

DAUPHIN COUNTY PRISON

VISITATION RULES

Any inmate who is eligible for visitation may be visited by any visitor who meets the criteria outlined in this policy. Dauphin County Prison does not utilize a visitation list approval process and does not require inmates to establish a list of visitors. The visitation schedule, which is subject to change, is posted on each block. To ensure the safety and security of the inmate population, staff, facility, and other visitors, Prison staff cannot give out visitation days and times. **IT IS THE INMATE'S RESPONSIBILITY TO NOTIFY VISITORS** of their scheduled time and day of visits, of any changes which may occur, and of the rules and regulations governing visitation. Prison staff are not permitted to give out visitation days and times to avoid unwelcomed visitors and other potential conflicts.

Any individual failing to comply with the rules and regulations of Dauphin County Prison, displaying or encouraging disruptive behavior, using profanity, not properly supervising children, or appearing to be under the influence of drugs and/or alcohol will not be permitted to visit at Dauphin County Prison.

All visitors will be required to provide a government-issued photo identification to be electronically registered in the visitation database. All visitors are subject to search of their possessions and person using a walk-through and/or hand-held metal detector. Items such as keys must be secured in the lockers provided. All electronic devices must be removed from the facility.

Inmates will be granted one visiting period per week for fifty (50) minutes. These visits will be non-contact. Only two (2) visitors will be permitted to visit at one time. Should an infant or child come to visit, he/she must occupy the same seat as the adult visitor. If more than two (2) people come to visit, the inmate will decide how to divide the allotted time.

Relatives and friends may visit unless currently being supervised by Adult Probation and Parole of any jurisdiction, released from Dauphin County Prison within the last six (6) months or are otherwise disapproved by the Warden. Any person who is not authorized to visit for any of these reasons may submit a written request via mail to the Warden for reconsideration.

Visitors shall be refused visitation privileges if:

- a) they arrive after sign-in time
- b) they are in violation of the dress code
- c) they do not present proper identification
- d) they appear to be intoxicated or under the influence of drugs
- e) they do not supervise their children
- f) they display disruptive behavior
- g) their presence otherwise disrupts the visiting procedure
- h) they are a person currently under probation or parole supervision
- i) they are a current inmate in work release
- j) they are a current or former DCP employee without prior written approval
- k) they are a current or former contract employee without prior written approval
- l) they are a victim or alleged victim of the inmate

- m) they are a visitor who has had his/her visiting privileges suspended
- n) they are a visitor that has an active PFA against them

Visitors who fail to comply with any of the rules and regulations shall be required to leave the Prison and may have future visiting privileges revoked for a period of at least one year at the discretion of the Warden.

Any visitors to the Prison may have a background check done at any time to ensure that the visitors do not have open warrants for their arrest.

Visitors under the age of eighteen (18) years must be accompanied by a parent or guardian. Children under the age of sixteen (16) do not require I.D. All children must be properly controlled and remain seated with the accompanying adult. All visitors under the age of 18 are only permitted to visit the inmate who their parent or guardian is visiting. An infant or a small child in the visitation area must occupy the same seat as the visiting adult.

All visitors must arrive no later than thirty (30) minutes prior to the scheduled visitation time. Only those individuals who have been authorized for a visit will be permitted in the lobby area and must leave upon completion of their visits. Limited space does not permit loitering in the lobby area. Visitors must clear all security checks to be permitted into the visitation area. Visitors are only permitted to visit with the inmate they indicated during registration.

All visitors must be dressed in a manner that is in accordance with facility policy.

- Dresses, skirts, shorts and similar attire must touch the knee
- No see-through, tight, low-cut or revealing clothing will be permitted. Button-front shirts may not be unbuttoned to the point of being low-cut or revealing
- All shirts and blouses must have sleeves that are at least two (2) inches long
- No bathing suits
- Undergarments must not be visible
- No clothing with hoods
- No winter coats
- No pants with holes
- No hats or sunglasses
- No devices, whether worn or handheld, that has the capability of audio and/or video/photography recording and/or cell phone capabilities. This includes, but is not limited to, eyeglasses, tie tacks, lapel pins, wrist watches, pens, etc.

Face veils or other articles of clothing that obstruct the view of an individual's face required by a female visitor's religious beliefs are permitted to be worn inside DCP facilities. Positive identification is required for all visitors, but facility staff will accommodate religious requirements related to face coverings. A female DCP staff member will identify the visitor. The removal of the face veil or other article of clothing will be done in a location that gives the visitor privacy. All face veils or other articles of clothing that obstruct the view of an individual's face must be moved or removed to allow the DCP staff member an unobstructed view of the visitor's face. After the DCP staff member has viewed the visitor's face, the visitor will be instructed to place the face veil or other article of clothing back to its original position.

PERSONAL PROPERTY

All visitors are to place all personal belongings in the lockers provided in the lobby area. No personal items will be permitted in the visitation area, except their valid form of identification and a locker key.

- No devices, whether worn or handheld, that has the capability of audio and/or video/photography recording and/or cell phone capabilities. This includes, but is not limited to, eyeglasses, tie tacks, lapel pins, wrist watches, pens, etc.
- No umbrellas, purses, wallets, scarves, coats, or hats, etc., will be permitted in the visitation area.
- No baby bottles, toys, diapers, diaper bags, pacifiers or blankets will be permitted in the visitation area.
- No magazines, pictures, books, or newspapers will be permitted in the visitation area.
- No tobacco products, matches, or lighters will be permitted in the visitation area.

Only court clothing for inmates will be accepted during visitation. These items will only be accepted during normal business hours, Monday through Friday, 8:00 a.m. to 4:00 p.m., with an approved request slip.

There is a kiosk in the lobby of the Prison for cash deposits and credit card deposits into an inmate's account. Cash deposits are automatic and credit card deposits are processed within three (3) hours of deposit to an inmate's account.

Mail may not be given to an inmate. All mail must be sent through the United States Postal Service to the inmate mail processing center.

Terminated employees or vendors with terminated/revoked security clearances will be barred from visitation.

Once a visitor leaves the visitation area, for any reason, they will **NOT** be permitted to return.

A visitor's refusal to submit to the search procedure will result in termination of that current visitation period and a ban from visitation privileges for at least one (1) year.

Any individual failing to comply with the above-mentioned rules and regulations will be required to immediately leave Dauphin County Prison and the surrounding grounds and will be placed on the visitation denial list for at least one year.