2:30 p.m.
- Each inmate is provided a minimum of one hour and a maximum of four hours per day designated for the inmate to visit. The length of the visit is dependent on the number of visitors for that day's visitation and visiting area capacity.
- Please provide information on the institutions allocation system (alphabetical or numerical) that allows a portion of the inmate population to visit on each visiting day in order to address the number of visitors exceeding visiting room capacity, when implemented.
- Please add the total number of visitors allowed to visit with each inmate at one time and the number of visits each inmate may receive each visiting day.
- Please add the total number of hours inmates can visit per month when applicable due to Security Level.

➤ **Restorative Housing Unit Inmates**

- Inmates assigned to the Restorative Housing Unit are limited to one non-contact visit per week for a maximum of one hour unless approved otherwise in writing by the Facility Unit Head.
- Please provide institution information on the visiting schedule for Restorative Housing Unit inmates to include available days, hours of operations and the number of authorized visitors, etc.

➤ **Special Status Inmates**

- Inmates housed in the infirmary, an institution medical observation bed, in a mental health residential, or an acute care bed may receive visits if approved by the Facility Unit Head in writing. The location, length, and circumstances of the visit, are determined on a case-by-case basis.
- Inmates housed in off-site hospital beds are not allowed to receive visitors without prior written approval of the Facility Unit Head or Administrative Duty Officer in their absence. Such visits will be considered for immediate family members and in life threatening conditions, only.
- Please provide information on the visitation process for other special status inmates at the institution to include process for approval, hours of operations, contact or non-contact visiting requirements, as well as the number of authorized visitors, etc.

➤ **Specialized Population Inmates**

- Please include information for visitation with inmates in each specialized population housed at the institution (Security Level S, SDTP, STAR, Death Row, etc.) to include any process for approval, hours of operations, contact or non-contact visiting requirements, as well as the number of authorized visitors, etc.

❖ Visitor Admission

➤ Identification Requirements

- All adult visitors and emancipated minors must present a valid government issued picture identification card, such as a driver's license, state identification card, military identification card, passport, or other bona fide government issued identification card at each visit.
- Emancipated Minors must also provide documentation of their emancipation.
- The visitor's current identification card will be scanned into VACORIS, and the card maintained in a secured institutional location until the visitor ends their visitation; the visitor may be given a visitor pass in exchange for their identification card.
- The name and identification number on the identification card must be registered in VACORIS before the visitor will be allowed to visit.
- Adult visitors who decline to provide a valid government picture identification card will not be allowed a visit.
- A government issued identification card is not required for non-emancipated minors; but is encouraged to aid in identification of the minor.
- Visitors who wear scarves or veils as a face covering for religious reasons must, move and when necessary, remove their covering to allow for proper identification.

➤ Admission of Minors (Under the age of 18) (5-ACI-7D-15; 4-4499)

- The minor's parent, legal guardian, or other authorized adult must accompany the minor for visitation. The accompanying adult must be approved to visit with the same inmate as the minor and be listed on the inmate's *Visiting List*.
- Adults who are not a minor's parent or legal guardian must have a current *Notarized Statement-Minor Visitor 851_F4* signed by the parent or legal guardian and notarized unless there is a valid Court Order directing that the child be allowed to visit the inmate without the parent/legal guardian's permission.
- The visitor must present the completed *Notarized Statement – Minor Visitor 851_F4* or a copy of the Court Order each time the minor visits.

➤ Visitor Attire (5-ACI-7D-15; 4-4499)

- All visitors, to include minors, must dress appropriately for visitation or the visit will be denied for that day's visitation.
- Clothing must cover from the neck to the kneecaps.
- All visitors must wear underwear.
- All visitors must wear foot wear, bare feet are not allowed.
- Watches and all wearable technology devices (i.e. google glasses) are prohibited.
- Clothing that resembles inmate clothing other than denim is prohibited.
- Form-fitting clothes such as leotards, spandex, leggings, and jeggings must be worn under clothing that covers from the neck to the kneecaps and otherwise meets the visitor attire requirements
- The following types of clothing are not allowed to be worn:
 - Tube tops, tank tops, or halter tops unless covered by garments that meet the visitor attire requirements
 - Clothes that expose a person's midriff, side, or back
 - Mini-skirts, mini-dresses, shorts, skorts, or culottes (at or above the kneecap)
 - See-through clothing (Clothing that exposes the visitor's undergarments, torso, and/ or skin above the knee caps is prohibited.)
 - Tops or dresses that have revealing necklines showing cleavage and/or excessive splits at or above the kneecap
 - Clothing that contains symbols or signs with inappropriate language or graphics, including gang symbols, racist comments, inflammatory communications, etc.

- Visitors may wear hats, caps, scarves and other head coverings coats, jackets, rain gear, shawls, and scarves into visitation or they may place them in a designated location available in the visiting area.
- Umbrellas are not permitted and must be left in the vehicle.
- All property brought by the visitors into the visiting area and left in the institution provided designated area is the responsibility of the visitor, neither the DOC nor the institution is responsible for any loss, theft, or damage that should occur.

➤ **Authorized Items**

- The following are the only items permitted in the visiting area: (5-ACI-7D-15; 4-4499)
 - An institution issued visitor's pass
 - A maximum of \$20.00 in coins (no paper money) per adult visitor; maximum of \$30.00 at SL W & 1 facilities. Coins must be in denominations accepted by the vending machines; change-making machines are provided for the convenience of visitors.
 - Personal vehicle key or keyless fob only
 - DOC locker key (if applicable)
 - Infant items limited to one bottle or sippy cup (8 oz. maximum, empty or filled with milk, juice, or water), one burp cloth, and one pacifier
 - A nursing cover for breastfeeding, as applicable
- Visitors may carry Nitroglycerin tablets necessary for one day's visitation in a prescription bottle, bronchial dilator/asthmatic inhaler, and other medications provided the visitor has documentation from a physician and the visitor's name is printed clearly on the prescription label.
 - Visitors who must carry a medication into an institution during visitation are required to provide documentation from a physician indicating they must keep the medication on their person during visitation and be approved in advance by the Facility Unit Head or designee for an accommodation.
 - Please provide any institution specific information on the storage of visitor medication when the visitor is not able to bring life sustaining medications into the institution or is not able to keep such medications in their possession, when applicable.
- Property, packages, food, cash money, checks, money orders, lottery tickets, negotiable items, and any other item not specifically authorized are prohibited and must be secured in the visitor's vehicle or an institution provided locker.
- With prior approval of the Facility Unit Head or designee, visitors may bring in documents that require an inmate's review and signature such as divorce papers, tax forms, etc. These documents must be removed at the end of the visit.

❖ **Visitation Screenings and Searches**

➤ **Inmate Visitors (Adults and Minors)**

- Adult and minor visitors will be subject to a search of their person, belongings, and vehicles by electronic scanning and detection devices, pat-down frisk searches, and contraband detection canines in order to enter the facility for visitation.
- All visitors are required to remove their coats, jackets, and excess layers of outer clothing to allow for an effective pat-down frisk search.
- Visitors are required to turn all clothing pockets inside out, if the garment construction allows.
- Please add requirement to remove shoes for search as approved by the Regional Operations Chief, when applicable.
- Visitors may wear hats, caps, scarves and other head coverings into the visiting area
 - All hats, caps, scarves and other head coverings will be subject to search prior to the visitor entering the visiting room.
 - Visitors who wear a head covering for religious purposes should be required to remove the covering for search and then be allowed to wear the covering in the visiting room.

- Female visitors who wear scarves or veils as a face covering for religious reasons should be allowed to remove the veil in a private area in the presence of a female officer to positively identify the visitor prior to entry into the visiting room and prior to exiting the facility after visitation.
- Visitors who wear wigs or other hair pieces are not required to remove the hair piece for search except when there is reasonable suspicion that a further search is necessary as authorized by the Shift Commander.
- Transgender or intersex visitors who have a preference regarding the gender of the staff member conducting the search must notify staff and request that a staff member of their preferred gender conduct the search; this notification and request must be made at each visit.

➤ **Mobility Impaired Visitors**

- Visitors with mobility impairments should contact the institution before visiting to ensure accommodations are in place.
- Visitors requiring the use of walkers or wheelchairs to access the visiting area will be required to use a DOC-owned wheelchair for the visit.
- DOC staff may assist in the transfer of a visitor into a DOC-owned wheelchair but will not lift a visitor.
- Specialized wheel chairs will be allowed after a reasonable search. These would include chairs that are medically required for a visitor without use of their extremities (e.g. quadriplegic) and or those who are unable to stand at all.

➤ **Service or Guide Animals**

- Visitors requiring use of a service or guide animal in visitation should notify and receive approval from the Facility Unit Head prior to their scheduled visit. The visitor is not required to provide supporting documentation but must be prepared to provide the Facility Unit Head with the following information:
 - Whether or not the service or guide animal is needed because of a disability.
 - The service the animal is trained to provide for you.
 - A description of the size and type of animal.
- Documentation of the special circumstances should be presented at each visit to facilitate visitor entry.
- Service animals may be attentive and “on guard” but should not be aggressive or disruptive. Visitors will be required to leave the visiting area if the animal’s behavior becomes aggressive or disruptive.
- Food and/or other treats are not allowed in the visiting room.
- Service or Guide Animals to include all pockets, flaps, etc. on the harness or collar will be searched before entering the security perimeter.

Visitors who decline to submit to any search required for entry into a facility, is unable to clear a metal/ cell phone detector, an anomaly was detected, and/ or a canine alerted and are unable to enter the institution that day for visitation will be provided the opportunity to participate in a 55-minute video visit

❖ **Visiting Room Operation**

➤ **General Guidelines**

- The inmate must agree to the visit. If the inmate declines the visit, all visitor(s) will be notified and they will not be permitted to visit unless there is legal authority such as a Court order to compel the inmate to visit.
- Inmates are only allowed to visit with the visitors on their *Inmate Visiting List* who signed in to visit with them. Prior written approval must be granted by the Facility Unit Head to allow immediate family members to visit at the same time with related inmates at the same institution.
- Inmates are limited to a maximum of four visitors in the visiting room at one time, not to include children age two and under who are unable to sit in a chair without assistance. Additional visitors may be allowed to visit if one of the four visitors in the visiting room leaves, the inmate is still in the visiting room, and the inmate has not exceeded the maximum four hours allowed for that visiting day.

- Please indicate if the visitor is required to exit the visiting room to use the restroom designated for visitor use and include in search and processing requirements for re-entering the visiting room. Priority should be given to these visitors for re-entry.

➤ **Prohibited Conduct**

- Physical touching during contact visits is prohibited except for one brief kiss, a handshake, and/or an embrace between an inmate and each of the inmate's visitors at the beginning and end of each visit.
- Inmates who are the parent of a visiting child under the age of five should be allowed to hold their infant, toddler, or preschool child; unless determined otherwise by the Administrative Duty Officer.
- Visitors are only allowed to visit with the inmate they signed in to visit.
- Inmates and their visitors are closely monitored to ensure that contraband is not passed and that inappropriate behavior does not occur. To permit continuous monitoring as deemed appropriate by staff:
 - An inmate and/or their visitor(s) may be assigned to a specific seat at the table.
 - An inmate and their visitor(s) may be assigned to sit at a specific table.
- Visitors who attempt to give any item of contraband to an inmate will have their visit terminated and may have their visiting privileges suspended.
- The use of any signs, signals, or other behaviors related to gang identification or gang activities is prohibited.
- Visitors must not give any coins directly to inmates or the inmate may be subject to disciplinary action.
- Upon their departure from a visiting area, visitors must take all coins not spent in the vending machines out of the visiting area.
- Inmates are prohibited from taking items from the visiting room to include money, drink, and food items purchased during visitation.
- Visitors must consume or properly dispose of all drink and food items prior to exiting the visiting area.

➤ **Supervision of Minors**

- The parent, legal guardian, or accompanying adult must maintain control and supervision of the minor at all times; failure to maintain proper supervision may result in termination of the visit.
- If the responsible adult or minor exits the visiting room i.e. access the restroom, the responsible adult and minor must exit and remain together at all times.
- Physical discipline of any type is prohibited and will result in immediate termination of the visit.

❖ **Alternate Visitation Methods**

➤ **AFOI Video Visitation Program**

- Video visits are limited to a maximum of four participants, one of which must be an adult.
- Inmates that are (or are potentially) required to register on the *Sex Offender and Crimes against Minors* registry are not eligible to participate in the *Video Visitation Program* unless the inmate has requested and been approved in accordance with Operating Procedure 851.1, *Visiting Privileges*.
- Inmates who wish to visit with a minor through a Video Visitation Center must be reviewed by the *Sex Offender Visitation Committee* and have been granted an exemption.
- Only adult and minor visitors approved by the Central Visitation Unit may participate in the visit.
- At-home internet video visits are not permitted for registered Sex Offenders and inmates potentially required to register for a sexual offense on the *Sex Offender and Crimes against Minors* registry. Inmates with a non-sexual offense must request and be granted an exemption.
- Home Internet Video Visitation
 - This *Video Visitation Program* through AFOI/ Global Tel Link provides visitors with the opportunity for visitation with eligible inmates at any DOC institution from the comfort of home using their personal electronic devices.

- Visitors are not required to be a pre-approved visitor through the Central Visitation Unit in order to participate in a video visit from home.
- Home Internet video visitation is by appointment only and can be conducted on the visitors desktop, laptop, tablet, and android smartphones; ios platform devices such as iPhones and iPads are not compatible for internet video visits.
- If using an android smartphone or tablet, the visitor must download these two apps from the Google Play store: *GTL - Schedule Visits (1 of 2)* and *GTL - Internet Visits (2 of 2)*.
- To register and schedule internet video visit from all other devices, visit <https://vadoc.gtlvisitme.com/app>; as a part of the registration process, the visitor will be required to agree to the *Video Visitation Rules and Dress Code*.
- If a visitor needs assistance or is experiencing technical difficulties, contact GTL by calling 855.208.7349.

• Please provide institution specific information on home internet visitation to include the hours of operation as well any access limitations by internal status for non-general population inmates specific to the institution.

▪ AFOI Visitation Centers

- Video visitation visitor centers provide visitors who do not have the necessary technology for home internet video visitation and visitors who want to video visit with an inmate not authorized for home internet video visitation with the opportunity to video visit at any institution; see Attachment 3, *Video Visitation Visitor Centers*, for available visitor center locations.
- Visitors not allowed contact visits e.g. prior felony convictions, visitor suspensions, etc. may be allowed to participate in video visitation.
- In order to participate in a video visit through a video visitation center, the visitor must be currently registered in VACORIS. Visitors not registered in VACORIS must apply online through the DOC public website.
- To request a video visit, the visitor must submit a completed *Video Visiting List 851_F5* (located on the DOC public website), a signed copy of Operating Procedure 851.1, *Visiting Privileges*, Attachment 4, *Video Visitation Rules and Dress Code*, and the required fee directly to AFOI at 1 North Fifth Street, Richmond VA 23219.
- Each visitor center requires a separate *Video Visiting List* and a signed *Video Visitation Rules and Dress Code*.
- The visitor arranges subsequent video visits by submitting the necessary fee to AFOI. The required fee covers expenses at the visitor center; none of the fee is provided to DOC.
- Once approved, AFOI will contact the visitor to confirm the information provided, as well as the date and time of the video visit.
- To learn more or apply, visit the AFOI website, call 804.643.2401, or e-mail family@foi.org.

- Visitors who engage in inappropriate behavior during a video visit may be suspended from the *Video Visitation Program* for a maximum period of three years.

➤ **Non-Contact Visitation (In Institution)**

- Institution specific information on available visiting days, time, location, maximum length of visit, maximum number of visits and visitors allowed per day.

❖ **Special Visits**

➤ **Institution Approval**

- The following persons may be allowed special visiting privileges as deemed appropriate by the Facility Unit Head.
 - Attorneys

- Clergy
- Former or Prospective Employers
- Sponsors
- Parole Advisers
- Immediate Family for Special Circumstances

- Institution process for the review and approval of all special visit requests consistent with the requirements of this operating procedure.

➤ **Immediate Family (Special Circumstances)**

- Special visits with immediate family will only be considered for a special need or exceptional circumstance such as family members who have unexpectedly traveled long distances (200 miles or more) or when an inmate's death is imminent.
 - Special visits for immediate family members will be scheduled during normal visiting days, only.
 - Special visits during normal working hours on DOC business days are only available in the event of the inmate's imminent death.
- The immediate family member(s) must complete and submit an online visitor application in order to be considered for the visit.
- Institutional staff will contact Central Visitation Unit and notify them of the approval for a special visit.
 - The Central Visitation Unit will enter the application into VACORIS, conduct a criminal record check, and associate the visitor with the inmate.
 - The visitor must not be allowed to enter for visitation until the criminal record check conducted by the Central Visitation Unit is complete.
- The special visit will be recorded in VACORIS and counted toward the inmate's visitation allowance.

❖ **Visitation Denials, Terminations and Suspensions**

➤ **Visitation Denials and Terminations**

- Visitors will be denied entry into the institution or if already in the institution, the visit will be immediately terminated for the following:
 - The inmate declines the visit.
 - The inmate or visitor appear to be intoxicated or under the influence of a controlled substance.
 - The DOC is notified that the inmate's parental rights for a visiting minor have been terminated.
 - Reliable information is received that the visitor or the inmate is expected to commit an illegal act. The institution's Regional Administrator must be notified when a visit is denied or terminated for this reason.
 - The inmate or visitor fails to comply with DOC and institution procedures.
 - The visitor is verbally abusive towards staff, inmates, or other visitors.
 - The inmate commits a disciplinary violation in the visiting room.
 - The visitor or inmate imposes physical punishment to discipline a minor.
 - The demand for visitation exceeds visiting room capacity, overcrowding.
- A visitor's contact visiting privileges will be suspended and the visitor will not allowed to access DOC property if any of the following occur:
 - The visitor's conduct compromises the safety of others or security of the institution.
 - The visitor smuggles, conspires to smuggle, or attempts to smuggle contraband into the institution.
 - The visitor assaults staff or others, or threatens them with physical harm.
 - The visitor conspires to assist an inmate to escape.

- The visitor has a pending felony or misdemeanor charge or has been found guilty of a felony or misdemeanor that occurred in connection with a visit.
 - The visitor provides false information related to visiting rules or procedures.
 - The visitor damages or attempts to damage DOC property or engages in disruptive behavior while on DOC property.
 - The visitor removes or attempts to remove any item from the institution without authorization.
 - The inmate or visitor touches or exposes the breast, not to include breastfeeding, buttocks, or genital area during a visit, or engages in any other inappropriate physical or obscene behavior during a visit, including signs, signals, or other behaviors related to gang identification or gang activities.
 - The visitor falsifies any information on the visitor application.
- The Facility Unit Head may suspend a visitor’s contact visiting privileges for any conduct that compromises the safety of others and security of the institution.
 - Minor violations will result in a suspension of contact visiting privileges for a set period of no more than six months.
 - Serious violations will result in a suspension of contact visiting privileges for a set period of no more than three years.
 - Suspension of a visitor’s contact visiting privileges for conduct that compromises the safety of others and security of the institution does not have to occur in connection with a visit.
 - In addition to visiting suspensions specified above, possible Court proceedings will be initiated against a visitor who violates the law.

❖ Institution Specific Information

- **Institution Address/Phone Number** (5-ACI-7D-15; 4-4499)
 - Please insert your Institution, Physical Address, and Main Contact Number.
- **Directions to the Institution** (5-ACI-7D-15; 4-4499)
 - Please insert the directions, designated Parking Areas and any Special Instructions.

❖ Contact List (Add Regional and Institutional Staff Contact Information Below)

Regional Operations Chief
Address
Phone Number

Regional Administrator
Address
Phone Number

Facility Unit Head
Address
Phone Number

Assistant Facility Unit Head
Address
Phone Number

❖ Associated Documents

Attachment 3, *Video Visitation Visitor Centers*
 Attachment 4, *Video Visitation Rules and Dress Code*