

# **VISITATION RULES**

Effective September 15, 2008

For visitation call reception at (541) 265-4277 (select option 4 for jail and option 3 for visitation) between 8:30 am to noon and 1:00 p.m. to 4:30 p.m. Appointments must be scheduled no later than 4:30 pm on Thursday or Friday of the scheduled visiting weekend. No appointments before Thursday will be scheduled. Visitors are subject to a security screening process and must be on the approved inmate visiting list.

Visits are scheduled according to the inmate's housing unit at the time the appointment is made. If the inmate's housing unit changes, it is the inmate's responsibility to notify their visitor to re-schedule. Inmates serving weekend sentences are not eligible for visits.

Visitors will be given the first available slot within the inmate's time period. They will not be able to choose a certain time. If a visitor misses or is late for 2 scheduled visits, they will be removed from the inmate's visitor list for 30 days.

Visitors should call the day of the scheduled visit, anytime after 8:30 am to confirm. If a visitor does not call they run the risk of having the visit canceled due to a change in the housing units. If the visit needs to be canceled after the confirmation call, a deputy will attempt to notify the visitor via phone. Efforts will be made to accommodate visits if time and space are available.

## VISITATION IS A PRIVILEGE AND MAY BE SUSPENDED OR REVOKED.

The reception desk will be closed on weekends and all holidays. Visits will not be held on any holiday. If a holiday falls on Thursday or Friday, visitors must call to set an appointment on the opposite day (i.e. Thanksgiving on Thursday; call on Friday) for the weekend.

Pastor visitation and programs will be closed on all Wednesdays.

### POD VISITING SCHEDULE

One (1) 15 minute visit per weekend if in G1, G2, H Pod or G3 (maximum class).

One (1) 30 minute visit per weekend if in E Pod or G3 (medium classification)).

One (1) 45 minute visit per weekend if in G3 (worker) or A Pod.

There will no splitting of the 30 or 45 minute visits between different visitors.

Two (2) adults OR one (1) adult and two (2) children can visit at the same time.

### A POD (Minimum / Inworker)

SATURDAY – SUNDAY: 9:00 – 10:30 a.m. and 1:15 – 3:30 p.m.

E POD (Medium): SATURDAY: 8:45 – 10:45 a.m. and 1:00 – 3:45 p.m.

G1 POD (Close Supervision): SUNDAY: 1:00 – 1:30 p.m.

G2 POD (Maximum): SUNDAY: 9:00 – 9:15 a.m. (men) & 9:30 – 9:45 a.m. (women)

G3 POD (Female medium & workers): SUNDAY: 2:00 – 3:45 p.m.

H POD (Medical & Segregation): SUNDAY: 10:30 – 11:00 a.m.

PASTOR VISITS: Monday – Friday (except Wednesdays) 3:30 p.m. – 4:15 p.m.

Pastor visits must be completed by 4:30 p.m. Visits are limited to no more than 30 minutes.

Pastor visits will be held in regular visiting areas not attorney booths.

ALL VISITORS MUST MEET THE FOLLOWING REQUIREMENTS

1. Visitors cannot be on parole or probation.
2. Visitors cannot have any criminal matters pending, or have been in custody in the last 90 days anywhere.
3. Visitors must not have any "no contact" order with the inmate (i.e. sentencing, restraining, stalking, etc.)
4. Be 18 years of age to visit unaccompanied by an adult. A family member or legal guardian over the age of 21 years must accompany any person under 18 years of age.
5. Only two children can accompany the adult to the visiting area. The visit will be canceled if there are more than 2 unattended children. Children cannot be left in the lobby area alone.
6. Present photo identification prior to the visit (except persons less than 15 years of age).
7. Visitors must be on time or the visit may be canceled.
8. Visitors must be and act sober. Persons will not be allowed to visit if there is any odor of alcoholic beverage on their person or the person appears to be under the influence of intoxicants of any kind.
9. Visitor's clothing shall be modest in nature. Provocative clothing will not be allowed. Visitors must wear shirts, pants, shorts or skirts, and shoes. If the buttocks, genitalia or breasts are visible when the visitor is standing, sitting or walking, the visit will be canceled.
10. No gang attire will be allowed.
11. Visitors are subject to a security screening process. They shall be required to pass through a metal detector and may be subjected to further wand searches prior to being allowed into the visiting area.

Rules and regulations governing jail visitation are available in the lobby and on our website ([www.lincolncountysheriff.net](http://www.lincolncountysheriff.net)).

#### WRITING AN INMATE IN THE LINCOLN COUNTY JAIL

Please include your first and last name and address in the return address section.

Address the envelope to: (Inmate Name)  
C/O Lincoln County Jail  
251 West Olive Street.  
Newport, Oregon 97365

#### VISITING AREA EVACUATION

In the event of an emergency requiring evacuation, a deputy will lead visitors out of the building. Visitors must follow the direction of the deputy to ensure the safe and expeditious evacuation of the facility.

**ELEVATORS ARE NEVER TO BE USED DURING AN EMERGENCY OR EVACUATION.**