

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 Tygart Valley Regional Jail and Correctional Facility is (304) 637-0382. Address: 400 Abbey Road, Belington WV 26250. TVRJ&CF is located on U.S. Route 33 East, approximately 4 miles west of Elkins, West Virginia. No local transportation is available and there is no bus service. The nearest taxi is in Elkins. Several hotels available in nearby Elkins.

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 the complex, 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. **Saturday**, 8:00 a.m. – 1:00 p.m. **Sunday**, 1:00 p.m. – 6:00 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 (TVRJ Form 5-0029 "Request for Scheduled Visitation") to the Visitation OA between 8am Monday and noon Thursday of the week prior they wish to have the visit. 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**. 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 (5) 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. No appointments will be scheduled after 7:30 p.m. Tuesday, 1230 p.m. Saturday or 5:30 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.

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. 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

Visitation Rules and Regulations Continued:

TVRJ&CF Form 5-0028

01 April 2022

member resides out of state or similar circumstances apply (i.e., immediate family member in military duty outside country returning to the United States).

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 DOC 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 TVRJ&CF parking lot. Individuals not visiting inmates are required to be off TVRJ&CF property.

INMATE'S RULES PRIOR TO COMING TO VISITATION – Proper attire for visiting will consist of state issue orange jump suit. 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.

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**, being bra-less is unacceptable. Visitors must have on underwear. No clothing with metallic beads will be permitted to be worn. Dresses (or skirts) must be knee length when sitting and must not button below waist. If dress/skirt has a slit at the bottom, this slit must not come above the knee. 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 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, Non-Driving Identification Card, 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, 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:

Visitation Rules and Regulations Continued:

TVRJ&CF Form 5-0028

01 April 2022

- 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.

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 1 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 unless accompanied by an approved adult guardian.
6. No child will be allowed to run in the Visiting Room.
7. All children must keep their footwear on at all times while walking in the Visiting Room.
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.