



STATE OF WEST VIRGINIA  
DEPARTMENT OF HOMELAND SECURITY  
**DIVISION OF CORRECTIONS  
AND REHABILITATION**



WILLIAM K MARSHALL, III

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COMMISSIONER

SUPERINTENDENT

CABINET SECRETARY

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EASTERN REGIONAL JAIL AND CORRECTIONAL FACILITY  
94 GRAPEVINE ROAD  
MARTINSBURG, WV 25405  
(304)267-0045 TELEPHONE

**Visitation Information**

**To schedule a visit:**

- Visits may be scheduled during normal business hours: Monday, Wednesday, Friday (9 am-3 pm)
- Visitor must call at least a day in advance of the intended visit.
- All visits are 30 minutes in length and each inmate is permitted one visit per week.
- Visits are limited to one adult and two children OR two adults
- Visitation Number: 304-267-0045 or 304-267-0048

**Visitation Schedule**

**Tuesdays and Saturdays**

1000-1030  
1100-1130  
1300-1330  
1400-1430  
1500-1530

**Thursdays**

1300-1330  
1400-1430  
1500-1530  
1700-1730  
1800-1830

**Acceptable Forms of Required Identification:**

- 1) Driver's license
- 2) Non-driving identification card
- 3) U.S. Passport book or card
- 4) U.S. Military ID

**Unacceptable Forms of identification:**

- 1) Social Security card
- 2) Credit Card
- 3) Insurance card
- 4) Self-generated identification
- 5) Birth certificates will only be accepted for minor children who are visiting in the company of a parent or legal guardian.

**Visitation with Minor Children:**

Minor children must be in the company of a parent, other adult member of the immediate family, or legal guardian. Other adult members of the immediate family must present a notarized Juvenile Visitation Form from the non-incarcerated parent or legal guardian verifying that they have issued permission for the minor child to be in that adult's company on facility grounds for the purpose of visiting the inmate.

**Special Visitation:**

Special visits beyond those stipulated by policy will only be granted under verifiable extenuating circumstances and must be pre-approved by the facility superintendent.

**Dress Code:****FEMALES: ONLY ONE LAYER OF CLOTHING.**

No dresses, skirts or shorts shorter than the tips of your fingertips. No tight-fitting clothing, low cut, see through or mesh material. No tank tops, spaghetti straps, baggy clothing, hoodies, hooded items, hats, or sunglasses. No opened toed shoes !flip flops, slides or sandals.

PLEASE NOTE: this includes the children. Nothing with decorative cutouts. Make sure that your breasts, back, stomach, shoulders, behind and legs are covered. You MUST wear a bra.

**MALES: ONLY ONE LAYER OF CLOTHING.**

No shoulder baring clothing. No tight-fitting or baggy clothing, no hoodies, hooded items, hat, or sunglasses. No opened toed shoes, flip flops, slides or sandals. Nothing with decorative cutouts.

No excessive amounts of cologne, perfume or alcohol and **DO NOT SMELL OF CONTRABAND OR YOU WILL NOT BE ALLOWED BACK FOR YOUR VISIT.**

**IDEAL DRESS:** T-shirt, jeans and sneakers/tennis shoes

**Unauthorized Items:**

- No weapons of any kind
- No tobacco products
- No cellphones
- No keys other than facility issued locker key
- No handheld or pocketed personal items
- No purses
- No food or drink

**Directions to Eastern Regional Jail & Correctional Facility  
(94 Grapevine Rd, Martinsburg, WV 25405):**

**From Maryland, United States**

I-95 | I-495 North toward Baltimore/ Silver Spring

Keep left to get onto I-495 W

At Exit 35, head right on the ramp for I-270 North toward Frederick

At Exit 32, head right on the ramp for I-70 toward Baltimore | Hagerstown

At Exit 52, head right on the ramp for US-15 South/ US-340 West toward Charles Town/

Leesburg Take the ramp on the right for WV-9 West and head toward Martinsburg

Turn right onto Grapevine Rd/ County Hwy-9/14

**From Virginia, United States**

Take I-64 W

At Exit 87, head right on the ramp for I-81 North toward Staunton/ Winchester

At Exit 12, head right on the ramp for WV-45 / WV-9 East toward V.A Med Ctr/ Winchester Ave

Turn right onto WV-45 / Apple Harvest Dr toward V.A Med Ctr/ Winchester Ave

Keep straight to get onto Apple Harvest Dr

Keep straight to get onto WV-9 / Apple Harvest Dr

Turn left onto Grapevine Rd/ County Hwy-9/14

Arrive at Grapevine Rd/ County Hwy-9/14 on the right

### Juvenile Visitation Form

Inmate Full Name \_\_\_\_\_ Jail \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Child's Full Name \_\_\_\_\_ Sex: ( ) Male ( ) Female

Age: \_\_\_\_\_ DOB: \_\_\_\_\_ Race: \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Parent/Legal Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

The above named child has my permission to visit \_\_\_\_\_

Inmate Name

At the \_\_\_\_\_

Jail Name

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Authorized Adult accompanying Child

Acknowledged and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary

My Commission Expires on \_\_\_\_\_

Original copy to inmates file.  
One (1) copy in Juvenile Visitation file.