

VISITATION RULES AND REGULATIONS

It is the inmate's responsibility to advise his/her visitors of all rules and regulations.

GENERAL INFORMATION – The telephone number for North Central Regional Jail and Correctional Facility is (304) 873-1384. Address: 1 Lois Lane, Greenwood WV 26415. NCRJ&CF is located on U.S. Route 50, approximately 39 Miles East of Parkersburg West Virginia and approximately 32 Miles East of Clarksburg West Virginia. Traveling from Parkersburg, at mile marker 49 turn left off of Rt. 50 onto Stone Valley Road and take the first left onto Duckworth Road, and traveling approximately ½ mile to Lois Lane, turning right onto Lois Lane, which will dead end at the Facility. Directions from Clarksburg are the same with the exception of turning right off of Rt. 50 onto Stone Valley Road. No local transportation is available and there is no bus service. The nearest taxi is in Clarksburg and Parkersburg WV. One Hotel available in Ellenboro West Virginia, which is 11 miles from the facility.

NUMBER OF VISITORS – Each visit is limited to one (1) adult and two (2) minor children **or** two (2) adults. No person under the age of eighteen (18) shall visit an inmate (excluding lawful spouse of inmate) unless he/she is accompanied by a visitor who is also the Parent/Legal Guardian or other immediate family member. If an immediate family member wishes to bring a child into Jail Visitation, they must have a notarized Juvenile Visitation Form from the non-incarcerated Parent/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.

A Notarized permission slip must accompany the child with each visit along with the Birth Certificate.

NOTE: The notaries at the facilities cannot notarize the visitation form. It must be notarized outside the facility.

VISITING HOURS/DAYS – **Tuesday**, 3:00 p.m. – 8:00 p.m. **Thursday**, 8:00 a.m. – 1:00 p.m. **Sunday**, 12:30 p.m. – 5:30 p.m. **Length of Visits** – Visits are one half hour (30) minutes in length, non-contact, and must be scheduled in advance of the visitation day. Any visits exceeding this time frame must have prior approval [twenty-four (24) hours prior] from the Superintendent or Chief Correctional Officer. **Each inmate is permitted one (1) visit per month.**

VISITING APPOINTMENTS – Inmates must submit a request to “Visitation Requests” on the KIOSK, (or use NCRJ Form 5-0033 “Request for Scheduled Visitation” when the KIOSK is not functional. Counselors shall have these forms available on the mail carts daily and will only be issued out when the KIOSK is down), between 0800 hours Monday thru noon on Thursday for the following weeks visits. Visiting weeks begin on Sundays and conclude on Thursdays, therefore any request received outside of the prescribed days and times will not be considered and will be discarded. The request must have names of **ALL** visitors that will be arriving for the visit. Anyone that arrives and was not listed on the request **will not be eligible to visit**. KIOSK Answers and/or Request Slips will be sent back to the inmate either approved or denied. Visits will be scheduled on the respective day in thirty (30) minute intervals with five (6) inmates/families per interval. If the inmate's requested time frame has already been filled, he/she will be signed up for the next available time frame. The last appointment for each day will be scheduled as follows: (Tuesday = 7:30 p.m.) (1230 p.m. Thursday) and (5:00 p.m. Sunday), to ensure the full thirty (30) minute allotment for the visit. Any visitor who arrives more than fifteen (15) minutes late for their scheduled appointment shall be denied the visit unless the visitor has called ahead with a valid reason and informed visitation staff that they are running late.

CALCULATION OF VISITATION HOURS – Each inmate not withstanding any classification or security restrictions, will be allotted one (1) visit per month.

- **FRAUDULENT REPRESENTATION: ATTEMPTS TO GET AN ADDITIONAL VISIT AFTER YOU HAVE RECEIVED YOUR ALLOTTED VISIT FOR THE MONTH SHALL RESULT IN A VIOLATION REPORT SUBMITTED AND SUSPENSION OF VISITATION PRIVILEGES FOR A SPECIFIED PERIOD OF TIME AS DETERMINED BY THE SUPERINTENDENT.**

APPROVED RELIGIOUS LEADERS AND ATTORNEY – May visit a client any time but must contact the Chief of Security/designee indicating the name of the inmate and the time that he/she wants to visit. Upon arriving at the institution, he/she must show proper identification, along with proper credentials and is subject to search and shakedown procedures.

SPECIAL VISITS – Special visits, other than those in accordance with regular visitation procedures, may be approved by the Chief of Security/Chief Correctional Officer or higher authority based on extenuating circumstances **AND MUST BE SUBMITTED ON A SPECIAL VISIT REQUEST FORM** (NCRJ&CF Form 5-0031). Special visits may include those related to family emergencies, persons traveling long distances, visits to hospitalized inmates, inmates in disciplinary status and visits with an inmate's clergy. Request for special privileges must be made to the Chief Correctional Officer in writing, five (5) working days in advance of the requested visit date to provide sufficient time to reply prior to the day and time of visit. Request for special visits may be approved by the Chief Correctional Officer provided the immediate family member resides out of state or similar circumstances apply (i.e., immediate family member in military duty outside country returning to the United States).

- **All inmates housed in the Segregation Units** are considered a Security Risk and must submit a Special Visit Request if on Admin Segregation or Disciplinary Segregation (with privileges), to the Chief Correctional Officer for approval. All visiting requests submitted through the normal visitation request process for any inmate housed in any type of segregation unit shall be denied. (This includes Disciplinary Segregation and Administrative Segregation). Any inmate on any type of watch shall not be eligible for visits until released from said watch.

SEARCHES – All visitors shall be subject to successfully pass canine searches (if available), magnetometer scan, x-ray machines, and pat searches.

ALCOHOL/DRUGS – Any individual with the odor of alcohol or has the appearance of being inebriated or under the influence of drugs will not be permitted to visit and will be required to leave state property.

FELONY – It is a felony to introduce any type of illegal drugs, alcohol, or weapon into an institution or on any state property. **Any person attempting to introduce contraband will be arrested and prosecuted.**

RECEIVING AND/OR GIVING ARTICLES – Visitors are not authorized to give to an inmate or accept anything from any inmate, which has not been previously approved prior to visit.

TOBACCO –No Tobacco or Tobacco-like products are to be brought into any WVDCR Institution.

TERMINATION OF VISIT – The Shift Commander, upon recommendation of the OIC of Visiting, may terminate a visit at any time a violation of visiting procedures occurs, or visits may be cut short as needed to give waiting visitors an opportunity to visit.

PARKING LOT – No visitor, whether approved or disapproved, will be permitted to sit in or loiter around their vehicle in the NCRJ&CF parking lot. Individuals not visiting inmates are required to be off NCRJ&CF property.

INMATE'S RULES PRIOR TO COMING TO VISITATION – Proper attire for visiting will consist of state issue orange Jail uniform, with undergarments and sandals/crocks. The only item inmates will bring with them is their I.D. Card. The only medication allowed is nitroglycerin tablets. **“Nothing”** will be sent out of the Visiting Area via a visitor.

Visitation Rules and Regulations Continued:

NCRJ&CF Form 5-0028

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VISITORS ARE REQUIRED TO WEAR APPROPRIATE CLOTHING – No shorts, no headwear (hats, caps, etc.), no tight clothing, no pants that snap up the side, no pajama type pants, no sleeveless clothing (sleeves must come to the middle of the upper arm or longer), no T-shirts with offensive logos or advertisement for drugs or alcohol, no tops that zip up the front, no see-through clothing and no low cut tops or short tops that show skin between shirt and pants when arms are raised. Visitors must clear the metal detector; therefore, visitors are not permitted to wear an **under-wire bra as it will not clear the metal detector**, being bra-less is also unacceptable. Visitors must have on underwear. No clothing with metallic beads will be permitted to be worn. No Dresses or Skirts are allowed unless prior approval is received by the Chief Correctional Officer or Superintendent. A visit may be disallowed or terminated if the visitor is not properly dressed according to these standards. It will be the responsibility of the inmate to inform his/her visitors about dress standards.

ITEMS NEEDED – Bring only those items needed, to the Visitation Reception area. Leave all personal items locked in your vehicle.

1. Upon entering the facility, all adult visitors shall be required to sign a logbook and present a valid government issued photo-identification. Acceptable examples of such identification include, but are not necessarily limited to: **Driver's/Operator's license, Government issued Non-Driving Identification Card with photo, U.S. Passport or U.S. Passport Card, and U.S. Military ID.**
 - a. Examples of unacceptable forms of identification include but are not necessarily limited to: Social Security Cards, credit cards, insurance cards, Hunting/Fishing License, and identification which is or can be self-generated (including certain forms of identification which can be downloaded and printed from the internet).
2. Birth certificates will only be an acceptable primary form of identification for minor children who are visiting an inmate while in the company of a parent, other adult member of the immediate family, or legal guardian.
3. Upon entering the Visitation area, visitors shall also bring:
 - a. If visitor has a medical condition that does not allow them to pass through a metal detector, the visitor must provide an original statement from their physician (examples: heart pacemaker, metal pins implanted inside body, etc.).
 - b. Visitors must put everything in locker during visit, except one (1) pacifier for a baby if applicable. If deemed necessary by officer, such items as a cane, wheelchair and oxygen may be allowed.
 - c. Coats, jackets, or any garment worn as such will be secured in the locker.
4. Once visitors enter the visiting room, they will not be permitted to leave the visitation area and then come back. **Do not bring purses, pocketknives, cell phones, diaper bags and/ or watches into the visitation area.**

CONDUCT DURING VISITING – The visitor and inmate shall conduct himself or herself in such a way that they do not cause undue embarrassment to other visitors. The Shift Commander may terminate a visit if behavior that causes embarrassment to others exists. At any time, extreme conduct arises, the visit may be terminated immediately.

PRIOR INMATE VISITING ELIGIBILITY –

1. Ex-Inmates of NCRJ&CF and other convicted felons shall not be approved as visitors unless they are:
 - a. The immediate family member of the inmate they are applying to visit;
 - b. Not a crime victim of said inmate
 - c. Arrest and incarceration free for at least two years.

Rules Regarding Children During Visitation

1. Minor children shall only be permitted to visit when in the company of a Parent, Legal Guardian or an adult member of the immediate family. A notarized statement from the Parent or Legal Guardian verifying that they have issued permission for the minor child to be in that adults company on institution grounds for the purpose of visiting the inmate, must be present before visiting. (This must accompany child with each visit).
2. **When children come to visit, the parent, legal guardian or immediate family member must present the child's birth certificate in accordance with Policy Directive 505.00.**
3. All approved children must be properly dressed. (Only children under 2 year of age may wear shorts for summer wear.)
4. No child will be allowed to enter/exit the Visiting Room unless accompanied by their approved adult guardian.
5. No child will be allowed to roam/wander around the Visiting Room/Lobby unless accompanied by an approved adult guardian.
6. No child will be allowed to run in the Visiting Room/Visiting Room hallway/Lobby.
7. All children must keep their footwear on at all times while walking in the Visiting Room/Lobby.
8. No child will be allowed to throw any object during the visit.
9. No child will be allowed to fight/argue with any other person during the visit.