

FEMALE INMATE VISITOR HANDBOOK

Oregon Department of Corrections
DOC Website: www.oregon.gov/doc/

Want to place money on an inmate's Trust Account?

Send a money order or cashier's check ONLY (no cash or personal checks), made payable to "**DOC- Inmate's Name & SID #**" to:

**DOC CENTRAL TRUST
PO Box 14400
SALEM, OR 97309-5077**

The sender's name and address must also be printed legibly on the money order or cashier's check as well as the return address section of the envelope. Money should never be mailed directly to the facility in which your friend or loved one is housed. Payments to VAC (phone debit account) cannot be accepted by Central Trust and will be returned to the sender.

Getting on an Inmate's Visiting List

Once an inmate has completed the intake process at CCCF (males are transferred to another institution, females are removed from intake status) and has approved visitors placed on his/her visiting list, he/she can begin receiving visits. The intake process usually lasts around 30 days. Although inmates on intake status cannot receive visits, they can complete and submit visiting applications. In order to do this, they will need some basic information about the person wishing to visit them. This information includes, among other things: the visitor's name and address, date of birth, driver's license number and phone number. If you don't feel comfortable providing this information to an inmate, you may also go to DOC's website (www.oregon.gov/DOC/) and complete and submit a visiting application yourself using email, fax or U.S. mail. Directions for submitting completed visiting forms can be found on the form itself.

All individuals wishing to be placed on an inmate's visiting list, regardless of age, must submit a visiting application. Minor children must also have a *Letter of Custodial Consent* on file, signed by the custodial parent or legal guardian and witnessed by a Notary Public, in order to be approved for visiting. This letter will be mailed out to the minor child's custodial parent or legal guardian upon receipt of the child's visiting application. A minor child must also be accompanied at a visit by an adult who is on the inmate's list of approved visitors. This person does not have to be the child's custodial parent or guardian.

An inmate may have up to 15 people on his or her approved visiting list. Children under the age of 13 are not counted as part of the 15-person limit. Please be advised that it is the inmate's responsibility to select which 15 people they would like to have on his/her

approved visiting list. Simply submitting an application does not guarantee that you will be placed on an inmate's visiting list.

A criminal records check will be run for all applicants age 15 and over. Submitting false information may result in the application being denied. Past criminal activity may not necessarily prevent someone from being placed on an inmate's visiting list.

Once a visitor has been approved and added to an inmate's visiting list, the inmate will be notified in writing. It is the inmate's responsibility to notify the visitor of the approval. Inmates are also notified in writing of visiting applications that are denied or deferred. It is the inmate's responsibility to pass on this information to perspective visitors as well. Inmates are allowed to appeal a visitor's denial. DOC staff cannot tell you whether or not you've been approved or denied. They also cannot tell you who is on an inmate's approved visiting list. This information must come from the inmate.

The Visiting Point System

Inmates are allowed 24 visiting points per month. Each individual visit deducts points from the total allowance. Weekend and holiday visits deduct two points per person. Weekday visits deduct one point per person, per visiting session. Visiting points shall not be deducted for children one year of age and younger or adults 65 years and older. Some institutions may waive visiting points or limitations on the frequency of visits allowed, in order to accommodate work schedules or visitor travel distance. If you think this may apply to you, contact the institution ahead of time.

Arriving at the Institution

When you arrive at the institution for a visit, park and lock your vehicle in the visiting parking lot. Children and animals cannot be left unattended in the vehicle or anywhere on the institution grounds. Smoking is not allowed within a correctional institution so please leave any tobacco products behind. Shuttle bus services for transporting visitors may be available at some of the institutions. These services are provided by various local social service agencies. You may call the institution you will be visiting ahead of time to see if shuttle services are available. Be advised that visiting hours may vary between institutions. You should contact the institution you wish to visit in order to determine visiting hours. Visiting information for each facility is also posted on DOC's website: www.oregon.gov/DOC/. You must arrive no later than 30 minutes before the end of a visiting session. Delays may occur when you are waiting for a visit. Plan for unanticipated delays by giving yourself plenty of time to go through the check-in process.

Processing of Visitors

When you enter the institution for a visit, you will likely be in a line with other visitors. You will sign in and present appropriate photo identification. Appropriate identification for visitors 16 years of age and older includes: driver's license, passport, state ID card, military ID card, school ID card or other official government ID card. Appropriate identification for visitors under the age of 16 includes: birth certificate, social security card, Oregon Health Plan medical card, student body card, state ID card or Smile Safe Kids ID card. Please come prepared with proper ID.

All visitors will proceed through a security check-point to access the visiting area. Security staff will screen all visitors and search all authorized hand-carried items. As a part of the security screening, you may be required to proceed through a metal detector or be 'wanded' by a handheld metal detector. If additional screening is needed, visitors

may be subject to a frisk search conducted by a security staff member of the same gender as the visitor. Be advised that metal buttons, body piercings, jewelry, underwire bras and some shoes may activate the metal detector. Avoid wearing metal as much as possible or be prepared to remove certain items in order to pass through the metal detector successfully.

Visitors with internal or external medical devices should check with their doctor prior to arriving to determine whether it is safe to go through a metal detector. If the doctor determines that it is not safe for the visitor to be processed through a metal detector, the visitor must have documentation from the doctor stating this. Visitors with pacemakers should carry a pacemaker ID card. Visitors confined to a wheelchair will also need to provide medical documentation to support their need to be in a wheelchair. Reasonable accommodations will be made for visitors with disabilities in compliance with the American Disabilities Act (ADA).

Appropriate clothing must also be worn in order to successfully pass through the security screening. A good rule to follow is to wear conservative clothing. Please do not wear suggestive, revealing, low-cut or skimpy clothing. Dresses, skirts, pants/shorts may not be shorter than two inches above the middle of the kneecap. Hats, wrap-around skirts, halter tops, sheer or see-through clothing are not allowed. **YOU ALSO MAY NOT WEAR BLUE DENIM OF ANY KIND** or any other clothing resembling inmate attire. Gang-related clothing, camouflage, or clothing with controversial statements or slogans is also not allowed. Footwear and undergarments **MUST BE WORN**. It's suggested that new visitors bring an extra set of clothing with them in their vehicle just to be sure that you'll be allowed into the institution. Most institutions also have lockers available for visitor use. There may be a cost for use, usually 25 cents. The institution is not responsible for items placed in lockers.

Permitted Items

No cash or other negotiable instruments other than \$15 in quarters or tokens per visitor for use in the vending machines are allowed in the visiting room. This includes checkbooks, credit and/or debit cards. Cell phones, pagers, or other electronic devices are also not allowed in the visiting area. For this reason you may be required to lock-up personal items in your car or in the lockers provided for visitor use. Visitors may bring five non-Polaroid photographs or five sheets of photographs into the visiting room. All photographs must leave the visiting room with the visitor at the conclusion of the visit.

A limited number of supplies for infants are permitted. Approved items per child include: two diapers, one clear plastic bottle, one single layer blanket, one pacifier, and diaper wipes contained in a clear plastic bag. All items shall be subject to search.

Any medications that are prescribed for emergency purposes, such as inhalers or nitro tablets are to be left at the Sgt's desk for security reasons. Because of this, you will be seated in this vicinity. Any other medications, prescribed or non-prescribed are not allowed in the visiting room.

The Visiting Room

Once you have been processed through the security screening, your hand will be stamped with a special ink that is only visible under a black light and you will be led into the visiting room. Each DOC institution has a designated visiting room or area with assigned seating. Visiting room staff will tell you where to sit as you enter the room as

each institution handles this a bit differently. Most visits between an inmate and his or her family are classified as 'privileged visits.' During a privileged visit you are allowed limited physical contact. Visitors approved for privileged visiting may share a brief embrace and/or kiss with the inmate at the beginning and end of the visit. Excessive physical contact will be grounds for terminating the visit.

When you enter the visiting room you will see chairs, and in many of the institutions, small, individual tables arranged in a row. Generally, the inmate will sit on one side and the visitor on the other. Chairs **MUST** be left in their original position. Handholding and holding of small children eight years of age and under is permitted. Many of the institutions have play rooms with toys and activities for children. Crayons and coloring books are also available for children to use while they are seated with the adults.

There may be vending machines in the visiting area. The visitor may purchase food or drink items for him or herself or the inmate, but the inmate and the visitor may not share the same food or drink. Inmates are prohibited from handling money or tokens and from approaching or operating the vending machines.

Many visitors stay for the entire visiting session, although you don't have to. You may leave before a visiting session ends, but you may not return for another visit within the same visiting session. You may also choose to begin a visit after a visiting session has begun. As long as you arrive no later than 30 minutes before the end of a visiting session, you will be allowed to visit. Be advised that staff may limit the visits to one hour if the visiting area is full and there are other visitors waiting to come in for a visit. At the end of the visiting session, staff will make an announcement that the session is now over. Visitor restrooms are available.

Your visits will be monitored by staff and, in some cases, by video cameras. The staff may deny or stop visits when they have reason to believe that the visits might jeopardize the safety and security of the institution. It is important that you comply with all regulations and with instructions from staff. If there are any problems or questions associated with your visit, speak with visiting facility staff. If they are unable to resolve your concern, you may ask to speak with the visiting facility supervisor.

Visitors are encouraged to visit DOC's website (www.oregon.gov/DOC/) or contact the institution they will be visiting for more detailed information or questions regarding the visiting process.

Contraband and Sanctions

Although contraband is usually thought of as drugs, tobacco or weapons, contraband is actually considered to be anything that inmates are not authorized to have in their possession. Things that seem "innocent" to a visitor or inmate may be considered contraband to DOC. Visitors are not allowed to exchange anything with an inmate or bring anything in with the intent of giving it to the inmate during a visit. Inmates are not authorized to take anything from the visiting room back to their housing unit. Inmates are searched – patted down or strip searched – upon entering and leaving the visiting room. If they have something upon leaving the visiting room that they didn't have when they arrived for the visit, it is very likely to be discovered. The inmate may go to segregation as a result of an attempt to bring something back to their housing unit and your visiting privileges may be suspended or restricted for a period of time, or permanently.

There are a range of sanctions for misconduct on the part of the inmate and the visitor. For minor, one-time infractions, the visit may simply be terminated, which means the visitor will be asked to leave. There is no written follow-up to the visitor at this level, provided no change in visiting status results. Please remember that attempting to argue will likely not accomplish anything. Sanctions for more serious violations range from 30-day to two-year suspensions or restrictions to basic visiting. Permanent removal of visiting privileges may also result. Because these sanctions result in a change in visiting status, visitors will receive written follow-up.

For more detailed information on visiting, sanctions, requesting administrative reviews and appeals, please review the DOC rule on visiting (OAR 291-127). This and other DOC rules can be found on DOC's website: www.oregon.gov/DOC/.

Visiting Hours

NOTE: The following visiting hours are subject to change. Please call ahead to verify. You are also highly encouraged to visit the appropriate facility's webpage for up-to-date information. You can find them listed at: www.oregon.gov/DOC/OPS/index.shtml

Coffee Creek Correctional Facility (CCCF)
24499 SW Grahams Ferry Road
Wilsonville, OR 97070

Phone: 503-570-6400

Women's MINIMUM:

Visiting Days:	Friday, Saturday, Sunday & Holidays
Visiting Hours:	Friday : 7:00 p.m. – 9:30 p.m.
	Saturday: 1:00 p.m. – 4:00 p.m.
	7:00 p.m. – 9:30 p.m.
	Sunday: 8:00 a.m. – 10:30 a.m.
	1:00 p.m. – 4:00 p.m.
	7:00 p.m. – 9:30 p.m.
	Holidays: 1:00 p.m. – 4:00 p.m.
	7:00 p.m. – 9:30 p.m.

Women's MEDIUM:

Visiting Days:	Saturday through Wednesday
Visiting Hours:	1:30 p.m. – 4:00 p.m.
	6:00 p.m. – 9:00 p.m.
	(no morning sessions)

NOTE: Inmates on intake status are **NOT** authorized to receive visits.