

Inmate Visitation

Special Notes

1. The ACRJ Inmate Visitation Form **MUST** be completed in full for each individual the inmate wants to have added to their visitation list (including infants).
2. Inmates may only have up to five (5) adults (All persons 18 and older) and a reasonable number of children (minors) on their list at a time.
 - a. All requests must be submitted at least two (2) working days prior to your visitor's arrival.
 - b. All visitors regardless of the distance traveled are subject to the same visitation rules and regulations.
 - c. EXTENDED one-hour visits are subject to approval of the Shift Commander/Supervisor on duty; if the visitor/s has traveled more than 150 miles (this shall be confirmed).
 - i. In order to verify the distance the visitor must present a **valid state issued ID** with **current address** over 150 miles away.
 1. Be advised: extended visits are subject to availability time/space on day of visit.
3. Visits will be limited to 30 minutes twice per month.
4. If the family comes from 150 or more miles away, they may receive a (1 hour) 60 minute visit, if they have a valid drivers' license with proof of address, and depending on facility availability.
 - a. The on-duty Shift Commander/Supervisor will make a determination based on time and space availability whether or not to approve the extended visit.
5. **All visitors including children must be listed on the Inmate Visitation Form approved AND cleared before being allowed to visit.**
6. Each Inmate is responsible for notifying his/her family and friends:
 - a. If they are approved or denied for visiting privileges, (this information is not given out over the phone)
 - b. If their visiting privileges have been suspended or terminated
 - i. If the visit has been suspended or terminated, the visit will not be granted under any circumstances.
 - c. Of the appropriate attire for visitation regardless of the distance traveled or the reason for the visit.
 - d. That non-compliance will result in the visit being denied and will not result in a make-up visit.
 - e. That the facility provides this information in person only to the person with proper state ID.
 - f. That they are responsible for verifying visitation has not been changed or cancelled for your housing area.
 - i. Visitation will not be granted because a visitor came at the wrong time/day.
 - g. A maximum of three (3) visitors will be allowed to enter the visitation booth at a time including children.
 - h. Officers **WILL NOT** allow any visitor to leave the booth so another visitor may visit the same Inmate.
7. Generally Inmates are allowed to receive two visits a month only.
8. **All trusty Inmates** are allowed to receive four visits a month.
9. Visitors must inquire in person with valid government issued photo ID to determine if they are on your visitor's list. This information is not provided over the phone.
10. A maximum of three (3) visitors are allowed to visit at one time. This includes children.
 - a. Officers/staff will not allow any visitor to leave the visitation booth so another visitor may visit the same Inmate.
 - b. Therefore, there can be 2 adults and 1 child visit **or** 1 adult and 2 children or 3 adults.
 - c. All minors (ages 17 years and younger including infants/babies) must be accompanied by an adult that is listed **and** approved on your visitation list or they **WILL NOT** be allowed to visit.
11. Inmates nor visitors are permitted to sit on the shelves of the visitation booth.

12. It is unlawful for anyone to bring or attempt to bring contraband into a correctional facility.
 - a. Anyone bringing contraband into the Albemarle – Charlottesville Regional Jail shall be charged with that crime under that Virginia Code Section.
13. Visits may be cancelled for the safety and security of the facility.
 - a. These visits will not be rescheduled.
14. Visitors to ACRJ must turn their vehicles off, remove the keys, wind up windows completely and lock doors of their vehicles at all times. (Even when only at the facility for a few moments).
 - a. All visitors shall park in the appropriate parking areas.
15. Inmates and their visitors shall not bring any food or drink into the visitation booth.
16. Inmates and all visitors must conduct themselves in a respectable manner during visits.
17. State law forbids visitors from talking to inmates from the parking lot and individuals found in violation, will receive disciplinary charges. Either or both could be criminally charged.
18. Any Inmate charged with a sex crime against a minor will not be permitted to have any visitor under the age of 18, or be in the visitation booth while minors are visiting another Inmate.
19. No one under 18 years of age will be allowed to visit an Inmate, unless they are with an adult.
20. Formerly incarcerated inmates and convicted felons are authorized to visit inmates upon release once they have been approved through the same procedures as all other visitor regardless of their felony/misdemeanor status.
21. Visitors must control children under their care. (Children must remain in the company of an adult at all times, not running around or being loud).
 - a. Adults with children that are disruptive to other visitors may be asked to leave.
22. **Visitation may be terminated at any time by jail staff and will not be rescheduled.**
23. A visitor's or inmate's violation of any ACRJ rules while waiting for, during or at the conclusion of a visit could result in suspension up to termination of visits for the remainder of the Inmate's present incarceration or permanently from the facility.
24. Visits in progress can be terminated for misconduct by the Inmate or their visitor(s).
25. Any visitor(s) found to have violated these procedures may have their visitation rights revoked and a trespassing notice may be put into effect.
26. Visitors conducting themselves in any disruptive behavior or who are suspected of being intoxicated or under the will not be permitted to visit and the proper authorities shall be notified.
27. All visitations are subject to unforeseen lock-downs, security problems or other situations which may postpone delayed, shortened, suspended or cancel visitation.
28. All persons visiting inmates or the jail facilities are subject to warrant checks and subject to being searched.
29. **Individuals having a court ordered stating no contact with an inmate will be denied a visit.**
30. If the person you visited seems depressed, is making suicidal statements or you have given them disappointing news, please inform the Shift Commander at (434) 977-6981 ext. 261

Visitation Schedule

Visitors may NOT rotate so others can visit.

Visitation is based on the inmate's housing location. These limitations on the length and frequency of visits are imposed to avoid overcrowding or the inequitable allocation of visiting time.

Out of town visitors should plan accordingly, see below.

NOTE: Inmates assigned to Disciplinary Detention or Pre-Hearing Detention are subject to loss of visitation privileges for a period of time.

Clergy visitation Requests for this privilege shall be coordinated and approved through the Jail Chaplain's prior to any visits and valid credentials/identification will be required for verification.

Official and Professional Visitors

Professional visitation is a person from a legal or medical entity, such as the courts, an attorney, mental health, or law enforcement coming into the facility other than friends and family of the Inmate.

- Attorneys or authorized members of their staff
- Clergy who are cleared by the jail
- Mental health professionals who are cleared by the jail
- Personal physicians or psychiatrists
- Police officers
- Probation and parole officers
- Social workers

Official visits are defined as those persons coming into the facility other than friends and family of the Inmate such as visits you receive from your Attorney, Probation and Parole Officer, other Law Enforcement and Criminal Justice agency representatives, or representatives such as teachers, counselors etc of approved facility contract/volunteer programs.

Official visitors may visit you without restriction of the visiting booth. "Official" visits do not count against your one regular weekly visit, unless directed otherwise by the Chief of Security.

No visitor may use their official capacity to visit you in another manner. Example:

- a. Your brother that is an attorney (*or any other type of official visitor*), may not come visit as both an attorney and your brother unless he has documentation from the court that he is representing you.
 - i. **Clergy/Law Enforcement/Attorney/Volunteer/Other Visitor** may not use their (ministerial, law enforcement or other status) to visit a relative.
 1. However, they may visit relatives, as a "regular" visitor by way of the visiting booth following the normal visitation procedures i.e. being on the list and coming on proper days and times etc.

Searches and Inspections

Any person coming onto the property of or within ACRJ facilities shall be subject to inspection as necessary to ensure facility security including prevention of the introduction of contraband. Inspections may include a search of the visitor's person, personal property when there is reasonable suspicion to believe the visitor is attempting to introduce or remove contraband or unauthorized items or substances into, or out of, the jail facility. See Code of Virginia §18.2-474 & §18.2-474.1 Delivery of articles, drugs, firearms, explosives, etc., to prisoners or committed persons.

"**Contraband**" means items which are prohibited by criminal law, ACRJ rules and/or regulations. They are items which an inmate or visitor has no authority to possess; or property which is in excess of that which is authorized.

Required Forms of Identification

All adult visitors will be required to produce photo identification (ID) and verification of his or her date of birth.

ALL DOCUMENTS MUST BE THE ORIGINAL OR CERTIFIED COPIES!

One of the following is required all which must be valid/current:

- State driver's license;
- State Issued identification cards;
- Federal, state, local government identification card (any state);
- Military identification;
- Passport;
- U.S. Citizenship & Immigration Services (USCIS); and/or
- Visa Border Crossing ID Card (USA B1/B2 Visa BCC).

NOTE: If the visitor's ID is questionable or not acceptable, further verification shall be required, for example, birth certificate, pictured credit card or other official ID. Children 17 years of age and younger may be required to provide an ID, for example, birth certificate or student ID if the child's age is questionable due to physical maturity of the child. Student ID shall be used only for children 17 years old and younger.

Visitation Dress Code

The Albemarle-Charlottesville Regional Jail established a visitation dress code to promote a positive atmosphere for visitation and to conduct an orderly, safe, and secure facility. Visitors are encouraged to exercise good judgment in selecting appropriate articles of clothing for a large gathering of men, women, and young children.

Attire Restrictions

Wearing inappropriate clothing (such as provocative or revealing clothes) may result in you being denied visitation. There are restrictions on what all visitors professional/personal visitors may wear to the jail facilities.

1. The dress code will be strictly enforced this includes those that traveled long distance and children.
2. Dress conservatively and modestly;
3. Do not wear clothing that resembles inmate clothing, like:
 - a. Orange, green, white or red jumpsuits.
 - b. Visitors (adults/children) shall not wear any clothing attire which is revealing, provocative or interrupt the normal flow of business.
 - c. No out-of-season clothing – example: Winter coat during the summer which may hide contraband.
 - d. Capris, skirts and/or skorts may be worn; however **hemlines shall be no higher than four (4) inches above the knee cap.**
 - e. Splits in all bottoms (skirts, skorts, capris and pants) must be no shorter than 4 inches from the middle of the knee.
 - f. Tank tops, halter tops, or tube tops are not allowed to be worn in the facility.
 - g. **No** low-cut blouses or dresses, leotards, spandex, or miniskirts, crop tops or bathing suits;
 - h. Underclothing/undergarments shall not be visible at any time.
 - i. Shirts and blouses shall not show cleavage, shoulders or armpits. *These areas must be covered at all times.*
 - j. No tight fitting clothing.
 - k. No clothing revealing the middle of the torso.
 - l. Clothing shall not be excessively baggy.(Clothing shall be pulled up on body while in the facility)
 - m. No clothing with pictures, phrases or words of an inflammatory nature.
 - n. No **see**-through clothing, backless attire or revealing attire of any kind is allowed to be worn in the facility.
 - o. Clothing with tears, rips or holes is not permitted.
 - p. An Inmate or visitor caught exposing themselves or making any inappropriate gestures shall have their visitation privileges revoked immediately and terminated indefinitely.
 - q. No attire that is disruptive, unsafe, unhealthy or offensive to the visitation process
 - r. Inmates' not being appropriately dressed will not go to visitation.

- s. **All visitors must wear undergarments.**
- t. Do **not** wear any item that cannot be taken off and will not clear a metal detector;
- u. Visitors will be turned away for attire considered inappropriate. (Determined by the Shift Commander/Supervisor or higher).

Visitors may be directed through a metal detector or scanned by a hand held metal detector prior to entering the jail facility. Jail staff in the lobby will ensure prohibited items are not carried to the jail visitation booths. For more information, please read prohibited items below.

Prohibited Items

Possession and/or use of a cell phone, audio/video/photo recording devices, wireless communication device or their components thereof is prohibited within the jail visitation booths.

Authorization to take pictures/photographs inside ACRJ **must** come explicitly from a Command Staff. **Any person with such unauthorized device is subject to criminal prosecution and will have their visitation rights privileges revoked.**

In addition, baby strollers, car seats, diaper bags, toys, bottles, containers, pocket books/purses, brief cases, cameras, cell phones, or any audio & video recording devices, food, drinks are not allowed in the secured part of the facility or the visitation booth at any time unless specifically authorized by Command Staff.

No purses, umbrellas, packages, mace, handbags, paper sacks, cigarettes, cigarette lighters, matches, or any glass or metal containers are allowed. Prohibited items also include glass baby bottles, glass items, canned items, strollers, or toys for babies. **Pocket knives and sharp objects, weapons of any kind, or other items which can be used either in its present form or by alteration, as a weapon in the jail are prohibited.**

Limited lockers are available for storage of personal items. However, we recommend leaving all personal belongings secured in your vehicles.

- a. The staff will not store any items for visitors or Inmates and is not responsible for items left during visitation.
- b. Taking photographs and videos of any kind is not allowed on ACRJ premises without the express written permission of the Superintendent.

Each inmate and visitor is responsible for his or her own conduct (including children) during visits. Any violation of laws, regulations, or jail procedures governing visits may result in termination, suspension, revocation, or denial of visiting with the person or persons involved. Such violation may also result in exclusion from the jail facility.

Out of Town or Special Visits

The Albemarle-Charlottesville Regional Jail will make every effort within reason to accommodate those persons who have traveled appreciable distance (e.g., 150 miles or more with valid ID proof) to visit a family member incarcerated in ACRJ.

1. **The citizen must be able to furnish a valid identification (ID) to prove he/she is not from the immediate area. (In this instance, military identification card or passport will not be accepted).**
2. **For out-of-town visitors this will be a one-time exception and if further visits are desired, you must visit on the designated visitation day and time.**

Hospitalized Inmate Visitation

Hospital visits will only be allowed for inmates who are considered in grave condition. **Emergency visits due to serious medical conditions must be approved by the Jail Superintendent.** Do **NOT** attempt to visit an inmate in

the hospital, there are legal ramifications for doing so. Normally, for emergency notification, the Jail Superintendent will notify the inmate's designated emergency point of contact for any serious medical condition of an inmate. These approved visits are subject to the same rules above as well as the hospital's visitation rules.

Unauthorized Visitation / Communication

Inmates shall NOT have unauthorized communication or visitation on or off facility grounds. This is considered an unauthorized visit and could subject the inmate to termination from the program and/or legal ramification.