



# STAYING CONNECTED AND STAYING STRONG

*A handbook for families and friends of those  
incarcerated in Minnesota State Correctional Facilities*



## DOC MISSION

The mission of the Minnesota Department of Corrections is to reduce recidivism by promoting offender change through proven strategies during safe and secure incarceration and effective community supervision.

The purpose of this guide is to provide an overview of the Minnesota Department of Corrections and to offer information that helps families and loved ones stay connected during incarceration.

Visit our website (<http://mn.gov/doc>) for the most up-to-date information.

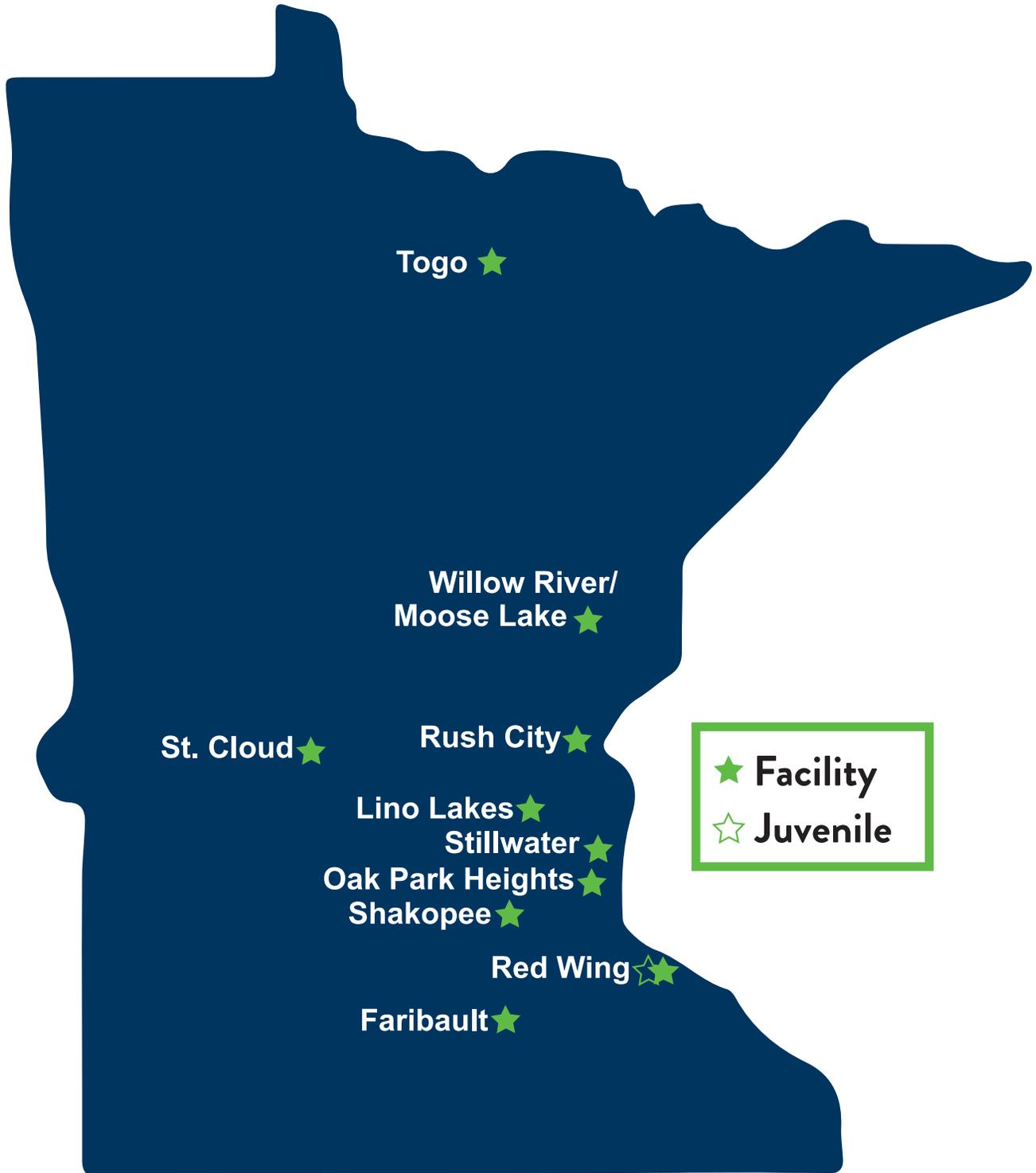


# TABLE OF CONTENTS

Location of Facilities	1
Facility Information	2
Adult Classification Levels	3
Staff Organization	4
Common Prison Terms and Abbreviations	4
Programming	5-6
Property	6
Finances	6-7
Contacting	7-9
Telephone	7
Mail	8
O-Mail	9
Visiting	9-12



# LOCATIONS OF FACILITIES



# FACILITY INFORMATION

## Adult Male Facilities

**Faribault**

Phone (507) 334-0700  
Fax (507) 334-0730  
1101 Linden Lane  
Faribault, Minnesota 55021

**Lino Lakes**

Phone (651) 717-6100  
Fax (651) 717-6105  
7525 Fourth Avenue  
Lino Lakes, Minnesota 55014

**Oak Park Heights**

Phone (651) 779-1400  
Fax (651) 779-1385  
5329 Osgood Avenue North  
Stillwater, Minnesota 55082

**Rush City**

Phone (320) 358-0400  
Fax (763) 689-7543  
7600 525th Street  
Rush City, Minnesota 55069

**St. Cloud**

Phone (320) 240-3000  
Fax (320) 240-3054  
2305 Minnesota Boulevard SE  
St. Cloud, Minnesota 56304

**Stillwater**

Phone (651) 779-2700  
Fax (651) 351-3600  
970 Pickett Street North  
Bayport, Minnesota 55003

**Moose Lake**

Phone (218) 485-5000  
Fax (218) 485-5007  
1000 Lake Shore Drive  
Moose Lake, Minnesota 55767

## Adult Male & Juvenile Facilities

**Red Wing**

Phone (651) 267-3600  
Fax (651) 267-3761  
1079 Highway 292  
Red Wing, Minnesota 55066

## Challenge Incarceration Program (CIP)

**Willow River**

Phone (218) 372-3101  
Fax (218) 372-3090  
86032 County Highway 61  
Willow River, Minnesota 55795

**Togo**

Phone (218) 376-4411  
Fax (218) 376-4489  
62741 County Road 551  
Togo, Minnesota 55723

## Adult Female Facility (and CIP)

**Shakopee**

Phone (952) 496-4440  
Fax (952) 496-4476  
1010 West Sixth Avenue  
Shakopee, Minnesota 55379

## Minnesota Department of Corrections

**Central Office**

Phone (651) 361-7200  
Fax (651) 642-0223  
1450 Energy Park Drive, Suite 200  
St. Paul, Minnesota 55108

## What determines which facility an offender will go to?

Offenders' facility placement is based on many factors, such as: length of sentence, offense characteristics, programming directives, criminal history, institutional adjustment, detainers, escape history, and prior incarcerations. The Minnesota Correctional Facility-St. Cloud (SCL) is the intake facility for all adult males. Shakopee receives all adult females. All male offenders, with the exception of release violators, begin at SCL for case planning and orientation, then may be transferred to another facility based upon procedure, classification, and department policies. The department may house any offender at any location based upon the needs of the department. Release violators are received at the Minnesota Correctional Facilities-Lino Lakes (LL), Faribault (FRB), Rush City (RC), Stillwater (STW), and Shakopee (SHK).

## Five-Level Custody Classification System

The Minnesota correctional system has a five-level classification structure ranging from level 1, which is minimum custody, to level 5, which is maximum custody. Offenders are assigned a classification score within 30 to 45 days of admission. This risk score determines what custody level the offender will be assigned.

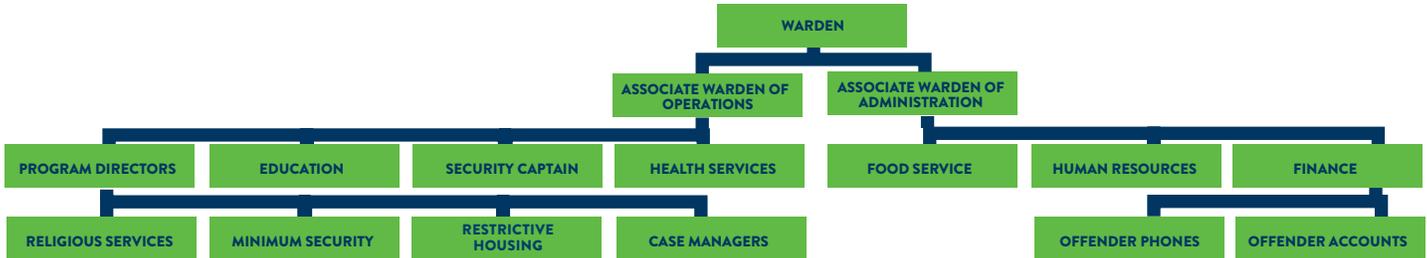
# 5 Level Custody Classification System Adult Classification Levels



**MCF-Shakopee houses females of all security levels**

# STAFF ORGANIZATION

In each facility, there is a chain of command for corrections staff. This chart shows the typical organization of a state correctional facility in Minnesota. As shown, a warden has the highest level of authority in the facility. The chain of command is designed so that an issue can be brought up to the staff that has the most immediate authority. If the issue is not resolved by that staff member, the issue can then be passed upward until it is resolved.



## COMMON PRISON TERMS

<b>Canteen</b>	Facility store
<b>Kite</b>	Internal memo for offenders to communicate with staff
<b>Flag</b>	Main floor recreation space in living unit
<b>Count</b>	An accountability check of every offender several times during a 24 hour period
<b>Switch In/Switch Out</b>	Mandatory time to enter or exit cells or rooms
<b>Galley/Tier</b>	In older-style facilities, these are levels on which a cell is located in a living unit
<b>Bubble</b>	Glass enclosed officer station
<b>Scrip</b>	Offender money
<b>Restrictive Housing</b>	Restrictive living unit used to house offenders who have violated major rules, may also be called Seg/Segregation
<b>Lockup</b>	Normal activities in all or part of the facility are stopped during which time staff conduct searches

## ABBREVIATIONS

<b>ABE</b>	Adult Basic Education (education programming offered at all DOC facilities)
<b>AOD</b>	Alcohol and other drugs (reference to treatment programs at several DOC facilities)
<b>CD</b>	Chemical Dependency
<b>CIP</b>	Challenge Incarceration Program (Willow River, Shakopee, and Togo facilities)
<b>CM</b>	Case Manager
<b>CO</b>	Correctional Officer
<b>DOC</b>	Department of Corrections
<b>ICWC</b>	Institution/Community Work Crew (a DOC work service program in the community)
<b>IR</b>	Incident Report
<b>ISR</b>	Intensive Supervised Release (enhanced supervision status for certain released offenders)
<b>LOP</b>	Loss of Privileges (restrictions resulting from misbehavior in a facility)
<b>MCF</b>	Minnesota Correctional Facility
<b>MHU</b>	Mental Health Unit
<b>OID</b>	Offender Identification (ID number assigned to each inmate in DOC facilities)
<b>PO</b>	Probation or Parole Officer
<b>PSI</b>	Pre-Sentence Investigation (a court-ordered social history report)
<b>PRT</b>	Program Review Team (DOC staff who review offenders and make program recommendations)
<b>SRD</b>	Supervised Release Date (date an offender is released to supervision in the community)

# PROGRAMMING

There are many programs available to offenders that wish to participate.

## Education

All facilities provide adult basic education (ABE) programs to enable offenders to complete a GED or high school diploma to improve their literacy skills. If an offender does not have a verified high school or GED diploma when they begin their incarceration they will be required to obtain one. Adult facilities must provide comprehensive educational programming including literacy, general education development (GED) and high school diploma, special education, transition to post-secondary and career, post-secondary, life skills, and other programs designed to prepare offenders for successful reentry into society. Other programs provided include parenting programs; restorative justice programs; offender transition circle programs; offender canine training programs; family healing programs; recreation programming; and conflict resolution and mentoring programming. Not all programs are available at every facility.

## Treatment

All offenders are screened and assessed for treatment needs by the program review team (PRT) upon intake. Some treatment directives are part of sentencing, and must be completed successfully in order to be eligible for release. The program review team gives directives to adult offenders to participate in sex offender and/or chemical dependency rehabilitative programming. Mental health and behavioral health services are also available.



## Religious

Each facility provides offenders with reasonable opportunities to pursue individual religious beliefs and practices. Attendance at or participation in any religious activities is not restricted based on protected class status. A posted schedule of all religious activities is available to all offenders.

## Transitions

All facilities offer a range of transitional programming resources and services to offenders during confinement and after release. These resources and services are organized through the Community Reentry Unit, in collaboration with facility services, field services, various state and county agencies, faith-based groups, community organizations and private citizens. The combined effort meets the complex needs of offenders as they transition from prison to community. Resources have been developed through identifying “best practice” models in preparing offenders to return to their communities. Each facility transition center maintains numerous resources. These include

community resources, job search assistance, housing information, higher education searches, veterans’ resources, etc. Access is available to all offenders. Transition fairs may be held at each facility to provide offenders with direct access to re-entry service providers. All general population offenders are required to attend pre-release class (approximately 18 class hours) approximately four to six months prior to release (with some exclusions). The curriculum covers housing, employment, personal identification documents, health, transportation, family issues, living under supervision, and personal financial management. A pre-release handbook covering these topics is provided to all participating offenders. In addition to standard facility reentry programming, the DOC offers specialized release planning services for offenders with the following treatment needs: sexual offending, chemical dependency, medical, mental health, and/or brain injury. The DOC is vested in juvenile reentry to enhance positive and pro-social transition into adulthood as well.

## ALLOWED PROPERTY UPON ADMISSION

Authorized property will be searched and inventoried

- One pair prescription eyeglasses
- One plain wedding band (no stones) - no other jewelry
- Dentures or dental partials
- Medically approved prosthetics
- One address book (no metal spiral)
- 20 personal photographs - must meet DOC policy
- Legal materials - paperwork only
- Religious items (no more than 5)
- Money (county check or voucher preferred, to be placed in offender account or held until release)
- Current driver's license and/or current state identification card (no wallet)
- Social Security card
- Passport, birth certificate, tribal ID



## Recreation and Others

All facilities offer recreation/leisure programs. These programs include a range of activity levels, including sports, table games, and library services. Offenders are provided access to recreation areas and equipment, including outdoor activities when weather permits. Recreation areas include outdoor yards, gymnasiums, day rooms, activities rooms, and common areas in living units.

## PROPERTY

Offenders are allowed to possess personal property during their incarceration, in addition to state-issued property. There are personal property limits and all property is subject to search by staff. All offenders are required to store their personal property in their cells/living areas.

### State Issued Property

Offenders are issued clothing upon initial admission: 3 pants, 3 shirts, 6 t-shirts, 6 briefs, 6 socks, 1 footwear, 1 shower shoes, 1 laundry bag, 1 coat, and 1 hat. Females are issued 2 bras in addition to the clothing listed. Offenders are responsible for maintaining all state issued items

## CANTEEN SPENDING LIMITS

- \$140 per week for adult facilities
- \$40 per week for residents at juvenile facilities
- Does not include purchase of telephone time, televisions, electric typewriters, media, or the restitution surcharge
- Spending limits are different for offenders in restrictive housing

in good condition and may request exchange of items annually.

## Additional Personal Property

Offenders are only allowed to obtain/purchase property through canteen or the property department's approved vendors. The department publishes an Allowable Property List for general population offenders in adult facilities. Offenders are not allowed to transfer, take/give, trade, loan, and/or sell property to/from other offenders. Offenders are subject to disciplinary action if items are found to be transferred, taken, given, traded, loaned, and/or sold. Offenders are allowed to possess a maximum of five personal religious items, these are subject to the same restrictions and limitations as defined on the Allowable Property List.

## FINANCES Offender money



Offenders do not need money for their day-to-day needs. Each facility provides all the essential food, clothing, and medical care necessary. However, there may be some items that an offender may want to purchase on their own through canteen or unit vending machines.

## Canteen

MINNCOR operates a canteen at each facility where offenders/residents can purchase approved items. Offenders can buy snacks and items such as TVs, radios, hot pots, and personal lamps among many other items at the facility canteen. There are limitations in the amount and types of canteen purchases. The maximum possession of scrip and coin combined is \$40. If an offender owes court-ordered restitution and/or fines, a five percent non-refundable surcharge is assessed on all canteen purchases, excluding designated health and hygiene items.

## How do I send money?

Funds must be sent to offenders via JPay, an electronic funds transfer service. Information on JPay and how to set-up an account can be found on the DOC website, under 'How to Send Money.' Money can also be sent in the form of a money order or cashier's check made payable to JPay at the following address: PO Box 246450, Pembroke Pines, FL 33024.

Please include the offender's name, OID and facility. Cash is accepted through MoneyGram at locations including CVS and Walmart.

## ***NO money orders or cashier's checks will be accepted at the facility address.***

Offenders are not allowed to receive money from another incarcerated offender's family, visitor, or anyone living at another offender's correspondent address. Funds sent in violation of DOC policy will be placed in the offenders HOLD account until his/her release, and will be subject to deductions. Note: per policy, the department collects 10 percent of all money received to go toward cost of confinement, and, if applicable, a restitution surcharge will be deducted from funds received.

## Child support

If an offender who is sent to prison is paying child support, you may be able stop or reduce payments until he or she is released. He or she must send a written request to the child support agency to review your support order. The request should state why you want a review.

The child support agency will look at the information you provided to see if, based on the obligor's (offender's) current income, changing the existing order would result in a significant change

in circumstances as defined in Minnesota statute.

If the order meets the standard for agency review, the child support office will send you a packet of forms and instructions. You must complete the forms and return them to the child support agency within 20 days.

If the order does not meet the standard for agency review, the child support office will send you a letter telling you that the child support agency will not file a motion for modification of your child support order and, if you still want a review, you can file a motion asking the court to modify your support.

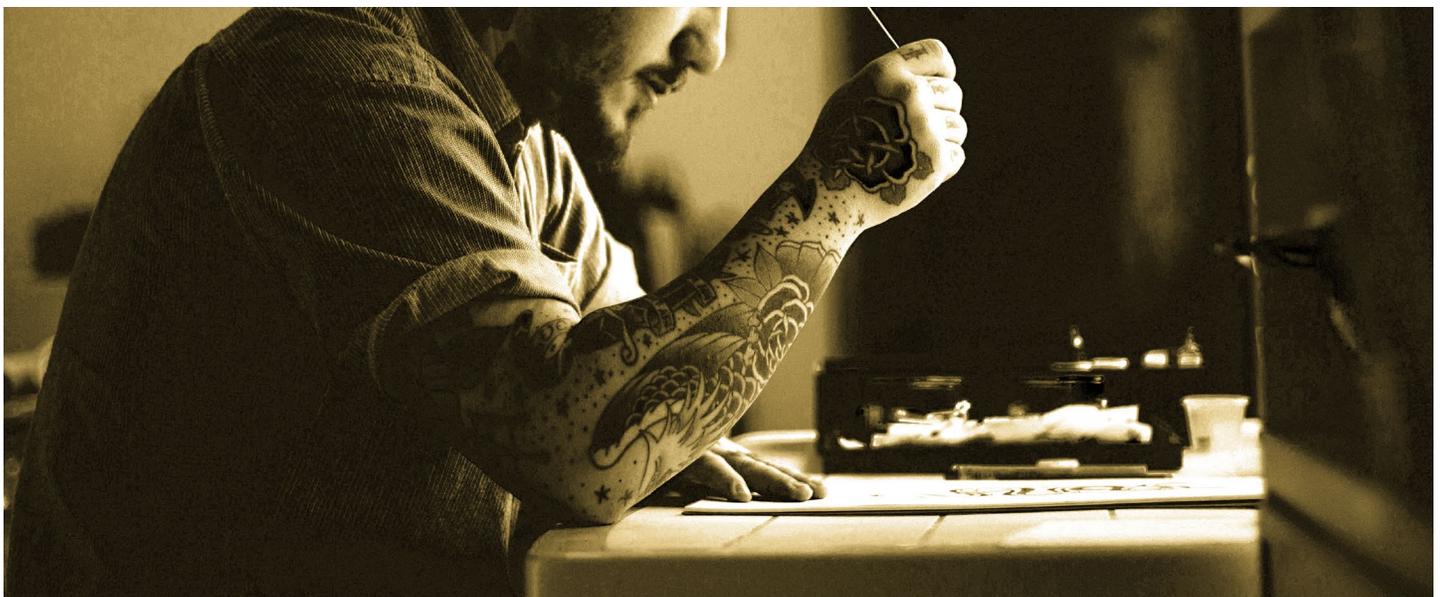
## CONTACTING

Offenders can correspond with family and friends while they are incarcerated and are encouraged to do so. Contact can occur by telephone, mail, o-mail, or visits when approved. Each form of communication has rules that need to be followed.

## TELEPHONE

### Can I call an offender?

No. An offender can only make out-going calls during specifically allowed times. If you call a facility,





you will not be transferred to your loved one. If there is an emergency, you can notify the facility of the situation.

*Do I have to pay for the phone calls?* Offenders can place collect phone calls, which will charge the recipient of the phone call, or offenders may purchase their own phone time through canteen. Three-way phone calls or forwarding a call when on the phone with an offender is not allowed.

*What if there is an emergency?* If there is a death, serious illness, or injury in an offender's family, you can call the facility where the offender is housed and leave a message. Staff will verify if the message and, once they have verified it, give the message to the offender.

*Are phone conversations monitored?* Yes, they may be monitored and/or recorded by staff. As with visits and mail, communication that offenders have with individuals outside of the prison is monitored for security purposes. Offenders are provided with written notification of this and there is notification posted by each telephone.

## **MAIL**

### **What is the mail review?**

All mail that is sent to an offender is opened and reviewed by staff to check for items that are not allowed. Staff check for certain items and the content of writing. The only exception to this rule is legal and special mail that is legally confidential. When you send mail to your loved one, it will be opened as a security measure.

### **What CAN be mailed to an offender?**

Paper with words/drawings; permanently signed/marked, non-musical greeting cards and postcards, maximum size 8.5 inches by 12 inches. Maximum of 20 photographs (including those printed on photo or standard paper; Polaroid photos must have the backing removed) per envelope; Periodicals and published materials shipped from the publisher; and clippings or photocopies of published materials that meet criteria.

#### *What CANNOT be mailed?*

If mail includes any of the following items, or discusses prohibited

topics, it will be denied by the mail review staff, and your loved one will not receive it. **You may not send cash, coded material, photos of DOC staff, photos featuring tattoos, sexually explicit materials, personal photos displaying nudity, and/or unsanitary items such as hair, saliva, body secretions and perfumed letters. You may not write about the following things: criminal activity, security threats, or advocating inferiority of an ethnic, racial or religious group.**

### **What is special and legal mail?**

Legal mail includes correspondence to or from courts, court staff, and attorneys. Special mail includes correspondence to or from state and federal elected/appointed/regulatory agencies and officials. Special and legal mail may be sent or received in a sealed envelope. Incoming special/legal mail will be opened only in the presence of the offender. Staff may check the contents to ensure that the mail is legal or official in nature.

#### *How should I address mail to an offender?*

You must include the offender's full commit name and offender ID number (OID), and the proper facility address. You can find the address to each facility listed under "Facility Information" at the beginning of this handbook.

Here is an example of how to address an envelope being sent to an offender at the Minnesota Correctional Facility-St. Cloud:

**John Doe**  
**OID# 000000**  
**MN Correctional Facility-St. Cloud**  
**2305 Minnesota Boulevard SE**  
**St. Cloud, MN 56304**

## ENGAGING IN ANY OF THE BEHAVIORS DESCRIBED WILL CAUSE YOU TO BE BANNED FROM VISITING AND POSSIBLE CRIMINAL CHARGES.

*The seriousness of the incident will determine the ban period.*

- Involvement in smuggling drugs, alcohol, other intoxicants, tobacco, weapons, simulated weapons, ammunition, or escape paraphernalia to an offender. Involvement in escape or attempted escape
- Smuggling or attempting to smuggle contraband other than listed above
- Disturbances: Lack of control of children on facility grounds
- Refusing an authorized search in the visiting area
- Abuse (verbal or written) of staff, offenders, visitors, or others
- Threats (verbal or written) to offenders, visitors, or staff
- Physical or attempted assault of staff, offenders or visitors
- Inappropriate sexual behavior and/or physical contact in the visiting area
- Falsification of information to obtain visiting privilege
- Visiting or attempting to visit with a false I.D. or under a false identity
- Conduct or other indications that the visitor is under the influence of drugs, alcohol, or other intoxicants
- Visitor misconduct on facility grounds
- Unauthorized verbal or non-verbal communication through perimeter or other barriers

## O-MAIL

### How do I send an email to an offender?

Offenders can correspond through the use of JPay. To send an email to an offender, visit [www.jpays.com](http://www.jpays.com) to create an account and send letters electronically for around 40 cents per message (see [jpays.com](http://jpays.com) for current rates). Once you have an established account the offender can respond to your email correspondence. Before you send an email you will need the offender's OID number. All O-mail correspondence has the same restrictions that regular mail has. Offenders that are in restrictive housing cannot receive O-mail messages, they will be printed and delivered to the offender and they can respond via regular mail.

## VISITING

Visiting in prison can be an important part of keeping your loved one connected with family and friends in a meaningful way during incarceration. The DOC recognizes that visiting is an avenue to maintain healthy relationships. However, the DOC does view personal visits as a privilege for offenders. During visits, prison staff will focus on maintaining

order and security in the facility. For this reason, it is important to be aware of the visiting rules and knowing what is expected of you and your loved one. This will allow you to feel as comfortable as possible, and to help you focus on the relationship.

To visit an offender, you must be on the offender's approved visiting list by submitting a Visiting Privilege Application Form.

Applications can be downloaded from the DOC website, picked up at the facilities, or mailed to you by the offender. The facilities do not mail out applications. Make sure to fill out the application completely and honestly. Falsifying an application will result in a ban from all correctional facilities for a period of time. A criminal history check will be conducted. However, having a criminal record or being on probation does not automatically keep you from being approved to visit. It is the offender's responsibility to let you know if your application was approved. The facility will not inform the offender as to why an application was denied, that is up to the visitor. Do not attempt to visit an offender before you have received confirmation that



you have been approved to visit. When you come to the facility for a visit, you must bring in the same form of identification that you listed on your Visiting Application.

### What is a contact visit?

A contact visit occurs in the visiting area, and you will be in the same room with the offender. Both you and the offender will be assigned seats in the visiting area. While contact visits allow you to be physically with your loved one, it has limits. **Intimacy is limited to one brief kiss on the cheek, a hug, and a handshake at both the beginning and end of each visit.** Although this may be a difficult rule to follow, you must stay within the limits of visiting regulations. The DOC regards visits as a privilege, and holds both the offender and visitor responsible for their conduct during a visit. If you do not comply with the rules, your visit may be terminated. Other consequences may follow, such as placement on non-contact status or being banned from visiting in the future. Make the most of your visits while following the prison's rules so you don't jeopardize your visiting privileges.

### What is a non-contact visit?

In a non-contact visit, you will visit the offender in a non-contact booth using a telephone or video camera. In this type of visit, you are separated from the offender by a physical barrier. Non-contact visits are limited to one hour due to limited space. Offenders who are placed in restrictive housing are only allowed non-contact visits, and these visits must be scheduled 24 hours in advance. Non-contact visits are also used when a visitor is unable to pass through the metal detector, or if a visitor or offender has violated a visiting rule and was

placed on non-contact status.

### What is a video visit?

Video visitation is available at all DOC facilities. This allows people to visit an offender from any location with a computer that has a camera. To participate in a video visit with an offender, a person must be on the offender's approved visitors list. To schedule a video visit with an offender, go to [www.Jpay.com](http://www.Jpay.com). If the visitor has not already done so, he or she will have to establish an account with JPay.

Video visitation is a privilege for offenders. Some offenders are not eligible for video visits because of current visiting restrictions or disciplinary status. Each offender should know whether he or she is eligible to receive video visits. It is also a privilege for friends and family that can be suspended for misconduct.

Video visiting scheduling is unique to each facility and each living unit. The JPay website is set up so you can only schedule a visit when the kiosk is available in the offender's living unit. That does not mean, however, that the offender is available. It is best to check with the offender you are visiting to agree upon a time before you schedule.

All video visits are recorded and subject to monitoring. Video visits can be terminated for offender or visitor misconduct and no refund will be given. Offenders and visitors can also lose video visiting privileges if they violate the rules.

For further information on video visiting, including how to set up a video visit, costs, and rules of a visit, go to: <https://mn.gov/doc/family-visitor/visiting-information/video-visitation/>

Visiting in DOC facilities must be conducted in an accommodating manner while still maintaining order, the safety of persons, the security of the facilities, and the requirements of correctional activities and operations. Offenders are aware that failure to comply with the established regulations and policies by either their visitors and/or the offender may result in warning, termination of visits, placement on non-contact visiting status, suspension or revocation of the visiting privilege, including permanent loss of visits.

### GUIDELINES FOR GUARDIANS AND PARENTS VISITING WITH CHILDREN IN ANY FACILITY

- In all DOC facilities, a guardian can bring in a see-through bottle of formula, diapers that are not packaged, wet wipes in a see-through bag, and a blanket
- Anyone under 18 years of age must be escorted by their parent or legal guardian
- Prior to visiting, minors must be added to the offender's list. This is done by including a copy of the minor's official birth certificate with the application
- If children are escorted by an adult other than their parent or legal guardian, a signed and notarized authorization by the child's parent(s) must accompany the birth certificate

The DOC visiting program is intended as an avenue to develop and maintain healthy relationships. Visiting practices may vary at correctional facilities based on the security needs of the facilities and their physical structures. All visiting information is available on the

DOC website, which is continually updated. <https://mn.gov/doc/family-visitor/visiting-information>

Please pay particular attention to the visiting regulations so that your visits occur with as little inconvenience as possible. If you have specific questions, phone numbers are provided.

Transportation is available in the Twin Cities through Metro Transit bus service (612-373-3333).

Bringing a child into a facility to visit can be a very meaningful way for the child to connect with an incarcerated parent and continue a relationship. To prevent any unexpected delays and make the visit a positive experience for the child, make sure you and the child know what to expect. Each prison in Minnesota has different rules about visiting with children that you should be aware of before you bring a child in for a visit. While these rules apply to all DOC

facilities, there may be additional restrictions or options for children. Some facilities may have a play room for children or allow you to bring in some paper and crayons for drawing, while others may not. It's a good idea to call the visiting office before you visit with a child so you know what is allowed at the facility you will be visiting. You can find the phone numbers on page 2 of this handbook. Finally, before you take a child to see a parent, prepare the child for a prison visit. If possible, make one or two visits alone before the child or children visit so you can tell them what the prison looks like, where the visits take place, how long the visit will be, what the visitation rules are, etc. It might be helpful to share photos of the prison from the DOC website <https://mn.gov/doc/about/photos-videos>.

Each facility has a different visiting schedule. Make sure that you plan your visits during visiting hours.

## Security Checks & Contraband

Security checks are used to ensure that contraband is not brought into the facilities. It is illegal to bring the following items onto the grounds of a correctional facility: any weapon, ammunition, pepper spray, alcohol or controlled substance, tobacco or nicotine products, lighters, cell phones, cameras and recording devices. It is also illegal to take letters and other written documents to or from an offender. For security reasons, you may be required to pass through a metal detector after you register and before you move into the visiting area. Metal jewelry, including piercings, and metal on your clothing can set them off. Remove all metal jewelry and try not to wear clothing with metal pieces, including undergarments with metal wires and clasps. Bring only necessary items into the facility. If you drove, leave what you don't need in your car. There are also lockers in the lobby where you may leave your things. You will not be allowed to bring unnecessary items such as wallets or handbags into the visit room. Security staff may ask you to allow a pat search where reasonable suspicion exists or if you fail to pass through the metal detector, which will be conducted by staff of the same sex in most situations. These searches are not meant to be invasive or make your visits uncomfortable; however, the facility staff needs to maintain security and order. The DOC will conduct these searches in order to allow you to safely visit your loved one. You have the right to refuse a pat or body search, but if you do not pass through the metal detector and refuse these searches your visit may be denied or changed to a non-contact visit.



## Dress Code

The DOC has a dress code for all visitors. The dress code is in place to maintain order in the facility and to ensure contraband is not being passed between an offender and a visitor. Facility staff has the authority to determine what acceptable visiting attire is, and their decision is final. If your visit is refused because of attire, you will be able to leave the facility to change and return to the facility without penalty.

## Clothing Guidelines

Please keep the following guidelines in mind when choosing what to wear to a visit to avoid any problems.

### **NOT ALLOWED:**

- See-through clothing, sheer fabric material, sleeveless clothing and clothing with holes or lace that would expose any part of the skin
- Tight or form fitting clothing that is revealing
- Underwire bras containing metal

- Hooded garments
- Hats, scarves, bandannas, or headgear of any kind - Religious headgear must not interfere with verification of identity and is subject to search
- Outdoor jackets, vests, or coats, including ponchos, shawls, and jean jackets
- Sunglasses

### **REGULATIONS:**

- All pants, jeans or slacks must be worn at the waist level
- Undergarments must be worn at all times and must prevent from revealing anatomy
- All skirts and dresses must cover the knee when seated
- All shorts must cover no less than mid-thigh when seated
- All blazers, suit jackets, and sweaters must be removed and will be searched prior to entry
- Footwear must not present a security or safety concern, boot height must not exceed mid-calf
- All clothing must pass metal detection

## **NO VISITING IN ANY OF THE DOC FACILITIES ON THESE HOLIDAYS**

- New Year's Day
- President's Day
- Martin Luther King, Jr. Day
- Memorial Day
- July 4 (Independence Day)
- Labor Day
- Veterans Day
- Thanksgiving & the following Friday
- Christmas Day

