

## **Oregon Correctional Center**

The DOC encourages visitation of an inmate's family and loved ones to maintain close and constructive family and personal relationships and support. Your visiting list and visiting procedures are regulated by the Administrative Code 309.12 and DAI 309.06.01 Visiting.

### **VISITING HOURS:**

- Wednesday: 6:30 p.m. – 9:00 p.m.
- Saturday, Sunday and Holidays: 11:30 a.m. – 4:30 p.m.
- Note: Visitors will not be admitted if they do not arrive 30 minutes prior to the end of visiting hours.

### **HOLIDAY VISITS:**

1. You will be allowed visitors on recognized holidays.
2. Due to limited space, should the visiting room fill up, the first visit started will also be the first visit terminated.
3. If a holiday falls on a Tuesday or Thursday there will not be any evening visits.
4. WCCS recognizes the following holidays for visiting purposes:
  - New Year's Day                      January 1
  - Martin Luther King Day          Third Monday in January
  - Memorial Day                        Last Monday in May
  - Independence Day                 July 4<sup>th</sup>
  - Labor Day                              First Monday in September
  - Thanksgiving Day                 Fourth Thursday in November
  - Christmas Eve                      December 24<sup>th</sup>
  - Christmas Day                      December 25<sup>th</sup>
  - New Year's Eve                      December 31<sup>st</sup>

### **Special Visits:**

1. Intended as a one-time visit only.
2. Individuals that will visit regularly must be added to your visitor list.
3. Requests for special visits must be submitted on the DOC-1115 Special / Extended Visit form to the Social Worker at least 10 working days in advance of the visiting day and specify the exact date of the visit. Exceptions may be approved by the Warden/Superintendent.

### **Directions to the Center:**

From Hwy 12 & 18 (Madison Beltline) exit 12 & 18 taking Hwy 14 East (you will be heading south out of Madison). Travel approximately six (6) miles to the Hwy MM exit #261 towards Oregon. Exit and watch for sign "Oregon Correctional Center." Turn right onto Hwy M, travel approximately one (1) mile on Hwy M. The Oregon Correctional Center is located on the right hand side.

### **Identification and Processing**

1. Vehicles must be locked with the top up, T-tops installed and windows rolled up, as applicable, when parked on state property. Vehicles may be subject to searches.
2. No one is allowed to wait in a vehicle in the parking lot.
3. Pets are not allowed on center grounds nor can they be locked in a vehicle.
4. All visitors must complete the DOC-176 Request to Visit Offender form and be cleared by the Correctional Sergeant before being allowed access into the visiting area.

- a. Once visitors have been checked in by the Sergeant they may not return to their vehicles for any reason.
5. An adult must accompany any visitor under the age of 18.
6. All visitors age sixteen (16) or older shall provide photo identification.
7. Acceptable forms of identification are:
  - a. Valid State driver's license.
  - b. Valid passport or visa.
  - c. Valid Department of Transportation ID.
  - d. Valid military ID.
  - e. Valid tribal ID (if it provides photo).
8. Amish visitors who do not possess photo identification as a requirement of their religion shall:
  - a. Provide the facility with a signed and notarized affidavit from their Bishop. The affidavit shall include the physical description of each proposed visitor.
  - b. The facility shall retain the original affidavit and place a copy in the respective inmate's Visitor Information file. The visitor(s) shall retain a copy of the affidavit and shall produce it upon arrival to the facility as a means of identification.
  - c. Information regarding no photo identification shall be entered into the "Relatives/Associates" screen in WICS.

### **Allowed items**

1. Only the following items are allowed to be brought into facilities by inmate visitors, should they pass inspection. **Any other items are not allowed unless approved in advance by the Superintendent/Designee:**

- a. Money, not to exceed \$20.00 for each visitor (coin purses are allowed). OCC Staff cannot make change. Vending machines accept coins and small bills, so come prepared.
  - b. Comb, pick or brush, limited to one for each visitor.
  - c. Up to two (2) baby blankets for each child.
  - d. Up to four (4) diapers for each child. Diaper bags are not allowed.
  - e. Up to two (2) plastic baby bottles for each child.
  - f. One (1) hand-held baby seat for each child.
  - g. Diaper wipes. Shall be kept in a clear plastic bag.
  - h. One (1) pacifier for each child.
  - i. One (1) coat and one (1) pair of gloves for each visitor.
  - j. Headwear (provided it does not conceal identity).
  - k. One (1) facility locker key.
  - l. Internet "smart" technology and electronic recording equipment in any form is prohibited.
  - m. Visitors are permitted to bring in medically necessary medications such as but not limited to, inhalers, nitroglycerin, epi pens, etc.
- \*\* Cameras, cell phones, beepers, laptops, laser pointers, game boys, or other electronics are not allowed.
- \*\* Purses, handbags and diaper bags are not permitted inside the center. Baby care items are to be carried in clear plastic bags.

### **Dress Code**

1. The following is considered unacceptable and shall result in denial of entrance to the facility:
  - a. Watches.
  - b. Transparent/translucent clothing.

- c. Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down, fingers extended.
  - d. Skirts and dresses shorter than fingertip length plus three inches with the visitor standing with proper posture, arms straight down, fingers extended.
  - e. Tops and dresses that are strapless, tube or halter style.
  - f. Camisoles and tank tops are only permissible when worn under other attire.
  - g. Tops and dresses that expose the midriff (front and/or back).
  - h. Spandex or Spandex-like and Lycra or Lycra-like clothing. Tights or leggings of this material may be worn under attire of appropriate length as identified in this section.
  - i. Exposed undergarments.
  - j. Clothing with revealing holes, tears or slits.
  - k. Clothing or accessories with obscene or profane writing, images or pictures.
  - l. Gang-related clothing, headwear, shoes, logos or insignias.
  - m. Any clothing that may have the potential to cause undue attention.
2. Footwear shall be worn at all times.
  3. Acceptable attire shall be worn at all times.

**VISITING RULES:**

1. No alcoholic beverages, weapons or illegal drugs are allowed on state property.
2. All visitors must complete the DOC-176 Request to Visit Offender form before being allowed access into the visiting area.
3. No food, snacks or beverages are allowed to be brought into visits by either visitors or offenders. Visitors are not allowed to bring any items in for inmates during visits.
4. You are not permitted to pass or receive items during a visit without authorization from staff.
5. You will be allowed to embrace and kiss your visitors once at the beginning and once at the end of the visit.
6. Inmates are required to sit directly across the table from your wife, girlfriend, fiancé or significant other.
7. Inmates and visitors must keep both hands visible at all times. Holding hands above the table is allowed.
8. Visitors leaving the visiting areas are not allowed to re-enter the building on that given day.
9. You are not allowed to go back to your room during your visit.
10. Parents are responsible for supervising their children during visits. If you have children or your family brings children, you are required to keep the children under control at all times. If staff feels that you are not keeping minor children under control, your visit will be terminated and/or those children may be temporarily suspended from visiting again.
  - Children may not play outdoors if visits are being conducted indoors.
11. Visiting with another inmate's visitor(s) is not allowed.
12. Visitors are required to use the designated bathroom facilities. Inmates may never enter the visitor bathroom for any reason.
13. No paperwork or property items are allowed to be brought into inmates on visits without prior authorization from the Superintendent/Designee. Any approved items will be inspected by and/or accepted by security staff.
14. No money orders or certified checks are to be brought in on visits.
15. Visitors are not allowed to bring in any food, beverages or smoking or tobacco materials.
16. All food items from the vending machine must be purchased by the visitor(s). Inmates are not allowed to handle money. Inmates are not allowed to bring any uneaten food or drink back to their room.
17. Changing of infant diapers is only allowed in the designated visitor bathroom.

18. You are responsible for cleaning off your table and disposing of your garbage after your visit ends.
19. The use of offensive, loud, or vulgar language will result in the termination of your visit.

**OUTSIDE VISITS:**

1. Outside visiting is held during the summer months between Memorial Day and Labor Day, weather permitting, as determined by staff.
2. Outside visits are conducted on weekends and holidays.
3. Tablecloths, mats, lawn chairs and pillows are not allowed.
4. Adults are not allowed to sit or lay on the ground.
5. You and your visitors must sit on the picnic benches provided in the outside visiting area.
  - Do NOT straddle the benches
  - Do NOT sit on top of the tables
  - Do NOT move the tables
6. Adult visitors must sit on opposite sides of the picnic tables.
7. Visitors will use the bathroom facilities in the visiting room. You will use the bathrooms located in the Center's main entry.
8. If you are in the walking area, you must keep moving or return to your table.
9. Picnic tables may only be moved with prior permission from the officer, and only to accommodate large groups.
10. Offenders are to receive staff approval first and must use the upstairs lobby entrance restroom. Visitors must use the visiting room restroom.