

# Shutter Creek Correctional Institution

## Visiting Policy Overview

**Visiting Sessions:** Visiting at SCCI is scheduled on weekends and holidays as follows. Special visits may be allowed, but they must be requested 30 days in advance and be approved by the Institution Security Manager and arranged through the inmate's Counselor. The 30-day advance may be waived if an emergency or other unusual circumstances exist. Advance scheduling or notification to the institution that you will be attending a visiting session is not required.

**Weekends:**

Saturdays:	8:00 am to 10:30 am
Saturdays:	12:30 pm to 3:15 pm
Sundays:	8:00 am to 10:30 am
Sundays:	12:30 pm to 3:15 pm

**Holidays:** Holiday visiting sessions will be held on the actual day of the holiday. Holiday visiting sessions will be held from 8:00 am to 10:30 am and from 12:30 pm to 3:15 pm on each of the following holidays:

- New Year's Day – January 1<sup>st</sup>
- Birthday of Martin Luther King Jr. – the third Monday in January
- President's Day – the third Monday in February
- Memorial Day – the last Monday in May
- Independence Day – July 4<sup>th</sup>
- Labor Day – the first Monday in September
- Veterans' Day – November 11<sup>th</sup>
- Thanksgiving Day – the fourth Thursday in November
- Christmas Day – December 25<sup>th</sup>

**Visitor Eligibility:** To visit an inmate, the visitor must first be on that inmate's approved visiting list for privileged visiting (basic visiting is not offered at SCCI unless specifically approved in advance). If a visitor has already been approved at one institution for privileged visiting, they need not gain further approval when the inmate is transferred to SCCI, unless a specific request is made from the institution. All requests for additions to an inmate's visiting list must be approved by the inmate. The inmate will notify you when you have been placed on his approved visiting list. You must wait for this notification from the inmate prior to a visit, since the clearance process may take up to 30 days from when the application is submitted.

In order for you to be approved for visiting, if you have not been approved in the past, the inmate will need to obtain the following information from you in order to complete the application:

- Your full name
- Information about your criminal history
- Address
- Birth date
- Age
- Relationship to the inmate
- Names of other inmates you visit or have visited in the past
- Whether or not you are victim of the inmate's crime

You may also submit an application directly to the Inmate Services Unit for processing. Visiting Applications can be downloaded at DOC's website: [http://www.oregon.gov/DOC/OPS/pages/visiting\\_inmates\\_in\\_prison.aspx](http://www.oregon.gov/DOC/OPS/pages/visiting_inmates_in_prison.aspx)

**Clothing:** A good rule to follow is to wear conservative, conventional clothing, something that is not suggestive, tight, or skimpy. You may not wear any clothing item of blue denim or yellow coats/raingear. Some or all of these restrictions may or may not apply at other Oregon institutions depending on the clothing inmates wear at other institutions. Please also note the following clothing requirements:

- Visitors shall wear conventional clothing in a manner which is not unduly suggestive or tight-fitting, which is not similar to inmate attire, which is not blue denim, and which doesn't pose a threat to the safety, security, health and good order of the facility, and/or the safety and security of other inmates, staff, visitors, contractors or the community. Children under five years of age or under three feet tall may wear blue denim.
- Dresses, skirts, jumpers, culottes, and shorts shall not be worn more than two inches above the middle of the kneecap. Slit dresses/skirts shall be permitted only if the slit is not more than two inches above the middle of the kneecap. Wrap-around skirts are not permitted.
- Crop tops, halter dresses, halter tops, tube tops, and dresses or tops with plunging/low-cut necklines are prohibited.
- See-through clothing, including sheer fabrics and loose weave, is prohibited. Clothing that exposes an undue amount of flesh (e.g., exposing chest, back, thighs, or midsection) is prohibited.
- Visitors are required to wear undergarments.
- Hats are prohibited within the main visiting room. Accommodations will be made on a case-by-case basis for religious headgear consistent with established security practices.
- Umbrellas, outer garments such as raincoats, ski jackets, and other garments which protect against rain and other inclement weather are prohibited within the main visiting room.
- Footwear must be worn.
- Camouflage dress uniform/clothing is prohibited.
- Clothing, hairstyles, insignias or other paraphernalia associated with security threat groups or that create undue attention or conflict are prohibited.

**Driving Directions:** Shutter Creek Correctional Institution is located near North Bend on the Oregon Coast. Please use the directions below for visitors rather than relying on internet on-line mapping services or GPS, as these services do not usually provide accurate directions to the institution.

**Driving From the North:** To get to Shutter Creek Correctional Institution traveling south, travel to Highway 101. To get to Highway 101 from Interstate 5, take Exit #162 located approximately 10 miles South of Cottage Grove, and continue on Highway 38 through Drain, Elkton, and Scottsburg until you reach Reedsport where Highway 38 will intersect Highway 101. Turn left at this intersection onto Highway 101. Go through Reedsport on Hwy 101 and turn left onto Wildwood Drive at the first flashing yellow light (Milepost #227 approx. 12-15 miles south of Reedsport). Continue on Wildwood Drive for approximately 1 mile. Turn left on Shutters Landing Lane. Follow Shutters Landing Lane approximately 3 miles until the pavement ends. The entrance sign to the facility will be on the right.

**Driving From the South:** To get to Shutter Creek Correctional Institution traveling north, follow the signs to North Bend on Hwy 101. Go through North Bend and turn right at the second flashing yellow light (just before milepost #227 approx. 5 miles north of North Bend). Continue on Wildwood Drive for approximately 1 mile. Turn left on Shutters Landing Lane. Follow Shutters Landing Lane approximately 3 miles until the pavement ends. The entrance sign to the facility will be on the right.

**Non-Visiting Drivers:** Persons not involved in the visit will be allowed to drive on site to drop you off at the visiting building, but will not be allowed to remain on the facility grounds and will not be allowed back on site until you are ready to terminate your visit.

**Identification Requirements:** Visiting shall not be permitted without the required identification.

One of the following current photo ID's will be required as identification for visitors age 16 and over to enter a Department of Corrections facility:

- Drivers license;
- Passport;
- State identification card (state employee or Motor Vehicle Division);
- Military identification;
- Student identification card;
- Employment identification cards; or
- Other official governmental identification.

One of the following ID's will be required as identification for children under 16 years of age to enter a Department of Corrections facility:

- Birth certificate or registration;
- Social security card;
- Oregon Health Plan medical card;
- Student identification card; or
- State identification card

Any unemancipated person under the age of eighteen must be accompanied by a parent or a parental approved escort to visit an inmate. Minor children shall not be left unattended at any time on the institution property.

**Point System:** Each inmate is allowed twenty-four points per month. Each individual visit deducts one point from the total allowance per visiting session. Visiting points are not deducted for children one year of age or under as long as the child is held during the visit. You may visit each session offered; however, once an inmate's points have been used for the month, no more visiting sessions can be held during that month.

**Number of Visitors:** An inmate may have a total of four visitors at one time, including children age 3 and over. Children under 3 years of age are not counted towards the total visitors allowed. Those with minor children exceeding these limitations may appeal to the Superintendent through the inmate's counselor for exception in advance of the visiting session.

**Personal Property:**

- Purses, bags, briefcases, cell phones, and pagers are to be left in your vehicle. Please secure your vehicle. Do not leave doors unlocked or windows open. Shutter Creek Correctional Institution is not responsible for any item lost or stolen while you are here.
- Visitors shall not carry or possess while visiting any Oregon Department of Corrections facility any explosive devices, firearms, ammunition, alcoholic beverages, narcotics, drugs or objects or material of any kind, including contraband as it is defined in ORS 162.185, that might be used to compromise the safety and security of the institution.
- No cash or negotiable instruments other than up to \$15.00 in change or one-dollar bills, may be brought into the visiting area.
- Other than items from the vending machines and five non-Poloroid photographs (or five sheets of photographs), visitors shall not exchange any object or article with an inmate. Photographs observed during the visit may not be given to the inmate.
- Baby-care items shall be permitted as follows per child: two diapers, one clear bottle (plastic), one single layer blanket, one pacifier, and diaper wipes (in clear plastic bag). A small number of toys have been donated for the children to play with and are available from the visiting room officer. Do not bring the children's personal toys; they will not be allowed.
- No outside food or drinks, with the exception of baby care items, are allowed in the visiting area.

- All items purchased from the vending machines must be consumed or disposed of in the visiting facility. Inmates shall be prohibited from handling money, approaching, or operating the vending machines.
- To exchange personal property during visiting, the inmate must have prior approval from the Institution Security Manager. The visiting room officer will supervise any approved exchanges of property. Absolutely no medical items will be allowed to be exchanged during visiting. If the inmate needs special supplies that the medical department does not provide, the inmate needs to communicate with the medical department and have them sent in through the mail to the medical department.
- Animals are not allowed on institution property at any time, with the exception of service animals.

**Visitor Conduct:**

- Visitors who exhibit indications of the use of alcohol or any drugs will not be permitted to visit.
- No physical contact is allowed except for a brief embrace and kiss upon meeting and leaving. Hand holding on top of the table and the holding of small children (8 years of age and under) is permitted.
- No disturbances. Disturbances are defined as acts or noises which unnecessarily interfere with the conduct of visits in the area, and/or create a direct and immediate threat to the safety and security of the institution. Visitors shall control children and remove them from the visiting area if such action becomes necessary to avoid disturbing other visitors.
- Neither the visitor nor the inmate is allowed to become involved in any other visit than their own.
- Shutter Creek Correctional Institution is a non-smoking, non-tobacco facility, therefore, no smoking or tobacco use is allowed on the facility grounds by visitors, including before, during, and after visiting sessions.
- Restrooms are available for visitors. Inmates shall not escort visitors to the restrooms. Please check in and out with the visiting room officer upon going to and from the restroom. All minor children must be escorted by an adult during restroom breaks.
- The inmate is to remain in their seat unless approaching the visiting room officer. Visitors should also remain in their seats except to approach the visiting room officer, get toys for children and to go the restroom. Please do not leave your seat and wander in the visiting area.
- Visitors are not allowed in any area other than the visiting room and the visitor restroom area. Do not loiter or go anywhere else on the facility grounds.

**Photos:** Visitors are allowed to have their pictures taken with the inmate they are visiting. The inmate must purchase the pictures in advance. Personal cameras are not allowed at SCCI.

**Termination of Visits:** SCCI staff may disallow or terminate a visit at any time due to space limitations or as deemed necessary to maintain the safety, security, health and good order of the facility, or the safety and security of other inmates, staff, visitors, contractors or the community.

(a) Factors to be considered before a visit is terminated due to space limitations will be the distance visitors travel, frequency of visits, and time of arrival.

(b) Visiting room staff will maintain a log of visits terminated due to space limitations to avoid having an inmate's visits terminated consecutively.

Staff will monitor your visits. Staff may deny or terminate visits when they have reason to believe that the visit might jeopardize the safety and security of the facility. It is important that you comply with all rules and instructions from staff. If there are any questions associated with your visit, please speak with the visiting room officer.

Once you have been warned of a visiting policy violation, it will be documented on our visiting computer log. We will terminate your visit if inappropriate behavior continues. Permanent removal from the inmate's visiting list and/or criminal charges may also result from misconduct or any violation of the visiting rules.

*This document is intended to be a synopsis of the most common visiting questions and rule requirements. A complete copy of the DOC Visiting Rule may be found at the following website:*

[http://arcweb.sos.state.or.us/pages/rules/oars\\_200/oar\\_291/291\\_127.html](http://arcweb.sos.state.or.us/pages/rules/oars_200/oar_291/291_127.html)