

## **CENTRALIA CC VISITING REGULATIONS**

It is the policy of Centralia Correctional Center to permit offenders visitation in accordance with Departmental and Institutional regulations.

### **NOTICE:**

UNDER ILLINOIS LAW, THE INTRODUCTION OF ALCOHOLIC LIQUORS, CANNABIS, CONTROLLED SUBSTANCES, HYPODERMIC NEEDLES, SYRINGES, WEAPONS, KNIVES, FIREARMS, AMMUNITION AND EXPLOSIVES INTO A CORRECTIONAL FACILITY IS A PUNISHABLE OFFENSE. ANYONE CAUGHT ATTEMPTING TO BRING CONTRABAND INTO THE INSTITUTION WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW. ALL VEHICLES AND PERSONS ENTERING THE INSTITUTION ARE SUBJECT TO SEARCH BY SECURITY STAFF AND/OR THE CANINE UNIT.

### **VISITING HOURS:**

**General Population:** 8:30am-5:30pm 7 days a week. Processing times are 8:30am-11:30am and again starting at 12:45pm-2:00pm. Visitors **MUST** arrive at the Main Gate by 2:00pm to be processed for a General Population visit.

**Non-Contact Visits:** 8:30am - 2:00pm Monday through Friday. Visitors **MUST** arrive at the Main Gate by 1:00pm to be processed for a Non-Contact visit.

**Segregation Offenders:** 8:30am - 2:00pm Monday through Friday. Visitors **MUST** arrive at the Main Gate by 1:00pm to be processed for a Segregation visit.

**\*\*NOTE:** NO visits will be processed between the hours of 11:30am- 12:45pm due to institutional count.

### **Allowable Number of Visitors:**

**General Population:** There will be up to **three (3)** but no more than **three (3)** adult visitors per visit. In addition, there will be up to **three (3)** but no more than **three (3)** lap children. A lap child is a child who is **six (6)** years of age or younger, including infants in carriers, that must sit on the adult visitors lap. For the purpose of this policy, children **seven (7)** years and older will be counted as an adult but who must still be accompanied by a parent/guardian. Any child (**6 years or younger**) that can't sit on the adult visitors lap for the duration of the visit will need to utilize a seat and therefore will be counted as an adult.

**Non-Contact Visits:** Offenders that are on Non-Contact Status are allowed only **two (2)** visits each **thirty (30)** days. All visits will be terminated by **2:00pm** and **NOT** to exceed **one (1)** hour. There is a maximum of **four (4)** visitors allowed.

**Segregation Visits:** Offenders that are in Segregation are allowed **two (2)** visits each **thirty (30)** days. All Segregation Visits are Non-Contact visits. **All** visits will be terminated by **2:00pm** and **NOT** to exceed **one (1)** hour. There is a maximum of **four (4)** visitors allowed.

**THERE WILL BE NO NON-CONTACT VISITS ON WEEKENDS OR HOLIDAYS.**

**\*\*NOTE: NO visits allowed on felony warrants in segregation.**

## **VISITING RULES:**

**General Population:** Visitors will be allowed a maximum of **four (4)** hours per visit. Offenders are allowed a total of **six (6)** visits per calendar month. Attorney and Clergy visits do not count toward the limitation. Only **two (2)** of the **six (6)** visits may be on the weekend and/or holiday. The Offender may refuse any visits. Visits may be terminated due to overcrowding. When this occurs, visits will be shortened in the order they arrived in the visiting room. Security Staff will ensure that all visitors have exited the visiting room and that the area is cleared by 5:30pm.

**Non-Contact Visits:** Offenders that are on Non-Contact Status are allowed only **two (2)** visits each **thirty (30)** days. **All** visits will be terminated by **2:00pm** and **NOT** to exceed **one (1)** hour. There is a maximum of **four (4)** visitors allowed.

**Segregation Visits:** Offenders that are in Segregation are allowed **two (2)** visits each **thirty (30)** days. All Segregation Visits are Non-Contact visits. **All** visits will be terminated by **2:00pm** and **NOT** to exceed **one (1)** hour. There is a maximum of **four (4)** visitors allowed.

## **General Rules For All Visitors**

All Visitors are required to provide **TWO FORMS OF** documentation verifying their current name, date of birth, and address for each visit. Social Security Cards, YOUR birth certificate, and Credit/Debit Cards are **NOT** acceptable forms of identification. **One (1)** form of identification must be a **photo identification**, such as a driver's license, state identification card or acceptable documentation of **non-US citizenship**, including VISA, Matricula consular documentation that include their current name, date of birth and address. Visitors will also provide their vehicle information including vehicle license plate number, make, and model.

All visitors shall park in the designated visitor parking area. Vehicles must be secured. No loitering on grounds. **NO** photographs and/or videos allowed to be taken of the institution or on grounds at any time. Pets are not allowed.

All visitors are required to be on the offender's visitor list. It is the offender's responsibility to complete a visitor list. **If a visitor is not on the list, they will not be allowed to visit.**

**\*\*NOTE: Be advised we are not able to give out any type of personal information about the offenders visiting lists in person or over the phone.**

Visitors are required to complete a Prospective Visitor Interview (PVI) Form prior to visiting. All questions must be answered completely and truthfully. If it is determined that any information provided is false, visitors will be denied entry to the facility and are subject to permanent visitor restriction from **ALL** Illinois Department of Corrections Facilities.

Main Gate staff shall enter each visitor's information electronically which will automatically register if the visitor is on the Statewide Denial List. Those on the denial list will be denied access into the institution. If the computer is inoperable, Main Gate staff shall check the printed denial list that is provided. All visitors 17 years-of-age or older must be on an approved visiting list submitted by the offenders & approved by the warden. Any visitor that is currently an ex-offender, on parole (MSR), conditional release or probation must have written permission from the Chief Administrative Officer or an Assistant Warden in advance in order to enter the facility to visit. Visitors 16 years-of-age and younger must be accompanied by a parent or legal guardian & **must** provide a copy of their child (rens) birth certificate. **IF** the visitor is **NOT** the parent, the parent must fill out a **notarized** DOC0330, which may be obtained from the IDOC website, or a **notarized** letter of permission sent to the Warden. This documentation must include the child's name and date of birth; parent/guardian's name, address and phone number; the name of the person(s) who are authorized to bring the child to visit and the offender's name and IDOC number. Once this information is reviewed and approved, the visitor will receive a letter of approval from the Warden. This letter **MUST** be present with the child at every visit. **If approval is not given PRIOR to the visit, the child (ren) will not be permitted in. IF the adult visitor has a legal guardianship from the Court, then they MUST bring appropriate paper work.** This documentation will take the place of a birth certificate.

All visitors entering Centralia Correctional Center shall be searched. All visitors will walk through a metal detector and will be frisk searched **prior** to entry into the institution by security personnel. Refusal to submit to search will result in the visitor being either temporarily or permanently denied entry into the institution. All visitors' belts and shoes shall be removed during frisk search. Visitors who appear to be under the influence of drugs or alcohol are prohibited from visiting. Once a visitor enters the Visiting Room, they may not leave the institution without terminating the visit, except in an emergency situation or as approved by the shift commander or above. Visitors attempting to bring contraband into the institution will not be allowed to visit and will be reported to the Warden for possible revocation of visiting privileges. The contraband will be confiscated and, if possession of contraband constitutes a criminal offense, the visitor may be detained for possible arrest by law enforcement.

Offenders are allowed a total of **six (6)** visits per calendar month. Attorney or clergy visits do not count toward the limitation. Only **two (2)** of the **six (6)** visits may be on the weekend and/or holiday. The

offender may refuse any visit. Offenders housed in the Segregation Building or on Non-Contact Visit Status are allowed only **two (2)** visits each **thirty (30)** days.

**\*\*NOTE: The control and behavior of children is the responsibility of the accompanying adult.**

Visitors are **only** allowed to bring a vending card and an institutional locker key into the Visiting Room. Cell phones are **NOT PERMITTED IN THE GATE HOUSE** and must be left in your vehicle. Any items such as purses, wallets, excess money, baby bags, etc. **MUST** be locked up in a locker which will cost **(3)** quarters **\$.75** cents and an additional **\$.75** cents if the locker needs to be locked thereafter.

**Vending Debit Card:** Visitors may purchase a vending card from a machine located at the Main Gate. Visitors must have a five dollar **\$5.00** bill to purchase the card. Only a **\$5.00** bill will work for the initial purchase. The cost for a vending card is **\$3.00**. You will be credited **\$2.00** on the vending card. Any bill will be accepted on the card after purchase is made. Up to Ninety-nine \$98 dollars can be put on a vending card at one given time. **Only one (1)** vending card per adult allowed in visiting room. Visitors should have sufficient money on the card to cover all purchases for the duration of the visit. **No return trips to the Main Gate to add money to vending cards.**

Centralia Correctional Center is a non-smoking facility. Visitors are **not allowed** to bring any tobacco products into the institution. **All** tobacco product & paraphernalia are to be secured in the visitor's vehicle.

Visitors are **NOT** to take their personal and/or car keys with them into the visiting room. Visitor vehicles are to be locked and secured. The keys are to be secured in a locker at the main gate. The cost of a locker is **(3)** quarters **\$.75** cents.

### **ONLY THE FOLLOWING ITEMS MAY BE BROUGHT IN FOR BABIES & CHILDREN:**

**Three (3)** diapers per child and baby wipes in a clear plastic container. **All** infants/children will be required to have their diaper changed (and diaper thrown away) in front of security staff. This will be done **prior** to entry and each time a diaper may need changed.

**ONE (1)** sealed (unopened) plastic container of baby food with **ONE (1)** plastic spoon.

**ONE (1)** pacifier

**ONE (1)** plastic Sippy cup (**EMPTY**)

**ONE (1)** baby blanket

Only **ONE (1)** clear **empty** plastic (**NO GLASS**) baby bottle will be allowed.

**\*\*NOTE: NO GLASS OR METAL.**

**\*\*NOTE: All baby bottles must be prepared in front of Main Gate staff with unopened (sealed) bottled water & unopened (sealed) formula. No water bottles or formula will be allowed past the Main Gate entrance. Mothers who are breast feeding may do so in the ladies room or get approval from the Warden to bring in breast milk in pre-made bottles.**

Infant seats, carriers, and medical strollers are allowed as long as they can be thoroughly searched without damaging it.

**Infants/Children who wear a dress MUST wear a pair of shorts underneath in addition to diaper/underwear.**

### **DRESS CODE:**

All visitors must comply with the following dress code requirements; however, these dress code requirements are **not all inclusive**. Other attire may be deemed inappropriate by the Duty Administrative staff. Dress code is applicable to **ALL** visitors including: **men, women, children, & babies**. Failure to adhere to the dress code will result in the denial of the visit.

**Sexually explicit clothing will not be permitted. This includes ANY CLOTHING THAT IS DEEMED INAPPROPRIATE (TIGHT FITTED CLOTHING AND SEE THROUGH CLOTHING).**

Coats, jackets, and hoodies are permitted but **MUST** stay on at all times in the visiting room.

**NO** – scarfs, hats, and headbands, metal barrettes, or bobby pins.

**NO** – sunglasses, wallets, purses, gum or candy.

Appropriate undergarments **MUST** be worn such as bra and underwear. NO swimsuits. Tops that have a built in bra are **NOT** considered as a bra.

**\*\*NOTE: Bras and underwear MUST NOT be visible through clothing. The color and/or pattern of the bra or underwear must NOT be visible.**

**SHIRTS:** **NO** – tube tops, tank tops, halter tops, spaghetti straps, or sleeveless. **NO** – low-cut, V-necked, scoop-necked, open back, laced, or see through shirts. **No** front zipper shirts that the zipper goes all the way down. Shirts must **NOT** show cleavage. Any shirt that shows under arm area will **NOT** be allowed.

**\*\*NOTE:** **NO** exposed mid-riffs.

**BOTTOMS:** **NO** – Spandex, Leggings, Yoga, Pajamas, or any bottoms that show the lines of under garments. Jogging pants are allowed as long as **NOT** form fitting. **NO** – bottoms with any holes, rips, or shreds above the knee. **Bottoms must not show skin. No** break-aways. **NO** – bottoms with zippers other than standard zipper. **Shorts, skirts, and dresses must come to the knee.** **No** wrap around skirts, shirt, or dresses.

**NO** – Gang-related clothing will be permitted. Which include clothing that suggests or advertises illegal substances, products or sexual material.

**NO** wearing pants below the waist commonly known as “sagging” or “bagging”.

Shoes **MUST** be worn at all times by **adults, children, and infants.**

Religious headgear will **ONLY** be allowed if there are no safety or security concerns. Headgear will be removed and searched during a pat down. The visitor must indicate that headgear has religious significances.

**JEWELRY:**

Visitors will be allowed to wear **ONLY** the following:

**ONE (1)** ring

**ONE (1)** pair of matching earrings

**ONE (1)** necklace

**\*\*NOTE:** Any earrings and/or necklace that pose a security risk will not be allowed.

**NO** watches, locket, bracelets, ankle bracelets, toe rings, and **NO** activity trackers (Fitbits).

**ALL** body piercing other than one matching pair of earrings **MUST** be removed.

**Jewelry with writing such as:** names, initials, words, pictures, heavily weighted or that which could be considered intimidating to any person such as replicas of guns, knives, ammo and drug paraphernalia shall not be permitted.

**\*\*NOTE: This list is provided as a general reference. ALL items are subject to review.**

**VISITORS SHALL ADHERE TO THE FOLLOWING RULES and GUIDELINES ONCE THEY ENTER INTO THE VISITING ROOM:**

Visitors are subject to a pat search before and after using the restroom. Visitors are only allowed to use the restroom located at the Main Gate. Visitors must take **all** minor children with them when leaving the Visiting Room for a restroom break and/or diaper change. Visiting times will **NOT** stop during restroom breaks. Offenders who need to use the restroom will do so in the Visiting Room. If the Offender needs to use the restroom, his visitor(s) may let the Officer know or the Offender may raise his hand.

Vending cards shall remain in the visitor(s) possession at all times. Offenders are **not** allowed to use vending machines or cards. Visitors must make all purchases. At no time are packaged goods from the vending machines allowed to go to the visitor table. The exception to this rule is beverages. Sharing of drinks between Offenders and Visitors is not allowed. Once you retrieve your vending item(s) you will need to go to the designated area near the Officer's desk and pour/place the purchased item(s) onto a paper plate or tray that will be provided. You will then throw the packages in the trash and proceed to the visit. If the items need to be heated, you may do so **BEFORE** taking the items to the designated area. Items purchased must be consumed at the table. Taking vending items out of the visiting room is **NOT ALLOWED**. Visitors should have sufficient money on the vending card to cover all purchases for the duration of the visit. **NO** return trips to the Main Gate unless it is for a restroom break or a diaper change.

Visitors and offenders are allowed to have a **brief** embrace upon entering and exiting the visiting room. This may include a short closed mouth kiss and hug done at the designated area near the Officer's desk and not at the assigned table. **Open mouth kissing is prohibited**. **NO** other contact is allowed except for holding of hands above the table.

Visitors and Offenders are not allowed to exchange any items other than food or drink items that have been purchased in the Visiting room.

Visitors and offenders are required to sit in an upright position, i.e. feet flat on the floor and hands above the table. While seated at the table, the offender and visitor may hold hands above the table with hands located at the center of table. Contact to the breasts or genitals are prohibited.

Offenders are assigned a seat at the table. Spouses, girlfriend(s) and significant others are to sit directly across from offender. Infant/Children are **NOT** allowed to sit on the lap of the offender. Visitors are expected to control and supervise their children while in the institution (**NO** running, screaming, jumping, etc.). All children must be accompanied by an adult when leaving the table for any reason. If children are disrupting other visits, the visit may be terminated.

Talking or shouting across the visiting room or between tables is prohibited. Offensive and/or profane language is also prohibited. Both types of behavior are grounds for termination and possible visit restriction. No cross talking allowed.

Security staff is prohibited from signing any documents as a witness. If the visitor has any legal documents that must be witnessed or notarized, **prior** arrangements must be made.

No mail or money orders will be accepted for the offender. These items shall only be accepted through the regular mail services. No clothing, personal grooming items, watches, rings, etc., will be accepted or given to an offender. Literary material may be brought to the institution by the Offender's visitor and left at the Main Gate (i.e. magazines, soft cover books, and/or newspapers only). **ONLY** up to **five (5)** items per visit are allowed.

Offenders wishing to send home items must make arrangements **PRIOR** to the visit through personal property.

All visits shall be subject to monitoring and recording at any time by departmental staff, unless prior arrangements have been made for confidential attorney visits or other privileged visits. For purposes of this section, a privileged visit means any conversation or communication between visitors that is protected by privilege of law or by decision, rule, or order of the Illinois Supreme Court.

Immediate life care medication may be taken to the Visiting Room by the visitor. Examples may include nitroglycerin pills, Asthma spray and other such immediate care medication. If the visitor needs to take a maintenance type medication at a designated time, they are to return to the main gate and inform the officer of the need to take this medication. After the visitor obtains the medication, the officer will watch the visitor take their medication. The visitor will then be allowed to return to the Visiting Room after a pat search. **No visitor shall be allowed to return to his/her locker until the visit is over unless it is to obtain medication in accordance with the above procedure.**

### **SEGREGATION VISITS:**

**The following are guidelines regarding NON-CONTACT VISITS for inmates in Segregation, Investigative Status, Temporary Confinement, or any offenders that are on a NON-CONTACT status.**

Inmates shall be allowed **two (2)** visits per calendar month while confined as stated above. Any visits an offender had during the calendar month prior to being placed in segregation shall be counted toward the allotted **two (2)** visits.

A maximum of four (4) visitors will be allowed on Segregation and Non-Contact visits.

Visits shall last no longer than **one (1)** hour in duration.

Visits shall be allowed **five (5)** days per week between the hours of 8:30a.m. - 2:00p.m. Monday-Friday (**NO WEEKEND OR HOLIDAY VISITS**). All segregation visits must be signed in by 1:00 p.m.

**Non-Contact** visits means there shall be no physical contact between the inmate and visitor. Visitors shall **not** be allowed to purchase food or drink items for the inmate nor will the visitor be allowed to kiss or embrace the inmate at any time. The inmate shall remain in restraints for the duration of the visit.

The need for the use of restroom facilities by the inmate will result in the termination of the visit.

### **INFIRMARY VISITS:**

If a patient's condition allows, visitation will be done in the Visiting Room.

In the case where a patient's condition does not allow for visitation in the Visiting room, a visit may be approved in the Infirmary. **This visit must be approved by the Warden or his designee only.**

Visits in the Health Care Unit will be determined by operational needs.



### **ATTORNEY VISITS:**

Licensed attorney and any investigator, law students, or paralegals working under their supervision may visit a committed person during regularly scheduled visiting hours unless permission has been granted by the Assistant Warden for Programs or their designee.

Investigators, law students or paralegals shall be required to present a written statement from a registered attorney indicating that they are working under the supervision of an attorney and indicating the names of the committed persons with whom they are authorized to visit.

Attorneys or those working under their supervision are requested to notify the Assistant Warden of Programs of the designated time and date of the visit at least **two (2)** days in advance of the visit in order to make special visiting room arrangements. This is to be in writing on the attorney's letterhead, a fax may be accepted. This type of visit does not count against the offenders monthly visits.

Legal visitors and government officials shall be required to show photo identification.

### **CLERGY VISITS:**

Clergymen for recognized religious groups may visit any offender during regular scheduled visiting hours. Clergy/religious leaders are allowed **three (3)** visits per offender per month if they can provide evidence that they represent a religious community. Clergymen must be on the inmates visiting list. This type of visit does not count against the monthly visitation total.

### **VEHICLE SEARCHES:**

Vehicles entering or leaving the facility are subject to search in accordance with Administrative Directive 05.01.115.

Verbal consent shall be obtained from the driver or owner of the vehicle prior to search. If the driver or owner refuses to consent to the vehicular search, they shall **not** be permitted to remain on facility grounds. The license plate number and vehicle information will be documented and a restriction shall be placed on the owner or driver of the vehicle.