

VANDALIA CC VISITING REGULATIONS EFFECTIVE 01/27/17

It is the policy of Vandalia 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: 10:00a - 1:45p & 3:00p – 7:00p

****NOTE:** NO visits will be processed between the hours of 1:45p & 3:00p due to institutional count & shift change. All visitors must arrive by 4:45p, to be processed.

Visitors will be allowed a maximum of **five (5) hours** on weekdays & **three (3) hours** on weekends & holidays. Offenders are allowed a total of **seven (7)** visits per calendar month. Attorney or clergy visits *do not* count toward the limitation. Only **three (3)** of the **seven (7)** visits may be on the weekend and/or holiday. The offender may refuse any visit. Visits may be terminated due to overcrowding in the visit area. When this occurs, the first visitor that has entered the visiting room will be the first to be called out. Due to other program considerations, security staff will ensure that all visitors have exited the visiting room & the area cleared by **7:00p**

Segregation Offenders: 10:00 a.m. - 1:00 p.m.

****NOTE:** Visitors **MUST** arrive at the Main Gate by **12:00 p.m.** to be processed.

Offenders housed in the Security Building are allowed **only two (2) visits each thirty (30) days**. All visits for Segregation offenders will be conducted at the visiting room & will be terminated by **1:00p** & are **NOT** to exceed **one (1) hour**.

THERE WILL BE NO SEGREGATION VISITS ON WEEKENDS OR HOLIDAYS

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

VISITING RULES:

1. Visitors arriving at the Main Gate after initial (1st) visit shall be required to only present **one** form of 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 & address.

****FIRST-TIME** visitors are required to provide **TWO FORMS OF** documentation verifying their current name, date of birth, & address. Social Security Cards, *YOUR* birth certificate, & Credit/Debit Cards are **NOT** acceptable forms of identification. Visitors will also provide their vehicle information including vehicle license plate number, make, & model.

2. All visitors shall park in the designated visitor parking area.

3. 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 of the offenders visiting lists in person or over the phone.*

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

5. 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 to 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 & younger must be accompanied by a parent or legal guardian **& must provide a copy of their child(rens) birth certificate.** An exception may be made if the visitor has a **notarized DOC0330**, which may be obtaining from the IDOC website, or a letter of permission from the Assistant Warden for Operations. This documentation must include the child's name & date of birth; parent/guardian's name, address & phone number; the name of the person(s) who are authorized to bring the child to visit & the offender's name & IDOC number. Once this information is reviewed & approved, all appropriate computer applications in Offender 360 (O360) will be updated & visitation will be allowed.

6. **All visitors entering Vandalia Correctional Center shall be searched.** All visitors may have a handheld metal detector passed over their person 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 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.

7. Offenders are allowed a total of **seven (7)** visits per calendar month. Attorney or clergy visits *do not* count toward the limitation. Only **three (3)** of the **seven (7)** visits may be on the weekend and/or holiday. The offender may refuse any visit. Offenders housed in the Security Building are allowed **only two (2) visits each thirty (30) days**.

A. Only **three (3)** adults may visit an offender at one time. Small, lap-sized children (6 years of age and under), when accompanied by their parents or legal guardian, will not be counted as one of the **three (3)**.

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

8. 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 (2) quarters \$.50 cents visitors are responsible for providing correct change. No change machine is provided at the facility. Items such as car seats, strollers, & infant carriers **MUST** be left in the visitor's locked vehicle.

A. Vending Debit Card. Visitors may purchase a vending card from A machine located at the Main Gate. Visitors must have a five dollar bill \$5.00 only to purchase the card. You will be credited \$3.00. Any bill will be accepted on the card after purchase is made. Up to Ninety-nine \$99 dollars can be put on a vending card at one given time.

B. Vandalia 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.

C. Visitors are **NOT** to take their personal and/or car keys with them into the visiting room. Visitor vehicles are to be locked & secured. Then keys are to be secured in a locker at the main gate. The cost of a locker is (2) quarters \$.50 cents

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

1. 5 diapers per child – baby wipes **WILL** be provided they are hypoallergenic & non-scented.

2. **ONE** (1) sealed (unopened) container of baby food with **ONE** (1) plastic spoon. ****NOTE: NO GLASS OR METAL.**
3. **ONE** (1) pacifier.
4. **ONE** (1) plastic Sippy cup.
5. **ONE** (1) baby blanket and/or burp cloth
6. Only **TWO** (2) clear empty plastic (NO GLASS) baby bottles will be allowed.

****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.**

****Baby items may be carried in a clear plastic bag provided by the visitor.**

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.

1. **Sexually explicit clothing will not be permitted. This includes ANY TIGHT FITTED CLOTHING.**
2. Coats, jackets, & hoodies are **ONLY** permitted in inclement weather.
3. **NO** – scarfs, hats, & headbands.
4. **NO** – sunglasses, wallets, purses, gum or candy.
5. Appropriate undergarments **MUST** be worn such as bra & underwear. **NO** swimsuits. ****NOTE: Bras & underwear MUST NOT be visible through clothing.**
6. **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. Button-ups will **ONLY** be permitted if an undershirt is worn that covers chest & has sleeves. ****NOTE: NO exposed mid-riffs.**
7. **BOTTOMS: NO** – Spandex, Leggings, Jeggings, yoga, pajamas, or any bottoms that are made of tight stretchy material. **NO** – bottoms with any holes, rips, shreds, or break-aways. **NO** – bottoms with zippers other than standard zipper. Shorts, skirts & dresses **must come below the knee when seated.**
8. **NO** – Gang-related clothing will be permitted. Which include clothing that suggests or advertises illegal substances, products or sexual material.
9. **NO** wearing pants below the waist commonly known as “sagging” or “bagging”.
10. Shoes **MUST** be worn at all times by **adults, children, & infants.** Sandals, flip flops, and open toed shoes are **NOT** permitted.

11. Religious headgear will **ONLY** be allowed if there are no safety or security concerns. Headgear will be removed & searched during A pat down. The visitor must indicate that headgear has religious significances. Headgear must be one of the following: kufi, yarmulke, turban, yabit, or fez.

****NOTE:** Headgear other than listed above **MUST** have written approval by Warden.

JEWELRY:

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

1. **ONE** (1) wedding band/engagement set
2. **ONE** (1) pair of single stud earrings – **NO** HOOPS OR BIG DANGLY EARRINGS
3. **ONE** (1) necklace – Appropriate in length & weight

NO – watches, locket, bracelets, ankle bracelets, toe rings, or rings other than wedding band/engagement set.

ALL body piercing other than one single stud 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 & 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 & GUIDELINES ONCE THEY ENTER INTO THE VISITING ROOM:

A. Visitors are subject to a pat search before and after using the restroom. One adult visitor must accompany children in the restroom. Children may also be searched after using the restroom. Offenders who use the restroom shall be strip/pat searched before and/or after use of the restroom.

B. 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. Items purchased must be consumed at the table or taken out of the facility by the visitor. Offenders are not allowed to leave the table except to use the restroom or to approach the officer's desk.

C. Visitors and offenders are allowed to have a brief embrace upon entering & exiting the visiting room. Which include a short closed mouth kiss & hug. **Open mouth kissing is prohibited.**

D. 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. Intentional contact to the breasts or genitals is prohibited.

E. Offenders are assigned a seat at the table. Spouses, girlfriends and significant others are to sit directly across from offender. Children of appropriate size and age are 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 or jumping). All children under the age of 10 must be accompanied by an adult when leaving the table for any reason. If children are disrupting other visits, the visit may be terminated.

F. 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.

G. 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. Employees are not allowed to accept gratuities such as candy, cookies, cake, soda, etc. from visitors.

H. 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.

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

J. 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.

RESTRICTION OF VISITORS AT THE VANDALIA CORRECTIONAL CENTER

The Chief Administrative Officer may deny, suspend or restrict visiting privileges based upon the following:

- A. Security and safety requirements;
- B. Space availability;
- C. Disruptive conduct of the offender or visitor;
- D. Abuse of the visiting privileges by the offender or visitor; or
- E. Violation of State and Federal Laws or Department Rules by the offender or visitors.

1. Any of the following actions on the part of a visitor may result in a temporary restriction of up to six (6) months:
 - A. Disruptive conduct of a minor nature;
 - B. Disobeying an order or posted rule;
 - C. Refusal to submit to search;
 - D. Possession of drugs or alcohol when the visitor has demonstrated there was no intent to conceal and /or introduce drugs or alcohol into the institution;
 - E. Being under the influence of alcohol or drugs;
 - F. Possession of contraband as defined under State, Federal or Local Laws or other Department Rules.

2. Any of the following actions on the part of a visitor may result in a permanent restriction and referred to the Local Law Enforcement agency for prosecution:
 - A. Assaultive behavior on any individual;
 - B. Sexual misconduct;
 - C. Possession of weapons;
 - D. A possession of alcohol, drugs or drug paraphernalia unless the visitor demonstrates he/she did not intend to conceal and/or introduce alcohol, drugs or drug paraphernalia into the facility;
 - E. Unauthorized possession of money;
 - F. Possession of escape paraphernalia;
 - G. Providing false identification or information;
 - H. Disruptive conduct of a major nature;
 - I. Violation of State, Federal or Local Law during a visit, including arrest and /or conviction based on any action committed during a visit; and
 - J. Any recurrence of an action that previously resulted in a temporary restriction.

3. An employee who has been involved with an offender or a former employee who has either resigned or has been terminated as a result of involvement with a committed person, may be permanently restricted from visits if it is determined he may be a threat to safety or security.

4. If contraband is discovered in the possession of an offender either during or after a visit, it will be assumed that the offender's visitor introduced the contraband.

5. Written notices of temporary or permanent restrictions of visiting privileges will be sent to:
 - A. The visitor(s)
 - B. The offender
 - C. Main Gate
 - D. Shift Commander's Office

Any person excluded from an offender's visiting list by the statewide denial list is excluded also at this facility. Visitors who are placed on permanent restriction may request the Chief Administrative Officer to review the restriction after a six (6) month period.

6. The following guidelines are to be used when an offender visitor has been confirmed as testing positive for contraband using approved detection equipment. Restrictions for other reasons may be more or less stringent as determined necessary by the Chief Administrative Officer or as otherwise directed by the respective Deputy Director or above.
 - A. First Occurrence:
Visiting privileges shall be restricted for a minimum of six (6) months.
 - B. Second Occurrence:
 - (1) If within one (1) year of the first occurrence, visiting privileges shall be restricted permanently.
 - (2) If more than one (1) year of the first occurrence, visiting privileges shall be restricted for a minimum of six (6) months as a first occurrence.

SEGREGATION VISITS:

1. The following are guidelines regarding **NON-CONTACT VISITS** for inmates in Segregation, Investigative Status or Temporary Confinement that are housed in the segregation unit.
 - A. 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.
 - B. Visits shall last no longer than one (1) hour in duration.
 - C. Visits shall be allowed **five (5) days** per week between the hours of 10:00a-**1:00 p.m.** Monday-Friday (NO WEEKEND OR HOLIDAY VISITS). All segregation visits must be signed in by **12:00 p.m.**
 - D. **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.
 - E. The need for the use of restroom facilities by the inmate will result in the termination of the visit.

INFIRMARY VISITS:

1. If a patient's condition allows, visitation will be done in the Visiting Room.
2. 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.**
3. Visits for inmates at an outside hospital are restricted to cases that are critically ill. These visits are for immediate family only, are subject to the general visiting policies of the hospital, and must be approved by the Warden or his designee prior to allowing the visit to occur.

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.

1. 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.
2. 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.
3. 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. Special visits (after visiting hours or at a more private location) may be arranged in advance through the Assistant Warden for Programs. Clergymen **must** be on the inmates visiting list. This type of visit **does not** count against the monthly visitation total.

VEHICLE SEARCHES:

1. Vehicles entering or leaving the facility are subject to search in accordance with Administrative Directive 05.01.115.
2. 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.
3. Staff shall ask the driver and occupant(s) if there are weapons or ammunition in the vehicle, and if so, the location. If weapons or ammunition are present:
 - A. Staff shall instruct the driver and occupant(s) to present the Firearm concealed Carry license or evidence that he or she is a non-resident qualified to carry weapons and ammunition in accordance with 430 ILCS 66;
 - B. Staff shall verify the licensee is lawfully permitted to possess same; and
 - C. Allow sufficient time for the licensee to safely unload and secure the weapons or ammunition in a concealed case, a locked container out of plain view or a locking trunk.
4. The driver and all occupant(s) shall be instructed to exit the vehicle and open the trunk or hatchback and hood of the vehicle.
5. All areas of the vehicle such as the glove compartment, console and trunk and all packages contained within the vehicle shall be subject to search.
6. In cases of discovery of items that could be used as a weapon or otherwise pose a threat to security and are deemed contraband inside the facility, the driver shall be advised to secure items in a locked storage area of the vehicle. Items of contraband may include, but are not limited to, tools, utility knives, pepper mace, cellular phones or pagers.