

**NC DEPARTMENT OF CORRECTION
DIVISION OF PRISONS**

VISITATION RULES

Visitor Applications

A COMPLETED APPLICATION MUST BE APPROVED BY THE FACILITY STAFF BEFORE A VISIT CAN OCCUR.

Inmates must obtain blank application forms from the facility. A maximum of 18 applications will be allowed per inmate.

Inmates must mail the blank applications to those persons from whom they wish to receive a visit while incarcerated.

An application for each adult and minor must be complete. Completed applications must be returned to the facility where the inmate is currently housed. Applications will not be accepted from inmates.

Incomplete applications will not be approved.

Each applicant age 16 and older, must choose 1 of the approved picture IDs and attach a copy to the application. Driver License ID and State issued ID's must be issued by any State Division of Motor Vehicles. Minors under 16 must have a copy of their birth certificate attached to the application.

It is the inmate's responsibility to notify the visitor of their application status.

It is the visitor's responsibility to update their application information. (i.e. address, phone numbers, etc.) Incorrect application information could lead to an approved visitor becoming disapproved.

A minor under the age of 16 must update their application upon reaching age 16 to include a copy of a photo ID.

Disapproving Applications

The following reasons MAY be grounds for disapproving a visitor application:

Application form was copied and not an original.

Application was not complete or did not include proper attachments.

Application contained false information.

The visitor has a prior criminal record.

Inmate Visitation List

Each inmate is allowed 18 approved visitors (adults, minors and clergy).

Legal, Local and State Family Services and Juvenile Court officials must register with the facility prior to visiting with the inmate. They will not be counted in the maximum 18 approved visitors.

Only immediate family members or those who have acted as immediate family will be approved for visitation with more than one inmate.

An inmate's visitation list remains active when transferring to a new facility.

When an inmate is released or paroled, the visitation list becomes inactive. If the inmate is re-admitted, the visitation process must start over.

When an inmate reaches the maximum number of approved visitors (18), he/she will not be able to adjust their visitation list until their open enrollment period.

An inmate's open enrollment period will be every six months based on the date of admission to prison. (i.e. inmate's admission date is January; open enrollment is July and January)

If an inmate has 18 approved visitors and they want to add a new visitor during open enrollment they must first remove one of the current approved visitors from the list.

An inmate may request that an approved visitor be removed at anytime. They may not add a replacement until his/her open enrollment.

If a facility suspends an approved visitor, the inmate may not add a replacement until his/her open enrollment period.

An application for a new visitor must be submitted, completed, returned, and approved BEFORE the new visitor can visit. It will be up to the inmate to inform the new visitor of their visitation status.

Visits

Under normal circumstances, inmates will be allowed no more than 1 visiting session per week not to exceed two hours.

The normal maximum number of visitors per visiting session will not exceed three approved visitors.

Facility superintendents have the discretion to modify the number of approved visitors during the visitation session based on operational and space considerations.

Violations of visiting privileges may result in disciplinary action against the inmate and appropriate administrative or legal actions against the visitor.

Inmates with serious or critical medical conditions will be allowed visits by their immediate family members as specified by the facility superintendent.

Inmates on administrative or disciplinary segregation or inmates in control status, except for protective control, will be restricted to non-contact visits by appointment. A facility superintendent has the discretion to alter the visiting times, frequency of visits, duration and number of visits based on security and/or operational considerations.

Inmates on administrative segregation may be allowed visiting privileges.

Inmates in Disciplinary segregation will be allowed visits from attorneys, legal assistants, and clergy. Personal visitation privileges may be limited consistent with security requirements.

Inmates validated as either security threat group members or security threat individuals

level 3 and 4, are restricted to non-contact visiting.

Regular population inmates may be restricted to non-contact visits based on behavior detrimental to the security of the institution. (i.e. drug/alcohol disciplinary convictions, refusal to submit drug/alcohol test, disciplinary convictions or misconduct during visitation)

Appropriate Dress for Visitors

The following requirements are for visitors and apply at all facilities. The dress code will be strictly enforced. It will be the inmate's responsibility to communicate these standards to his/her visitors.

Shirts and shoes are mandatory.

Halter tops, bare midriffs, strapless tops, tube tops, body suits, underwear-type tee-shirts, tank tops, sleeveless shirts or dresses that are inappropriately revealing (a sleeveless shirt or dress is considered inappropriately revealing when the female breast or lingerie can be seen), fish net shirts, or any type of shirt or pants made with see-through fabric are NOT allowed to be worn by any visitor (male or female).

Visitors may wear Bermuda-length shorts provided they are not more than three (3") inches above the kneecap.

Females may wear dresses or skirts. Dresses or skirts may not be more than three (3") inches above the kneecap. Slits in skirts and dresses may not be more than three (3")

inches above the kneecap. Dresses and skirts for pre-teens may be shorter than three (3") inches above the kneecap.

Any shirt or other articles of clothing with a picture or language that may be considered profane or offensive by current public standards or DOC standards, or considered STG (gang) related will not be allowed.

Wave caps, doo rags, bandanas are not allowed.

Slacks and pants are to be worn at or above the waist.

Spandex clothing is prohibited.



Questions concerning the information in this handout or the Division's Visitation Policy/Procedure (D.0200), should be directed to the facility head.