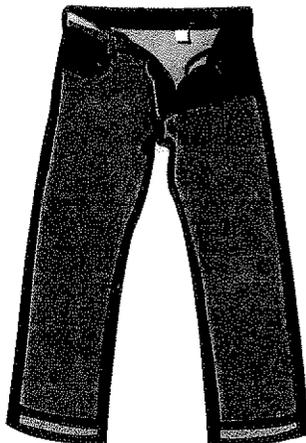


ATTENTION ALL VISITORS

Delaney Hall is a Community Education Center (CEC) Facility. As a privately operated facility we reserve the right not to admit anyone who, *in the opinion of our staff and management*, is dressed inappropriately. The following is provided as a *guide* to inappropriate dress:

- ❖ Tight clothing, including clothing made with Lycra or Spandex
- ❖ Shirts or Blouses that expose portions of the shoulders, back, stomach or plunging necklines
- ❖ Tank tops and other tops that expose or threaten to expose the midriff area
- ❖ Any clothing that is sheer or revealing
- ❖ Any garment that appears to be an undergarment worn as outerwear
- ❖ Shorts of any type, including skorts
- ❖ Skirts above the knee
- ❖ Skirts with slits that expose the thigh area
- ❖ Sandals, Open-toe shoes and/ or flip flops *as well for children*
- ❖ Any clothing, *whether being worn by males and/or females*, wherein it is determined by the Front Perimeter Staff, to reflect the current trend and/or street gang affiliation or representation
- ❖ Any other clothing, *whether being worn by males and/or females*, wherein it is determined to be inappropriate, shall be at the discretion of the Front Perimeter Staff
- ❖ Purses or diaper bags (Some *clear bags* may be permitted for children's needs)



Community Education Centers

POLICY

Delaney Hall shall have a regulated visitor program where residents can re-establish ties with family and friends. Delaney Hall shall provide an area for minimal contact visits. Written visit regulations shall be available for all staff, residents and visitors. Changes to the procedures shall be made available to all immediately. If necessary, these regulations shall be translated into Spanish.

All visitors and vendors are subject to search. Visitors entering the facility shall inform the staff member on-duty at Reception of their presence immediately upon arriving. All visitors shall sign in and out of the building and shall be monitored by staff.

Special visits shall be arranged, providing proper staffing is available, with seventy-two (72) hours advanced notice. Only the Director or designee may approve special visits.

PROCEDURES

General Visiting Information

1. All visitors shall immediately report to the Front Perimeter.
2. Visitors are not allowed to bring in handbags. Visitors may secure all personal belongings in their vehicle, as personal belongings are prohibited in the facility.
3. No visits shall be less than 15 minutes in length unless there is an emergency. Limitation on length or frequency of visits shall be imposed only to avoid overcrowded conditions in the visiting area.
4. Visitors shall not bring in contraband of any kind. Visitors may be denied access to the facility or asked to leave if staff members have reason to believe the visitor has contraband.
4. Visits may be denied or restricted under the following conditions:
 - If facility staff members believe that a resident has abused visiting privileges;
 - If the resident is on disciplinary status and has lost this privilege;
 - If the visitor has not been approved by the Director or designee;
 - If staff members believe the visit could represent a breach of security or a threat to a resident;
 - If the visitor appears to be under the influence of drugs or alcohol;
 - If the visitor refuses to be searched;
 - If a resident has a court order or restraining order against the visitor or vice versa.

5. Staff shall document any special or extraordinary incidents that involve visitors on a Special / Incident Report. Staff shall submit a follow-up report to the Director and a copy shall be kept in the resident's clinical file.

Non-Resident Related Visits

1. All visitors shall immediately report to the Front Perimeter. The visitor shall indicate the name of the individual being visited and the purpose of the visit.
2. The visitor shall not exit the Front Perimeter to enter the facility until they have signed the Visitor's Log (Ops 11 Form), gone through the metal detector and had their belongings searched. The visitor shall write the date, time, name of person they are visiting or purpose of visit and sign the Visitors' Log. The operations staff member will verify the information by signing the log.
3. The visitor shall enter through the turnstile and present Main Reception staff with photo identification.
4. The operations staff member will give the visitor a "Visitor's Badge". Members of CEC staff who visit other facilities shall wear their CEC identification.
5. All vehicular traffic and supplies entering Delaney Hall shall be thoroughly searched by Operations staff.
6. All vendors shall have their tools and equipment inspected upon entering and exiting Delaney Hall. In the event a vendor has a large amount of tools. A picture is to be taken of the tools and reviewed before the vendor exits the facility. Vendors and their materials may be searched.
7. Upon leaving, the visitor shall return the "Visitor's Badge".
8. The visitor shall write their time of departure on the Visitors' Log. The operations staff member will verify the information.

Resident's Personal Visits

1. Residents are not permitted to have a personal visit until they are in Delaney Hall for at least seven (7) days. All residents who receive visits shall have a Visit Card. This card shall be maintained by the resident's program counselor.
2. Residents shall place visitors on this card prior to the visit. Residents shall not be permitted to add visitors to the card on the day of the visit.
3. Upon arriving at the facility, the visitor shall enter the Front Perimeter. They shall notify the staff of the name of the resident for whom they are attempting to visit. The visitor shall sign in on the visiting log and enter through the metal detector.

- No visitors shall be permitted to enter Delaney Hall with any bags (briefcase, pocketbook, etc). Visitors who bring infants with them for the visit shall place all baby belongings in a clear bag.
4. Operations staff shall note the visitors on the Visit Card located in the Visiting System Program. An Operations Supervisor shall place a Delaney Hall issued wristband on the visitor's wrist (the color of the ban shall alternate five days a week for security purposes).
 5. The visitor shall enter the Front Perimeter through the turnstile and immediately report to the designated visiting area.
 6. Housing unit personnel shall ensure that residents who are scheduled to have a visit are moved to the visitation changing room, where a clean coverall shall be issued to him. Residents shall not be permitted to wear their personal clothing during visits.
 7. During the exchange of personal clothing for coveralls, Operation's staff shall ensure critical observation, as residents take off their clothing, down to their underwear only; then put on the issued coverall. Assigned personnel shall make certain this is done in full view and close observation. This is to ensure no resident is in possession of any items what so ever and that no item and / or items can be hidden in the coveralls issued.
 8. Once the resident's personal clothing has been searched the receipt for personal clothing / coverall exchange form shall be executed. The sequential numbers on the form [1 through 50] shall be assigned to each resident as their clothing is searched and shall coincide with that number on the storage shelves, where each resident's clothing is kept.
 9. Visitors and residents are permitted one hug at the start and one hug at the end of their visit. No other physical contact shall take place during the visit. Visitors shall remain in the designated visiting area. Operations staff shall supervise personal visits at all times.
 10. Visitors who are asked to exit the facility due to noncompliant behavior shall be removed from the resident's visiting card.
 11. Visitors requesting to use the restrooms shall be escorted by Operations staff to and from the restroom. The resident shall remain in the visiting hall until the visitor returns.
 12. Upon termination of the visiting program, all visitors shall remain in the designated visiting area until all residents have exited.
 13. Once the visit has been terminated, residents shall proceed to the cafeteria where a primary search is conducted prior to returning to the visitation change room,

where a secondary and final search is conducted and their personal clothing is returned to them.

14. The visitors shall exit the facility and enter the Front Perimeter where they shall sign out, and have the wristband cut off of their wrist by an Operations Supervisor.
15. All cut wristbands shall be placed in a bag, sealed and placed in the “shred-it” box located in the facility.
16. Once a resident is discharged from Delaney Hall, their Program Counselor has 72 hours to make the resident inactive in the Visiting System Program.

Attorney and Attorney Representative Visits:

1. Delaney Hall shall provide attorneys and their representative’s suitable areas that ensure privacy to meet.
2. Attorneys and their representatives are permitted to meet Residents during normal business hours Monday through Friday 8:00A.M. TO 4:00P.M. If the attorney or their representative wants to meet the resident outside of these hours they must seek authorization from the Director Or Designee
3. All Attorneys’ shall identify themselves by displaying valid credentials that can be cross-referenced with the American Bar Association publication to confirm their status as an attorney.
4. All attorney representatives shall display their personal credentials along with a letter signed by the supervising attorney, on that attorney’s letterhead (24 hr. notice). The letter must clearly state that the representative is performing an action for the stated attorney in the matter of the resident they are requesting to visit.
5. Attorneys and their representatives are subject to the electronic search.
6. Facility staff will search all briefcases packages and other articles that are to be taken to the visit, for contraband.
7. Residents shall be subject to search after all legal visits.
8. Facility personnel shall not read any paper or document.

9. Visits between attorneys or their representatives shall not be subject to auditory supervision but facility personnel may be positioned to maintain visual surveillance.
10. No tape recorders, computers, cameras or other video equipment during any visit unless authorized by the Director or Designee These items are subject to search and the users are required to demonstrate the functionality of the equipment.
11. Attorneys and their representatives may not give a resident any discs or blank paper.
12. Attorneys or their representatives requesting any special consideration will immediately be referred to the Director or Designee.
13. Attorneys and their representatives may visit residents solely for the purpose of conducting legal business.
14. Attorneys and their representatives may visit one resident at a time unless otherwise approved by the Director or Designee.

Special Visits

1. Only the Director or designee may approve special visits. The resident may request a special visit for out of state relatives and clergy.
2. Special visits may include but are not limited to:
 - a. Visits from persons who have come long distances
 - b. Visits to residents in disciplinary status
 - c. Visits between residents and
 - i. Members of clergy
 - ii. Social service agency representatives
 - iii. Prospective employers
 - iv. Sponsors
 - v. Parole advisors
 - vi. Foreign counsels
3. The Director or designee shall complete a Special Visit form.
4. The Director or designee shall forward a copy of the form to Operations and the Front Perimeter.

5. Operations staff will complete the form at the end of the visit. Operations staff shall maintain this form with the resident's visit card.

VISITS, MAIL, PHONES, LEGAL AND MONEY

RAC residents shall not be permitted to receive visits during their stay at Delaney Hall. However, incoming as well as outgoing mail is permitted.

Publications and or packages shall be returned that are addressed to a resident who has been removed from the facility. All publications and packages addressed to a resident no longer housed at the facility shall be returned to the sender with an indication that the resident no longer resides at the facility. If the sender cannot be identified, the publication and/or packages shall be destroyed.

VISITS:

Visiting shall be allowed for the all units separated by the resident's last name. Saturday A-L and Sunday M-Z for Freedom and Liberation Unit. Visits shall are held from 1:00-2:30 pm. Registration begins at 12:15pm. There is a maximum of 2 adults and 4 children per visit. If your visitors are not here by 1:00pm they will not be admitted. Special visits at other times may be arranged through the director or deputy director after completion of a Special Visit Request form which is located on the units. Residents must wait to be called to the visit area by staff. Any resident who does not wait to be called will give up his visit for the day. *Proper behavior and dress is expected of all residents and their guests during visits.*

VISITATION RULES

Residents and visitors are permitted to kiss and hug when arriving and departing the visit. Touching and kissing will not be permitted during the visit and will result in the visit being cancelled. Visitors should dress appropriately at all times.

Visitors shall not bring in any items that are considered contraband: electronic devices, metals, glass. Visitors are not permitted to bring in food or drinks. Visiting hours can be changed or cancelled per the director due to unforeseen circumstances.

Count will be held when visits are over. Visitors are required to remain in the building until count clears.

ATTORNEY VISITS AND CALLS:

Attorneys may visit you at Delaney Hall. They are to request times and dates through the classification department. You will be called down when your attorney arrives.

Requests for calls to your attorney are made by filling out a request form to the unit manager of the unit on which you reside.

DELANEY HALL PROPERTY DROP-OFF

Residents are allowed a maximum of two (2) drop offs of clothing for the duration of their stay at Delaney Hall. There shall be no exchanging of clothing.

Residents must adhere to the following clothing allowances:

- 1 Bathrobe
- 1 Pair of gloves
- 2 Hats/caps and/or Kufis
- 1 Jacket/Outerwear (no hooded sweat shirts)
- 4 pairs of pants (jeans or sweat pants included)
- 2 Pairs of pajamas
- 2 Pairs of shorts
- 2 Scarves
- 1 Pair of slippers (including shower shoes)
- 1 Pair of sneakers and/or boots
- 3 Shirts (long/short sleeve or sweat shirt included)
- 6 Pairs of socks (upon entrance or receipt must be new in package)
- 6 Pairs of T-shirts (upon entrance or receipt must be new in package)
- 2 Sets of thermal underwear, top and bottom (upon entrance or receipt must be new in package)
- 2 Towels and washcloths
- 6 Pairs of underwear/boxers (upon entrance or receipt must be new in package)

RAC residents are permitted one property drop off. Only underwear, t-shirts and socks shall be accepted for RAC residents.

The following items are prohibited:

Suits, ties, sport jackets, leather jackets, jeans that are valued over \$80.00, cigarettes, batteries, nothing glass or any metals, no aerosol sprays, no AC adapters and no mouth wash containing alcohol or any other product containing alcohol, no perfume, NO BOOTLEG CDS OR TAPES – Must be purchased from a store in original package, no jewelry (Delaney Hall is not responsible for any jewelry brought into the building) or powder. Baby oil, hooded sweatshirts and Timberlands are also prohibited. All clothes that are not new must be washed and cleaned.

The schedule for package drop offs is as follows:

All Units: Monday and Thursday from 8:30am – 12:30pm and from 2:30pm – 4:30pm (times are subject to change and written notification shall be given to all residents when changes are made).

All property drop offs will be done at the property trailer located at the far end of the front parking lot.

Property can only be picked up on Tuesday and Friday between the hours of 8:30am – 12:30pm and 2:30pm - 4:30pm. Property can be picked up at the property trailer located outside of Delaney Hall at the end of the parking lot. If someone other than the resident is picking up the property, they must have identification and be the designee that the resident has assigned.

Any property or commissary not claimed within 30 days of the resident's departure shall be donated or discarded. Any property that is confiscated and not claimed within seven (7) days of confiscation shall be donated or discarded.