

VISITING SCHEDULES MOUNT OLIVE CORRECTIONAL COMPLEX

All General Population Housing Units			
AREA	VISITING DAYS	PROCESSING	VISITING ENDS
General Population	Saturday And Sunday	Begins: 0830 hours Ends: 1530 hours	1800 hours
<u>Quilliams 1 & 2</u>			
AREA	VISITING DAYS	PROCESSING	VISITING ENDS
All Pods	By Appointment Only (304) 442-7213 Ext. 351	Begins: 0830 hours Ends: 1530 hours	1800 hours
<u>Slayton Work Camp</u>			
AREA	VISITING DAYS	PROCESSING	VISITING ENDS
Dorms	By Appointment Only (304) 442-7213 Ext. 351	Morning Begins: 0900 hours Ends: 1100 hours Evening Begins: 1300 hours Ends: 150030 hours	1500 hours
<u>Medical/Mental Health Units</u>			
AREA	VISITING DAYS	PROCESSING	VISITING ENDS
Medical Infirmary Mental Health Unit	By Appointment Only (304) 442-7213 Ext. 351	Begins: 0830 hours Ends: 1530 hours	1800 hours

GENERAL RULES FOR VISITATION

Inmate visitors will adhere to the following rules and expectations. Failure to do so may result in the termination or denial of a visit and/or removal from an inmate's approved visiting list.

1. Inmate visitors will not be permitted onto the Visiting Room parking lot until 0800 a.m. and will remain at their vehicle until the Visiting Room opens at 0830 a.m.
 - a. This facility reserves the right to search any vehicle coming onto institutional grounds.
 - b. A visitor may refuse to allow their vehicle to be searched. However, if they do refuse to allow such a search, both the person(s) and the vehicle involved will be required to immediately depart the grounds and will not be allowed a visit on that day.
 - c. If the visitor consents to a search of his/her vehicle, the consent shall be documented on the Visitor Consent to Vehicle Search Form (MOCC&J Form 5-0046). If the search results in the seizure of any contraband, which is prohibited from being on the grounds of the prison under West Virginia Code 61-5-8, the visitor will be permanently banned from visiting at this facility. The facility reserves the right to contact the West Virginia State Police for further action.
2. Positive identification of **ALL** visitors is required before admission.
 - a. **ALL** visitors are required to have two (2) forms of ID, one bearing a photograph when that individual is age eighteen (18) or over. Acceptable forms of ID include a valid Driver's License, or a state issued Non-Driver's License (**Social Security Cards will not be accepted as a positive form of identification**).
 - b. Further ID may be requested when deemed necessary (an original or certified copy of a Birth Certificate for each visitor under the age of eighteen is required). All visitors may be required to be photographed for placement in a database.
3. Any visitor involved in the introduction of contraband onto the grounds is subject to immediate loss of visiting privileges and criminal prosecution. West Virginia Code 61-5-8 prohibits any alcoholic liquor, non-intoxicating beer, poison, explosive, firearm, or other dangerous or deadly weapon or any controlled substance as defined by West Virginia Code 60A-1-101 on the grounds of this prison. Cash is considered contraband for inmates.
4. Visitors are not permitted to bring in, nor will any employee accept, any amount of money, in any form (e.g. cash, check, money order, etc.) to be posted onto an individual inmate's account. Money to be placed on an inmate's account will only be accepted in accordance with protocols established via the GTL Financial Services Trust Account-money Order Deposits.
5. The introduction of, use of, and/or possession of tobacco, tobacco products, and tobacco accessories within the Visiting Room by all visitors is strictly prohibited.

6. In order to enter the Visiting Room, you will be required to successfully complete a magnetometer, canine and/or pat-down search as directed by an employee. There will be zero tolerance for the presence of contraband. Anyone found possessing contraband will be turned away. If the canine utilized for drug detection gives a positive indication for narcotics on a visitor, the visitor will not be allowed a visit on that day.
7. All children accompanying visitors will be searched in the presence of their parent or legal guardian.
8. Visitors will never be strip-searched. However, if reasonable suspicion exists to justify a strip-search, the visit will be denied or terminated.
9. Lockers will be available for you to secure any items which are allowed on the grounds, but which are not permitted to enter the institution. You will be permitted to retain the locker key during the visit.
10. Visitors will be permitted to bring approved property into the Visiting Room. However, the facility will not be responsible for property left in vehicles. The following items are permitted within the Visiting Room: **All other items are prohibited.**
 - a. Identification Cards/papers;
 - b. Engagement and wedding ring and religious necklace/beads only (no other jewelry permitted);
 - c. One (1) of each of the following: Belt, Plain White Handkerchief, Pair of Suspenders; no hats will be worn during a visit;
 - d. Keys (House/Car only) and medications will be secured in a locker provided in the Visiting Room Waiting Area;
 - e. Feminine Hygiene products may be secured in a locker provided in the Visiting Room Waiting Area.
11. When a small child, age five (5) and under, is visiting the following additional items may be permitted;
 - a. One (1) clear baby bottle or one (1) “sippy” cup, containing milk or juice **only**,
 - b. One (1) baby blanket,
 - c. Diapers and any other accessories **will be secured in lockers** provided in the Visiting Room Waiting Area. Diapers and changing areas are located outside the Visiting Room.
12. All visitors are required to wear appropriate clothing when entering the Visitation Lobby. Visitors **will not** be allowed to change in the Visitation area nor in the Visitation parking lot. **Any visitor found changing in the Visitation parking lot will be required to immediately leave the facility’s grounds (no exceptions).**

- a. All female visitors are required to wear suitable, modest clothing. Deviation from any of the below rules will result with the visitor being denied entrance to the Visiting Room.
- 1) Females **must** wear either jeans (with no holes in them); dress slacks (**not khaki in color and not made from 100% cotton**); skirt or dress (the length **must** be half-way between the calf and the ankle);
 - 2) A non-under wire bra (although a bra **must** be worn);
 - 3) Polo shirt; button-up shirt (must be completely buttoned); or a crew neck t-shirt (**with no vulgarity**); or a sweat shirt (**must not be plain gray in color**). Any shirt exposing **any** chest area (**to include while the wearer is bending over**) **will not** be permitted and entrance into the Visiting Room will not be permitted.
 - 4) No Jewelry will be permitted (with the exception of a wedding band and/or religious necklace)
 - 5) Bib overalls (of any kind), Sweat suits, jogging pants, or athletic pants will not be permitted
 - 6) No tight fitting or revealing clothing.
 - 7) No footwear with heels exceeding two inches (2") in length will be permitted
 - 8) No Capri pants will be permitted
 - 9) No perfumes, body sprays, lotions, or scented hand sanitizers, etc.
 - 10) No articles of clothing containing any form of a camouflage pattern
 - 11) No articles of clothing or accessories containing excessive metal.
- b. All male visitors are required to wear suitable clothing. Deviation from any of the below rules will result with the visitor being denied entrance to the Visiting Room.
- 1) Males must wear either dress slacks (**not khaki in color**); jeans or cargo pants (**not khaki in color, nor made from 100% cotton, and with no holes**);
 - 2) A Polo shirt; button up dress shirt (**must** be completely buttoned); crew neck t-shirt (**with no vulgarity**); a sweat shirt (**not plain gray in color**) or entrance into the Visiting Room will not be permitted.
 - 3) No Jewelry will be permitted (with the exception of a wedding band and/or religious necklace)
 - 4) Bib overalls (of any kind), Sweat suits, jogging pants, or athletic pants will not be permitted
 - 5) No colognes, body sprays, lotions, or scented hand sanitizers, etc.
 - 6) No articles of clothing containing any form of a camouflage pattern

- 7) No articles of clothing or accessories containing excessive metal.
 - c. Clothing or shoes with camouflage patterns or excessive metal (i.e. steel toes) will also not be permitted.
 - d. Colognes; perfumes; body oils and scents; body powders are not to be worn due the possibility of interference with CDS Dogs as well as to prevent the possibility of exposure of offensive odors to other visitors.
13. All visitors will be hand-stamped with ultra-violet, black light ink. All Male visitors are required to wear a wristband while in the visiting area.
14. All visitors will remain at assigned tables with the inmate(s) they are visiting and will not visit other tables. Infants and children will remain with the adult who brought them to the visit.
- a. Young children ages newborn through eight (8) will be allowed to play in the children's play area as space permits. Only children and one (1) parent are permitted to sit or play on the floor of the children's play area. Parents/guardians will be responsible for the conduct of the children. The facility will not be responsible for any circumstance arising from the child's presence on the grounds of the prison.
15. Lewd behaviors and/or physical contact of a sexual nature between visitors and inmates, to include kissing, are **PROHIBITED**.
- a. Visitors may embrace the inmate being visited upon arrival, and at the end, of a contact visit (kissing during the embrace is **prohibited**).
 - b. Inmates and visitor(s) may sit side by side at the table and may drape one arm around the visitor and hold hands. However, hands must remain in plain view at all times and sexual stimulation or activity is strictly **PROHIBITED**.
 - c. Children under the age of five (5) may sit on a parent's lap. No clothing or any other item may be laid across the lap of a visitor or inmate.
16. Breast-feeding is prohibited during visiting.
17. No more than three (3) visitors may visit one (1) inmate at a time, with all children counting as one (1) visitor. The Visitation Officer-in-Charge may exercise discretion based on the number of visitors.
18. If a general population visitor leaves the general population Visiting Room, but does not leave the building, they will be required to successfully complete all search procedures before re-admittance to the Visiting Room. The visit will be terminated should the visitor leave the building for any reason.

19. Visits may be shortened, limited, canceled, or terminated due to the lack of security personnel, facility disturbances, or other cause at the discretion of the Associate Superintendent of Security or designee. The Visitation OIC or designee may terminate a visit if, in the considered opinion of the officer, the inmate's and/or visitor's behavior is disruptive to the smooth operation of the Visiting Room.
20. Visitors found defacing or damaging State property will be barred from the facility and removed from the inmate's approved visiting list.
21. No visitor, whether approved or disapproved, will be permitted to sit or loiter in their vehicles in the Visitation parking lot. All visitors must either report to the Visiting Room Lobby or depart from the premises.

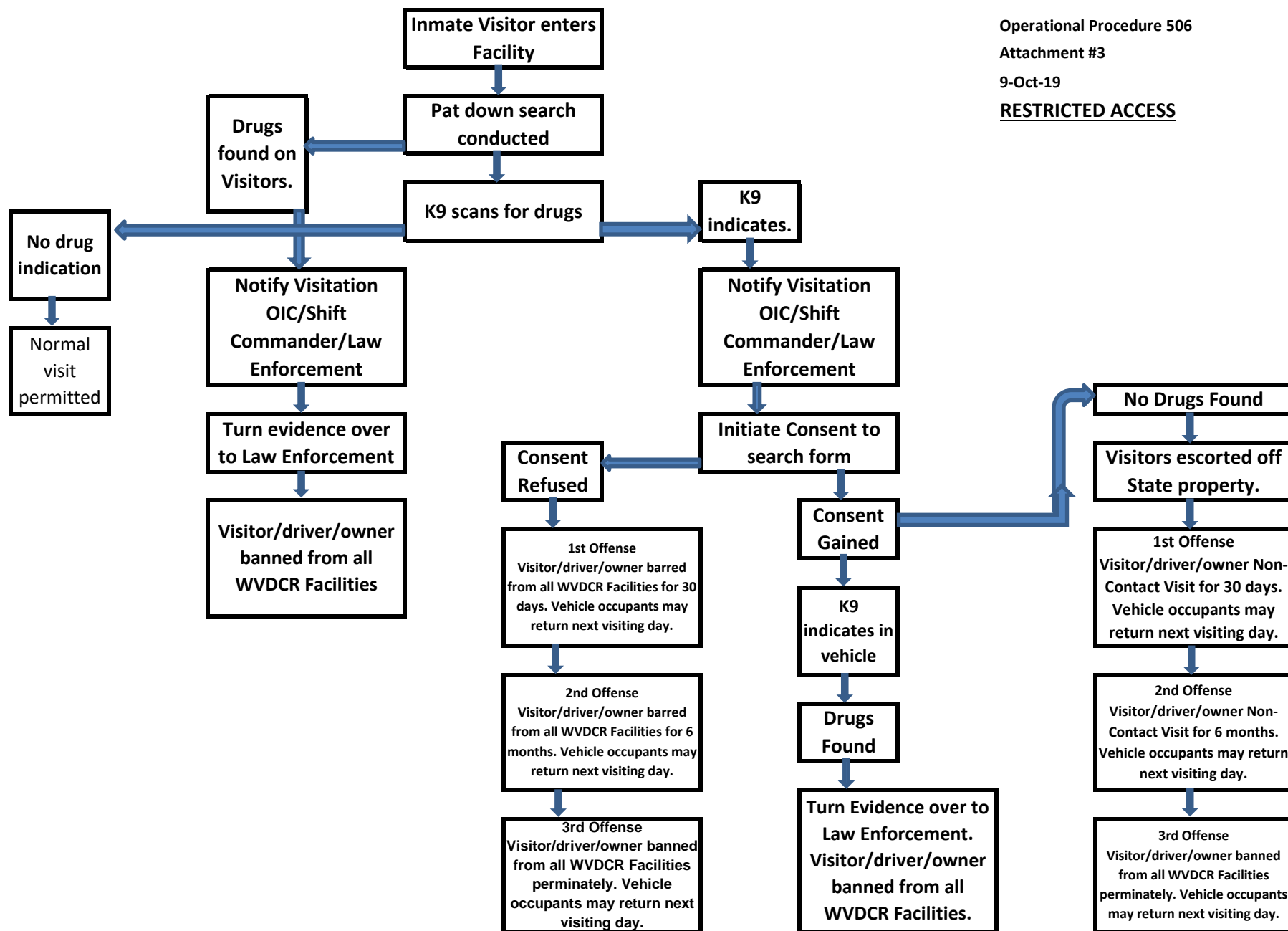
INMATE VISITOR SEARCH FLOW CHART

Operational Procedure 506

Attachment #3

9-Oct-19

RESTRICTED ACCESS



RESTRICTED