

## Visit Procedures – GYCF

Rules and regulations for visiting an offender are as follows:

1. The offender is responsible for submitting a list containing names and addresses of potential visitors.
2. If you wish to be included on an offender's visit list, you must contact the offender in writing. You must wait until the offender notifies you that you have been approved to visit him/her.
3. The following persons may be approved to visit an offender:
  - relatives;
  - close friends;
  - clergy; and
  - persons who may have a constructive influence;
  - children under the age of 18 are not permitted to visit unless accompanied by an adult.
4. Attorney visits require at least 24-hour advance notice to ensure the availability of space, staff and the offender.
5. Visiting and registration times for this facility are:

### **NEW VISITING HOURS EFFECTIVE 12/5/15**

<b><u>General Population</u></b>	<b><u>Registration</u></b>	<b><u>Visits</u></b>
Saturday, Sunday	7:15 – 8:15 AM	8:30 – 10:00 AM
Saturday, Sunday	11:15 – 12:15 PM	12:30 – 2:00 PM
<b><u>MSU</u></b>	<b><u>Registration</u></b>	<b><u>Visits</u></b>
Saturday, Sunday	5:45 – 6:45 PM	7:00- 8:30 PM
<b><u>Y unit</u></b>	<b><u>Registration</u></b>	<b><u>Visits</u></b>
Saturday, Sunday	5: 45- 6:45 PM	7:00- 8:30 PM

### **Inmates are allowed to receive visits (2) days a week utilizing the following schedule:**

<b><u>Saturday</u></b>	<b><u>Sunday</u></b>
AM: N-Z	AM: A-M
PM: A-M	PM: N-Z

The above schedule will **utilize the Inmate's last name**. For example: if the Inmate you are visiting last name begins with the letter (A) then he is entitled to receive a visit both the PM session Saturday and the AM session on Sunday. The enforcing of this schedule

is strict. Visits outside the scheduled time for any particular inmate will not be granted unless a special visit is approved through Administration prior to the visit day.

**NOTE:** Non-contact restricted Inmates will only receive (1) non-contact visit per week

## **This program will start on December 5<sup>th</sup> 2015**

6. Visitors must present photo identification. Acceptable forms of photo identification include:

- A current photo driver's license;
- A current photo Welfare/Medicaid card;
- A current employment photo I.D. card; or
- A current passport;

7. Space permitting, the maximum number of permissible visitors for an offender of this facility is 4 adults and 5 children per session. All visitors must register and enter the visit area as a group. Additional visitors will not be processed and/or admitted. All visitors must remain in the visit area for the duration of the visit period.

8. As of February 9, 2014, money orders will no longer be accepted at the facility. All money orders must be sent to Jpay. Money orders will be processed within approximately two business days from the date the money order was received. For all future money order deposits, visit JPay.com to send money with credit or debit card. If you wish to send a money order, print and complete a JPay deposit form from <http://www.jpays.com/>. If you do not have computer access or need further assistance, call 800 574-5729 to speak with a live agent.

9. In accordance with NJAC 10A:18-6.14, all visitors, their belongings, and their vehicles are subject to searches while on the premises.

10. Further visit information is posted at the facility. Complete policies and procedures may be obtained through an Open Public Records Request. On-line request may be submitted through the following web link:

<http://www.state.nj.us/corrections/pdf/OPRA/oprarequest.pfd>

11. Proper attire is regarded as a condition of admission to a correctional facility. Click on the following link to view the Visitor Dress Code requirements.

[http://www.state.nj.us/corrections/pdf/cia\\_visitation/dress\\_code.pfd](http://www.state.nj.us/corrections/pdf/cia_visitation/dress_code.pfd)