

BE ADVISED

Any and all illegal activity can/will be prosecuted criminally by the Virginia Beach Sheriff's Office (VBSO). To date, approximately 350 Virginia Beach Correctional Center (VBCC) inmates have been convicted by the VBSO of criminal offenses including: Assault, Fraud, Indecent Exposure, Possession of a Weapon, and Obstruction of Justice.

In addition, VBSO staff members will testify at sentencing and violation hearings, which could result in the revocation of suspended sentences.

Bottom line: Your behavior while an inmate in this facility can have criminal, as well as administrative consequences.

Updated May 2014

FOREWORD

The Virginia Beach Correctional Center (VBCC) houses inmates awaiting trial; inmates serving local or state sentences; and inmates waiting transfer to a state penitentiary.

This booklet, a copy of which is provided to you at the time of orientation, is intended to inform you of the rules and regulations of the Virginia Beach Correctional Center and to clearly define restrictions, privileges, programs, and services which will affect your stay here. It is your responsibility to read this so that you may better understand how to conduct yourself.

It is necessary that you understand the basic principles which govern the management of this facility.

- **Security is the highest priority** - any action on the part of one or more inmates that jeopardizes or appears to jeopardize security will not be tolerated and will be dealt with in a swift, decisive manner.
- The safety of all persons in the VBCC, both inmates and staff, is equally important to security. Under the dictates of security and safety, all regulations of this facility are designed to promote efficiency and cooperation. Your attitude and conduct will play a major role in determining the quality and/or length of your stay, the availability of rehabilitation programs to you, and the amount of good time (under the trusty/work force programs) you may earn. Additionally, if you are transferred to the State System, VBCC staff comments and recommendations based on your attitude, behavior, and institutional violations, will be forwarded with you. These comments and recommendations may influence the quality and length of your stay in the penitentiary and the amount of good time you earn there as well.

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RULES AND REGULATIONS

Rules and regulations have been established to facilitate the controlled operation of this facility. Inmates will conform to the rules and regulations established by the VBCC. Violation of these rules and regulations may result in disciplinary board hearings and an inmate being placed in disciplinary segregation, loss of good time, a combination thereof, and/or loss of privileges.

Contraband is prohibited within the center. Contraband is considered to be meal food items, money, alcohol, jewelry, narcotics, sharp instruments, any item(s) that could be fashioned into a weapon or escape tool, any item(s) beyond the approved limit, head wear (with the exception of do rags from canteen), empty containers, any altered clothing, any item(s) not specifically authorized, any item that has been altered from its original state, or tobacco products (with the exception of e-cigarettes purchased from VBCC Canteen). **Inmates are allowed to purchase up to seven (7) e-cigarettes at one time and have up to ten (10) e-cigarettes in their possession. Any amount of e-cigarettes above these amounts will be treated as contraband as stated in this section.** Pictures and publications, sexually explicit in nature, will not be allowed. Pornography of any kind is considered contraband and will include any writings, drawings, pictures, etc. intended to arouse sexual desire, or may be deemed offensive. All items confiscated as contraband will be disposed of in accordance with instructions of the Sheriff or his designee.

Contact or communication with the correctional center staff and volunteers will be in a respectful manner. Inmates having messages or requests for information from a staff member will use an Inmate Request Form.

Any contact or communication between inmates, outside of the day room area, recreational activities, or program participation where such contact is specifically approved, is considered unauthorized.

RULE VIOLATIONS

Rule violations are actions that could result in disciplinary board hearings and an inmate being placed in disciplinary segregation, loss of good time, a combination thereof, and/or loss of privileges.

In addition, you may also be charged with a criminal offense under the applicable code section.

The following is a list of actions forbidden in this facility:

Assaults on Staff

Physically assaulting, threatening to assault, or attempting to assault any staff member, to include contract workers and volunteers.

Assaults on Inmates

Physically assaulting, threatening to assault, or attempting to assault any inmate. This is to include wrestling, sparring, or any other action that could be deemed horseplay.

Destruction of Property

This includes destruction of any property, via any means, belonging to or in care of this facility. Inmates will also be charged recovery costs for damaged, destroyed, or lost items. Actions falling under this category include, but are not limited to, the following:

- Attempting to or setting a fire of any size.
- Altering, failing to return, or intentionally altering an issued razor.
- Destruction of items such as identification cards, sheets, blankets, mattresses, library books, etc.

Disruptive Behavior

Disruptive behavior is any behavior which interrupts, delays, or otherwise alters the normal operations of this facility. Actions falling under this category include, but are not limited to, the following:

- Escape, attempted escape, hiding, or planning an attempt to break from the confines of one's housing area or while in the custody of a member of the Virginia Beach Correctional Center staff. This includes possession of plans and/or drawings of the Virginia Beach Correctional Center, its annexes, grounds, or equipment.
- Flooding ones cell and/or housing area. Inmate may also be held responsible for cost of cleanup and damage.
- Interfering with a staff member in the performance of his/her duties. This is to include feigning an illness that leads to staff calling an emergency code. This must be verified by a Medical staff member on scene.
- Inciting a riot, rioting, or advocating violence or rebellion against the authority under which the inmate is held.

- Refusing to obey a written or direct verbal order stated from a staff member of this facility.
- Deceiving, lying to, or misleading a staff member in any way. (e.g., inmate who refuse or falsely identify themselves, wearing a disguise, purposely hiding facts, false alarms, filing false written grievances, and providing false testimony or accusations.)
- Tampering with any safety or security device such as the intercom, cameras, door, cell locks, lights, or firefighting/fire safety equipment.
- Using verbal or written vulgar/insolent language towards a staff member.
- Unauthorized contact/communication with visitors, volunteers, contract workers, staff members, or other inmates in the Correctional Center or the public while at court.
- Violation of the “Do Not Cross” line unless authorized to do so by a staff member.
- Interfering with headcount in any manner.
- Being found in an unauthorized area (including the assigned bunk of another inmate), or loitering in the pod catwalk and/or stairs.
- Yelling, calling out, or making gestures into any area of the Correctional Center while being escorted from one area to another.
- Passing or causing the passage of any item(s) from one cell block area to or from another cell block area.
- Causing an unusual delay in abiding with an order verbally stated or written by a staff member.

Contraband

Contraband, as defined in the “Rules and Regulations” section of this rulebook, is any item deemed unauthorized by the Virginia Beach Correction Center and/or its staff. Actions falling under this category include, but are not limited to, the following:

- Possession of a weapon, sharpened instrument, or other unauthorized object that could be used to inflict bodily harm to another individual.
- Possession of any article of clothing or equipment normally worn by a deputy sheriff, to include copies or facsimiles of such items.
- Possession of/under the influence of drugs or passing intoxicants not prescribed by a medical representative of this facility.
- Possession and/or use of a tattoo kit (to include items altered to manufacture a tattoo kit). This includes obtaining new tattoos while incarcerated in this facility.
- Possession of any homemade alcoholic substance.
- Possession of any item not authorized or altered from its original state. This includes the possession of body fluids and inappropriate use of

body parts, i.e. hair.

- Possession of gang graffiti/property or participation in gang activities. This includes any recruiting of inmates to a gang.
- Possession of medication in excess of normal dosage or expired medications issued by the Medical Department.
- Possession of smoking materials. (e.g., tobacco, rolling papers, matches, lighters, etc.)
- Possession of items in excess of their basic issue without written permission from a staff member.
- Removing any item(s) from one's housing unit when going to court, except legal materials specifically related to the court appearance.

Sexual Behavior

Sexual behavior is any behavior/action of a sexual nature that is deemed unauthorized or inappropriate by the Virginia Beach Correctional Center and/or its staff. Actions falling under this category include, but are not limited to, the following:

- Intentionally making an obscene display or exposure of their person, or private parts, to staff/personnel or other inmates. This type of behavior could result in the inmate becoming a registered sex offender.
- Soliciting or attempting to solicit a relationship with a Virginia Beach Sheriff's Office staff member, medical staff, volunteer, or contract worker.
- Making improper sexual advances toward staff members, civilians, or the general public, verbally, by gesture, in writing or by whistling in a suggestive manner.
- Participating in homosexual behavior of either forcible or consensual nature.

General Housekeeping

Inmates not maintaining their authorized living area up to basic, uncluttered hygienic conditions may be found in violation of this action. Actions falling under this category include, but are not limited to, the following:

- Failure to keep one's person, cell, or day room neat and clean; failure to pass cell inspection. (Includes bunk made up in an orderly fashion and personal items neat and orderly).
- Permitting an untidy or unsanitary condition to exist in the inmate's immediate area.
- Failure to maintain proper personal hygiene.
- Covering cell light fixtures, hanging pictures, pinups, illustrations, or

graffiti on cell walls, vents, bars, windows, and/or cell doors in the pods or blocks.

- Placing, attaching, or hanging any items (to include clothing) to or from the bars, ladders, or bunks. This includes the bars on windows and cell doors in the pods.
- Improper use of dayroom tables, chairs, or walls within housing areas, recreation areas, or visitation areas. This is to include, but not be limited to, sitting on tables, putting feet on chairs and/or walls, or using any above mentioned item to assist one with exercises.
- Unauthorized cell, living area, or clothing exchange.
- Being found in cell, day room, or any other area without a jumpsuit on or jumpsuit up to waist with a T-shirt.
- Using any cup other than the Correction Center issued cup at feeding.

Defrauding

Defrauding the Virginia Beach Correctional Center is defined as any action by an inmate with the direct intent of depriving this facility, staff member, or another inmate of their right, property, or money for one's own private gain. Actions falling under this category include, but are not limited to, the following:

- Tampering with, stealing, or attempting to steal any item.
- Conspiring to defraud the Sheriff's Office.
- Failure to return library books, magazines, etc. or removing program block books/magazines from said block without prior approval.
- Using another inmate's PIN number to use the telephone or order canteen.
- Indigent inmate giving an indigent envelope(s) to another inmate who is not on indigent status, or receiving an indigent envelope(s) from another inmate and not currently on indigent status.
- Unauthorized altering of canteen records or other receipts in order to affect a monetary gain.
- Calling or attempting to call any office in the Correctional Center and/or any other phone call made with the intent to deceive the recipient or obtain a three way call.

Inmates in violation of rules and regulations face penalties of various degrees. Penalties for rule violations include:

- Loss of some or all Earned Good Time accumulated while at the Virginia Beach Correctional Center
- Assignment to Disciplinary Segregation.
- Loss of privileges including:
 - Canteen

- Visiting (except legal)
- Recreation
- Education/Rehabilitation Programs
- Trusty status
- Television
- Telephone (attorney calls exempted)
- Written reprimand
- Any combination of the above penalties

Inmates referred to a Disciplinary Board Hearing for institutional offenses will receive, at a minimum, the opportunity to:

- Receive written notice of the charge and basis for it at least 24 hours prior to a board hearing.
- Have the assistance of a staff member or a fellow inmate in defending the charge.
- Have the charge heard in his/her presence, unless a serious security threat could result.
- Submit witness statements and/or documentary evidence in his/her defense.
- Appeal any finding of guilt to the Appeals Officer. Appeals must be in writing and made within 24 hours of the hearing.
- Inmates will be found guilty if they refuse to come to the bars/slider when summoned.

Inmates are advised that their behavioral record will follow them to the Department of Corrections and can impact their classification status.

BONDING

When a person is arrested, he/she is entitled to a bond hearing. The individual is taken before a magistrate who has the authority to set a bond and will determine the type and amount of bond to be set.

If at such time the magistrate determines a Personal Recognizance (PR) bond is appropriate, he/she may set the bond amount and release the individual on their signature. If the magistrate requires surety, he/she will determine what amount is required and advise the inmate at that time. Once the magistrate sets the amount of bond, the individual may post cash or property.

If the individual cannot post a cash or property bond, he/she can still be bonded by a professional bonding agent. The telephone numbers for local bonding agents are displayed on the monitors in Intake and on the televisions in the cell

blocks. Correctional Center staff will not recommend any bonding agency or bondsman. Telephones are available in all holding cell areas. Inmates will have the opportunity to complete a collect call. The choice of the bonding agent rests solely with the inmate. Telephones are provided in each cell block. Inmates may continue to attempt to post bond on a daily basis.

COURT APPEARANCES

If an inmate is unable to make bond, he/she will be arraigned the first day of court following incarceration. In Virginia Beach, arraignments may be conducted via closed circuit video. Normal court days for General District Court, Juvenile and Domestic Relations Court and Circuit Court are Monday through Friday. This schedule may vary due to holidays.

The inmate's attorney should be expected to advise him/her in advance of the time and date of future court appearances. The inmate should, after prior notification, be fully dressed and ready to exit the cell when called for court. Inmates will wear Correctional Center clothes for all court appearances with the exception of a jury trial in Circuit Court. Inmates are only permitted to take legal documents to court **relating** to the court case being heard that day.

INMATE PHONE USAGE & PROCEDURES

Upon entering this facility, you are given an Inmate Telephone ID Number (TID) Release Form. In order to maintain the security of your telephone account, it is recommended that you set up your personal pin number and voice recording once you arrive in your assigned housing unit.

For English press (#1)
For Spanish press (#2)

Using the telephone key pad as an interface, a menu of options is given to you. You can learn all the functions by listening to the instructions later on, but for now the security of your account is very important.

At the main menu, press (#6). The system gives the number prompt (#1) for allowed number. Press #1. You will be asked to create your personal five digit pin number. You will then be asked to re-enter the five digit pin number you just created.

To enter your voice recording in the inmate phone system for the first time, do the following: At the main menu press (#1). Enter the number 757-385-3044. At

the tone, say your name and the call will be completed. All you are doing is recording your name at this point. Once you hear a ring, you can hang up; this call cannot be accepted. Your voice recording or pin number can be reset later.

Keep your pin number and TID number secret, especially when dialing calls. Use your body or an object to cover the keypad so that other inmates cannot see the numbers you are dialing. In the event you require a new TID number, it will only be issued to you after an investigation has been conducted and valid data has been found to change the TID number.

Third Party calling is **NOT PERMITTED** by this facility. When a 3rd party call is detected, the caller's number will be banned by the facility for 30 days and you will receive an institutional write up, which could result in loss of privileges.

The inmate telephone system turns on automatically at 9:00 a.m. and turns off automatically at 11:00 p.m. daily. All inmates have unlimited access to telephones during this time frame, with the exception of those housed in a Security Housing Unit or those that have had privileges suspended as a result of institutional rule violations.

The facility and the phone service provider are not responsible in any way for any loss of funds you may experience during your incarceration in the Virginia Beach Correctional Center.

RECEPTION & ORIENTATION

Upon admittance to this facility, inmates will be taken directly to Intake, where his/her entry will be recorded. An identification card, for identification purposes, will be given to you and must remain in your possession at all times. Failure to comply is a direct violation of VBCC rules and regulations. No privileges, including canteen, visiting, phone, etc., will be granted to any inmate unless the identification card is properly displayed. Additionally, appropriate forms will be completed and the medical staff will be notified immediately if there appears to be a serious medical problem. All inmate records are considered confidential and any unauthorized or improper disclosure is prohibited. **Inmates refusing to be screened by Medical or Classification will be segregated.**

Each inmate will be strip searched as appropriate for weapons and contraband, in private, by a staff member of the same sex. Body cavity searches may be conducted when there is reasonable suspicion an inmate is secreting contraband in such body cavity. Cavity searches will only be performed by a physician or registered nurse in a private location.

After being searched, each inmate will change into clean Correctional Center clothing (jumpsuit).

All personal effects will be inventoried and maintained in the Property Division. Property boxes are sealed and items will not be released unless special circumstances exist. Each inmate will be issued a copy of the receipt itemizing his/her personal belongings.

All personal property retained by inmates will be clearly marked with the inmate's last name and first initial. These items must be of a color and type approved by the VBSO.

In accordance with the Code of Virginia (53.1-131.3), all inmates will be charged a room and board fee of \$3.00 per day for each day they are incarcerated. State Law allows for the collection of the \$3.00 per day while you are still physically located in this facility even after you become a Department of Corrections inmate.

- Any inmate found not guilty or having an offense nolle prossed shall be entitled to be refunded \$3.00 per day of their room and board fee for every day served on the dismissed or nolle prossed, jailable offense.
- It is the sole responsibility of the inmate to contact the accounting division of the VBCC to make the necessary arrangements for reimbursement.

Virginia Code (53.1-228.1) allows for the administrative recovery of cost associated with replacing or repairing facility owned or issued property intentionally damaged or destroyed by inmates. It shall be the policy of the Virginia Beach Sheriff's Office, whenever possible, to recover said costs.

Classification

Those inmates that are unable to make bond will be interviewed by a Classification Officer, who will process them into the correctional system.

The Classification Officer will complete screening interviews. The inmate will also be told how to see a doctor, nurse, or dentist if the need arises. The inmate will be classified in terms of level of custody required. A housing assignment will then be made.

The inmate will be given a copy of the Rule Book with Inmate Visitation Authorization Form inside. The Authorized Visitor form is limited to five individuals and only those persons listed will be allowed social visits with the inmate and cannot be changed. Do not include Attorneys, Bondsmen, or Public Defenders as any of your five; however, clergy members should be included and be specifically named.

After being classified, each inmate will be given soap, a toothbrush, toothpaste, bedding, a towel, and washcloth by property deputies. The issuance of bedding, towels, wash clothes and facility clothing will be recorded and inmates held accountable.

Daily Inmate Schedule

Subject to variations based on certain circumstances, the following daily schedule will be maintained:

| | |
|------|--|
| 0100 | Reveille - Kitchen Trustees |
| 0330 | Morning Meal Commences |
| 0400 | Reveille - Inmate Population – Lights On |
| 0430 | Issuance of Cleaning Gear |
| 0800 | Cell Inspection / Issuance of Lunch Bags |
| 0900 | Phones Turn On |
| 1530 | Evening Meal Commences |
| 1830 | Razors issued (Sun. & Wed. only) |
| 2300 | Lockdown - Lights Off / Phones Turn Off |

CELL INSPECTION & GENERAL GUIDELINES

Cleaning materials will be made available to the cell blocks after conclusion of the morning meal. Any block refusing to use the cleaning gear will be subject to loss of privileges.

Each day prior to 0800, all bunks are to be made up and must remain made up until your block passes cell inspection. Bedding is to remain in cells throughout the day and evening.

All cells are to be swept, cleaned, and neatly maintained.

The day room area of each block is to be swept and mopped. All stairs, bars, and shower areas are to be cleaned. Trash and sweepings are to be emptied into trash receptacles.

At cell inspection, all inmates must be fully dressed in their jumpsuit, with identification card displayed. Inmates who are housed in a cell will stand outside the cell door. Those not housed in a cell will stand at the end of their assigned bunks, with nothing in their hands or on their heads, to include do-rags when deputies arrive at the block. After cell inspection and within assigned block, the jumpsuit may be pulled down to the waist, but a T-shirt must be worn. Anytime an inmate is out of his/her bunk, they **MUST** have a jumpsuit on at least to their

waist with a T-shirt. Any time an inmate leaves their assigned housing area they must remain fully clothed, unless specifically authorized to remove any clothing or pull the jumpsuit down.

Being on lockdown, in Restricted Housing, Administrative Segregation, or Weekend Program **does not** exclude cell inspection as part of the inmates' daily routine.

Inmates who have caused or allowed a condition to exist which poses a health, safety or fire hazard may be written up and dealt with through the disciplinary and/or classification review process.

Those blocks, including catwalks, not maintained in a clean and orderly manner throughout the day will be subject to loss of any and/or all privileges.

Inmates and their living areas are subject to search for contraband at any time. All inmates are required to stand and display their identification card at meal times. This applies even if the inmate does not desire to take a tray.

Correctional Center paperwork must be requested at cell inspection ex: In-house request, and indigent request. **Note: Grievance forms are an exception. They are offered at the time of an inmate's verbal request.**

VISITATION

All visits will be conducted in an authorized Visitation Room. **Contact visits are strictly prohibited.**

Visitation is a privilege and will be treated as such. Any visitor entering the Virginia Beach Correctional Center or its annexes is subject to search. A visitor not consenting to a search will not be allowed to enter the facility. Inmates are allowed to receive one thirty (30) minute visit per week by appointment. Each new week starts on Sunday. Workforce and Trustee inmates receive two forty-five (45) minute visits per week by appointment. A maximum of three (3) visitors are allowed for each inmate, this includes juveniles. Juveniles will not be left unattended at any time and must be controlled. All visitors, regardless of age, are required to be on the visitation list prior to obtaining a visit. Violation of any visitation rule will result in immediate termination of the visit and/or loss of future visitation privileges.

All visitors, 18 years or older, are required to present a valid DMV picture ID, driver's license, military ID, or passport. **All** visitors under the age of 18 must be accompanied by a parent or legal guardian with a valid ID.

Visitation Attire

Visitors may wear casual dress that is reasonable and appropriate. The VBSO reserves the right to refuse admittance to inappropriately dressed visitors.

No bare feet. Footwear is required.

No revealing or see-through clothing. The body must be covered. Hems, slits or splits of miniskirts, culottes, shorts, etc., may not exceed 4 inches above mid-knee.

Underwear is required. Females must wear bras and panties. Males must wear underpants or undershorts.

No halter tops, tank tops, or tube tops.

No pocketbook or handbags are allowed in the visitation room. The VBSO is not liable for lost, stolen, or damaged property.

Visitation is by appointment only and can be made through the visitation desk at 385-4493 (Mon – Fri, 0900 – 2100), 24 hours in advance.

Regular visitation hours are Sunday - Friday as follows:

0900 – 1000
1230 – 1430
1900 – 2030

And Saturday as follows:

1230 – 1430
1900 – 2030

Clergy Visits

During regular visiting hours and will be on the individual's approved visitors list.

Legal Visits

All attorneys and associates, Pretrial Officers, Probation and Parole Officers and Bonding representatives have **No Restrictions** if conducting official business. Professional visits such as command visits, social workers and representatives of volunteer organizations may be granted visiting privileges in accordance with current procedures and schedules.

Emergency visit requests and/or emergency messages may be arranged through the on-duty Watch Commander or higher authority once the emergency has been verified. Each emergency will be verified by the Chaplain or the Watch Commander.

Inmates may decline visits by particular individuals, news media, etc.

Restrictions to Visiting

Inmates in disciplinary segregation will not be allowed to visit with family or friends. Medically isolated inmates may not be permitted personal visits with family or friends if the medical staff and/or Watch Commander determine they will do harm to themselves or others.

The following items will not be allowed in the visitation area:

- Food
- Cell Phones
- Drinks
- Cameras or any other recording devices
- Sexually explicit materials or photographs

INMATE PROPERTY

The VBSO is not responsible for personal items stolen by other inmates during your incarceration.

Items intended for inmates will be checked into the Property Window, located next to the Magistrate's Office.

Note: Only court clothes, medication, glasses, contacts (and supplies), and photo I.D.'s will be accepted. Denture Adhesive Cream (i.e. Polygrip) will also be accepted, as long as the box is sealed and the product is unused. Denture cleaner is unauthorized.

Property Window Operation hours:

| | |
|--------------------------------|-----------|
| Monday – Friday | 1200-2000 |
| Saturday – Sunday (& Holidays) | 1600-2000 |

Money will not be accepted at the Property Window at any time.

Canteen and/or hygiene products from other facilities will not be allowed in the facility. Such items will be placed into the inmate's property, destroyed, or mailed to an address provided by the inmate.

Inmates may keep these standard items in their living spaces:

- One (1) VBCC Jumpsuit
- One (1) pair VBCC shower shoes
- One (1) each(VBCC towel and washcloth
- One (1) VBCC mattress
- One (1) VBCC blanket
- Two (2) VBCC sheets
- One (1) VBCC laundry bag
- Misc. hygiene products
- One (1) cup (purchased from canteen)

Inmates may keep the following personal clothing items in their living space. These items must be purchased from canteen.

Male and female inmates are allowed:

- Six (6) white T-shirts (crewneck or V-neck only)
- Six (6) pair white socks
- Two (2) thermal sets top/bottom
- One (1) pair crocs (purchased from canteen)
- One (1) pair tennis shoes (purchased from canteen)

MALES ONLY

6 pair of boxers or briefs
(No snaps)
(Cotton only)
(White)

FEMALES ONLY

6 pair of panties
(Cotton only)
(White)
6 bras, no under wire

Clothing items cannot be altered in any way.

Do-Rags may be purchased from Canteen to be worn in the **common living area only**. Any alterations to Do-rags purchased or homemade Do-Rags will be confiscated and destroyed.

The following list is provided as a guideline for authorized paper materials allowed to be kept in the cell.

- Five (5) books (including religious books)
- One (1) dictionary
- Three (3) newspapers (no more than 3 days old)

- Three (3) magazines (no more than 30 days old)
- Two (2) writing tablets
- Personal papers, religious materials, VBCC materials/receipts, and legal materials/copy of your warrants
- Five (5) unframed photographs (no larger than a 4 x 6, no Polaroid's)
- One (1) photo album (must be purchased through the Caremart website) containing up to 36 pictures (all must be in the photo album)
- Addresses and telephone numbers
- Writing materials

Separate housing will be provided for those inmates for whom it has been deemed necessary to restrict their movement and/or privileges. Inmates who are assigned to Disciplinary Segregation or a Security Housing Unit will only be allowed the following items in their cells:

- Two (2) sheets
- One (1) blanket
- One (1) mattress
- One (1) laundry bag
- One (1) jail-issued cup & spork
- Three (3) T-shirts
- One (1) thermal top
- One (1) thermal bottom
- Three (3) sets of underwear.
- Three (3) pairs of socks
- One (1) pair of shower shoes
- One (1) jumpsuit
- One (1) toothbrush
- One (1) tube of toothpaste
- One (1) bar of soap
- One (1) bottle of "Maximum Security" brand shampoo
- One (1) bottle of "Maximum Security" brand deodorant
- One (1) comb or brush
- One (1) washcloth & one (1) towel
- Ten (10) sheets of toilet paper, upon request
- Five (5) envelopes
- One (1) pen
- One (1) writing tablet
- One (1) pair of glasses
- Required medication(s)
- Two (2) books or magazines
- Legal paperwork

Personal property will be returned to the individual upon release. Written acknowledgment of receipt will be made by the inmate. If the inmate is sent to another institution, ONLY AUTHORIZED items will be forwarded with him/her. The VBSO will not be held liable for any personal property not accepted by any other institution during the time of transfer. Any other property will be mailed to an address provided by the individual. P.O. boxes will not be accepted.

The following items are authorized:

- Identification
- Legal Paperwork
- Medication

MAIL

All inmates will be afforded the same correspondence privileges. There is no limit on the number of letters an inmate may send or receive. Excessive amounts of mail and correspondence will be placed in the inmate's property and/or mailed at the inmate's expense. All incoming mail/packages MUST have a 'Return Address.' Those items without a 'Return Address' will be sent back to the US Post Office.

All legal mail will be opened and inspected in the presence of the inmate. All other inmate mail is subject to inspection and may be opened and searched prior to delivery.

ALL outgoing mail must be addressed properly with **NO DRAWINGS OR COLORINGS** anywhere on the outside of the envelope.

All mail sent out by inmates must be sealed by the inmate. The inmate's full return address must be listed on the outside of the envelope. All outgoing mail will be sent daily except Sundays and holidays. The return address is:

**Inmate Name and OMS #
P.O. Box 6098
Virginia Beach, VA 23456**

**** Please note: Any mail sent out by an inmate and returned to this facility for any reason will be given a mail restriction write-up and will then be placed into the inmate's property box until their release from this facility.**

Incoming mail will be delivered without undue delay.

Inmates **will not** be allowed to receive publications that violate the U.S. Postal regulations or advocate violence or rebellion against any government authority.

Calendars, ordering forms with prices, catalogs, brochures, and newspapers more than 3 days accumulated will not be accepted.

Inmates may not correspond with other inmates who are incarcerated in the Virginia Beach Correctional Center or any other facility. Inmates may request permission from the Classification supervisor to correspond with **immediate family members** that are also incarcerated at the Virginia Beach Correctional Center or another facility. Immediate family member is defined as father, mother, sibling, child, spouse, or those who have a child in common. Proof of such relationship **must be provided** directly to the Classification Division from someone outside the facility.

Greeting cards must be no larger than 6" by 9" when fully opened.

Religious material must be provided by a religious organization and screened by the Chaplain.

Any outgoing inmate mail written on any form of VBCC paperwork will be considered contraband and will not be sent through the U.S. Postal Service. Any other incoming or outgoing mail containing body fluids, liquids, hair or hair extensions will also be considered contraband and will be destroyed. **Any incoming or outgoing mail containing hazardous material will be destroyed.**

Notice of Seizure of Mail Contraband

The inmate and sender are allowed the opportunity to challenge the seizure of mailed contraband within 30 days of the date of the Mail Seizure Form with the VBSO staff member who is empowered to reverse the seizure. The inmate may do this by submitting an Inmate Request form to the Property Division. The sender may do this by contacting the Property Division at 757-385-8685, filing a complaint at www.vbso.net, or sending a correspondence with an explanation of the appeal.

Virginia Beach Sheriff's Office
Post Office Box 6098
Virginia Beach, VA 23456
Mail Seizure Form

Inmate Name: _____ Date: _____
Inmate OMS Number: _____ Housing: _____
Sender Name (Received From): _____
(Address): _____

The following items are considered CONTRABAND and are not permitted in the facility:

- _____ Excessive photos, (greater than 5), and no larger than 4" x 6" – Polaroid photos are unauthorized. Photos sexually suggestive or explicit, gang related, or deemed inappropriate are unauthorized.
- _____ Tobacco products of any type to include incendiary items and devices such as matches, lighters, etc.
- _____ Cash or Personal Checks
- _____ Any gang related materials
- _____ Envelopes, letters, greeting cards larger than 6" x 9" when opened, stationary, etc., with white-out, correction tape, correction fluid, stickers, glue, staples, tape, cologne or perfume, liquids, lipstick, drawn or written in marker, glitter, or any other attachments.
- _____ Unauthorized correspondence from other jails, correctional facilities, detention centers, etc., or correspondences prohibited by any court order or mandate of the court.
- _____ Hardback books, spiral bound books, or books and magazines that contain any of the following:
- Sexually explicit material or language
 - Weapons or explosive devices
 - Gang related material or tattoos
 - Electrical, plumbing, construction, locksmith, self-defense tactics, or escape techniques
 - Law enforcement equipment or attire
 - Advocates, promotes or entices violence, rioting, illegal activity, or disruption within the facility
 - Not directly sent from the publisher or authorized bookstore.
- _____ Any correspondence without a return address.
- _____ Forwarded business or personal mail.
- _____ Blank stationary, blank paper, blank envelopes, stamps or stamped envelopes, postage paid envelopes or any office supplies.
- _____ Hazardous materials/biohazards and objects deemed a threat to safety and or security.
- _____ Other _____

Reasons/Comments: _____

Disposition of the item(s):

Returned to sender _____ Returned to the Post Office _____

Stored in the inmate's property box _____ Disposed/Destroyed _____ Other _____

Mail Personnel Signature/J-Code: _____

BY ORDER OF THE SHERIFF:

1. The sender and the inmate are allowed the opportunity to challenge the seizure of mailed contraband within 30 days of the date of the Mail Seizure Form.

2. The sender may do this by contacting the Property Division at (757) 385-8685, filing a complaint at www.vbso.net, or sending a correspondence with an explanation of the appeal. The inmate may do this by sending an Inmate Correspondence or an Inmate Grievance to the Property Division.

3. Within 30 days of receipt of the appeal the Jail Officer designated to oversee inmate mail will review the seized item and determine if the item is mailed contraband. The Jail Officer will respond in writing of the decision to uphold or overturn the seizure. The specifics of the Sheriff's Office Inmate Rules and Regulations can be found at www.vbso.net, click on the Rules and Regulations tab.

WHITE – PROPERTY

YELLOW – INMATE

PINK – SENDER

LAUNDRY

Personal laundry, including towels and linen, **will be washed once per week.**

Jumpsuits will be changed at least twice a week.

CANTEEN

All deposits made to the inmate canteen fund must be in the form of a Money Order, Certified Check, or Cashier's Check, and sent in the inmate's name and addressed as follows:

**Inmate's Name and OMS #
C/O Virginia Beach Sheriff's Office
Inmate Account
P.O. Box 6186
Virginia Beach, VA 23456**

NO MONEY (CASH, CHECK OR MONEY ORDER) WILL BE ACCEPTED THROUGH ANY CONTROL CENTER.

Any money orders mailed directly to an inmate will be returned to sender.

Money mailed to the VBSO Canteen should not contain any correspondence. Inmate mail will only be accepted via the U.S. Postal Service

Inmates must place their canteen order via telephone using their assigned PIN

number, no later than Monday by 2300hrs (11:00pm).

Canteen delivery for the entire facility will be on Saturday. Inmates that have been moved between the time their order was placed and Saturday, will receive their canteen on the following Thursday. This does not apply to inmates coming out of Disciplinary Housing. Inmates coming out of Disciplinary Housing will have their canteen delivered on the weekend following their release from said housing.

If inmates purchase clothing or linen items from canteen, these items must not exceed the authorized amount as specified in the "Inmate Property" section of this rule book. All excess clothing will be treated as contraband.

All canteen sales are final (**no refunds**). If you are released prior to receiving your canteen order, you will have 3 business days after your date of release to arrange pickup of your order. It is your responsibility to contact the VBSO Food Services Office directly to schedule a pick up. Commissary not picked up by the end of business on the 3rd day, will be either destroyed or donated to a charity designated by the VBSO. The Food Services Office phone number is (757) 385-4516.

Should you receive an item from Canteen or CareMart that is damaged, you must immediately send an Inmate Request Form to the canteen office. The request must state what the item is and how it is damaged. You must then hold onto the damaged item to be replaced. Canteen will not replace any items unless you have the damaged item to trade out.

Ordering canteen for another inmate or using another inmate's account to order canteen is considered an abuse of the canteen system. This will result in a 90-day suspension of your canteen privileges.

Inmates will be given a pin number that allows them access to use the phone. The inmate will need to use this number when making phone calls. This pin number is connected to the inmate's canteen account and allows their canteen account to be charged automatically.

Fresh Favorites Unlimited

There is no limit on the number of Fresh Favorites an inmate can order and receive at one time. For example: if an inmate orders three Fresh Favorite meals at the same time, he/she will receive all three Fresh Favorite meals at the same time. Deliveries will begin at 1400 hours (2:00pm) each day. Inmates will have until 1730 hours (5:30pm) to consume all of the meals. Promptly at 1730 hours, **all** meal containers will be collected. Inmates are not permitted to keep

any food not consumed. **When placing an order, only order the amount of food that can be consumed in one short sitting. (Please also make this request of anyone ordering from CareMart).**

Fresh Favorites schedule

A-Wing 3rd: Monday
A-Wing 2nd: Tuesday
B-Wing: Wednesday
C-Wing 2nd: Thursday & make up meals
C-Wing 3rd: Friday
This schedule is subject to change

Late Night Snack Bags Unlimited

There is no limit on the number of Late Night Snack Bags an inmate can order and receive at same time. For example: if an inmate orders three Late Night Snack Bags at the same time, he/she will receive all three Late Night Snack Bags at the same time. Deliveries will begin at 1430 hours (2:30pm) each day. Inmates will have until lockdown to consume all of the meals. Promptly at lockdown, **all** meal containers will be collected. Inmates are not permitted to keep any food not consumed. **When placing an order, only order the amount of food that can be consumed in one short sitting. (Please also make this request of anyone ordering from CareMart).**

Questions/Concerns

Questions/Concerns regarding **Canteen** must be submitted via an Inmate Request form within 30 days following the delivery of the order in question.

Questions/Concerns regarding the contents of **CareMart** orders must be submitted within 30 days following the delivery of the order in question by the inmate or within 60 days by the CareMart customer.

Non Delivery of CareMart Orders

Within 60 days of purchase, the customer whom places the CareMart order must submit an email by following the “Contact Us” link on the www.vbsocaremart.com website to resolve any issues with non-delivery of items.

****(Note: only approved personal hygiene items will be issued to inmates Disciplinary Housing)****

LATE ORDERS WILL NOT BE ACCEPTED

INDIGENT INMATES

An indigent inmate (an inmate having less than the cost of five first class stamps in his/her account for 15 days) will be eligible to receive the following items once every fifteen days: 1 writing pad, 1 writing utensil, 5 envelopes (these envelopes are included in the 5 first class letters allowed per week). 1 bar of soap, 1 tube of toothpaste, 1 toothbrush, 1 mini deodorant, 1 4oz shampoo. The cost of indigent canteen and indigent postage will be deducted from any funds received by an indigent inmate.

Indigent inmates will receive indigent canteen once every fifteen days. An Indigent Canteen Request Form must be submitted to receive the items.

Indigent inmates will have a postage allowance of no more than five (5) first class rate letters each week. This includes legal mail. Postage allowance will be made available upon request. An Indigent Postage Request Form must be submitted.

LIBRARY

All inmates will have access to library books. The book cart will be brought to each floor twice a month. **Note:** All books must be soft back.

If the inmate is 'Pro-Se,' the law library will assist with current legal charges, to file an appeal, file a writ of Habeas Corpus, or to challenge a specific condition of their confinement under Title 42 U.S.C., 1983.

You are responsible for keeping all books, magazines, and other materials secured when you borrow them. If you are careless and someone else damages/loses the item, you must notify the librarian immediately with an Inmate Request Form.

Please be responsible and show the librarian any damage you find **before** you check the book out to avoid being written up on an inmate rule violation. If the book, magazine, or other material is damaged after you check it out, you will be written up on an inmate rule violation.

All books, magazines, and other materials must be returned to the library monthly before new items can be checked out.

If a deputy removes your book(s) during a cell search or for other reasons, you must submit an Inmate Request Form to the librarian with the deputy's name and the date the book was taken.

RECREATION

Recreation is offered on a regular basis in accordance with all Virginia Department of Corrections minimum standards and VBSO policy.

Recreation is provided in accordance with current security/health requirements, weather conditions, and recreation yard availability.

Recreation is a privilege.

INMATE SERVICES

Inmates are permitted to voluntarily participate in religious services and/or counseling during scheduled hours.

Depending on specific requirements prohibiting inmate participation, inmates may take advantage of religious, educational, rehabilitative, community work force, or trustee programs established within the facility. Requirements for acceptance into these programs differ; therefore, inquiries should be made to the Inmate Program Coordinator for each program.

Substance Abuse Programs

The AA and NA programs are for those inmates who have substance abuse problems and who desire to alter their behavior and lifestyle. Those inmates wishing to participate in either program should submit their request to the Inmate Program Coordinator.

Life Empowerment Program (LEP)

The Life Empowerment Program (LEP) offers inmates a three-phase, Biblically-based opportunity to improve their basic life skills. The three phases are progressive in nature and offer increasing levels of life skills and self-discipline. The program lessons are structured around Biblical life-skills. All new program participants will begin in Phase I. Satisfactory completion of one phase will qualify participants to progress to the next phase. Graduates receive certificates upon successful completion of each phase.

Educational Programs

Inmates who have been classified to general population may request to attend educational classes through the Educational Program and potentially earn their GED. The educational instructor will select inmates on a needs and space

available basis. The teacher and Inmate Program Coordinator reserve the right to terminate or suspend a student from the program based upon his/her performance or behavior in the program.

The Jail Education Program (JEP) offers an educational program for inmates under the age of twenty-two (22) who qualify for special education services and support under *The Individuals with Disabilities Education Act* (IDEA). Interview sheets are completed by the inmate. Upon review of the information, the program coordinator determines if the inmate qualifies for services.

Good Time Credit

Inmates may earn good time credit by complying with jail rules and regulations or by participating in institutional work programs. There are two types of credit:

Statutory Good Time (per Va. Code 53.1-116) and Exemplary Good Time (per Va. Code 53.1-116). Some inmates are exempt from earning good time credits based on the type of offense committed or per their sentencing order. Statutory Good Time (SGT) – Good conduct credit mandated for misdemeanor offenders who obey jail rules is given at fifty percent or one day for each one day served.

Exemplary Good Time (EGT) – Good conduct credit given at the discretion of the Sheriff pursuant to 53.1-116 (A) for offenders with voluntary performance in institutional or work programs at a maximum rate of 5 days credit per 30 days of program participation.

SGT and EGT Exemptions:

- Adult felony offenders serving a sentence of 12 months or less are exempt from SGT.
- Inmates serving a mandatory sentence may not earn SGT or EGT during the mandatory portion of their sentence.
- Inmates serving a sentence for Failure to Pay Support may not earn SGT or EGT if an inmate has been given a purge clause in addition to the sentence.
- Felony offenders sentenced to one year or more may earn EGT until the Department of Corrections issues a state number.

Once the court has sentenced an inmate, Inmate Services and Records (ISR) will review the sentence order from the court. VBSO staff will determine the appropriate method of time computation and potential release date based on the following:

- type of sentence

- offense date
- length of sentence
- any time already served for the offense
- any specific requirements imposed by the judge in the sentencing order
- any SGT or EGT earned

Inmates may have their SGT or EGT forfeited due to a rule violation. The Classification Division will notify the Department of Corrections on any loss of SGT or EGT. The Records Department will re-compute an inmate's release date based upon information received from Classification.

MEDICAL SERVICES

POLICY: It is the policy of the Virginia Beach Sheriff's Office and the Virginia Beach Correctional Center to provide medical care to all inmates regardless of their financial status. However, the Virginia Beach Sheriff's Office is not required to pay for the medical treatment of an inmate for any injury, illness, or condition that existed prior to the inmate's commitment to the Virginia Beach Correctional Center.

Emergency and non-emergency medical and health care services are provided to inmates 24 hours a day / 7 days a week.

The VBCC medical staff will be solely responsible for determining if an inmate's medical condition is to be classified emergency or non-emergency. Inmates needing medical attention should state their problems in writing via a Medical Sick Call Slip during daily medical rounds conducted by the VBCC medical representatives.

****INMATES MAY REQUEST EMERGENCY MEDICAL CARE DIRECTLY THROUGH ANY STAFF MEMBER, AT ANY TIME.****

Indigent inmates will never be refused medical care.

Medical rounds are done twice daily at each housing area. Medical Sick Call Slips are to be handed directly to a medical staff member from the specific inmate requesting services, **not** to a deputy or from another inmate.

Free medical services are as follows:

- Initial intake screening
- Initial physical assessment
- Initial dental screening

- Mental health screening
- Medical emergencies as determined by the medical staff
- Follow up medical visits as required by the medical staff

If you submit a sick call slip and refuse to keep your appointment, you will be charged \$5.00. The only exception will be a documented legal visit (i.e. lawyer or court).

The following medical services are offered at a fee:

- General Sick Call Appointment = \$10.00 per visit
- Doctor Visits (including mental health visits) = \$10.00
- Dentist Visits = \$10.00 per visit and \$2.00 per tooth (filled or extracted)
- Prescribed Medication (each medication) = \$5.00
- Medication Refills = \$5.00
- Appointment refusal = \$5.00

After you have been seen by the Medical Department, you will be asked to sign a charge slip. This slip will detail the charges that will be debited against your canteen account. If you refuse to sign the charge slip, you will be escorted from the medical section and the charge slip will be noted "Refused to Sign." Your canteen account will still be debited.

Fees charged for medical service will be deducted from your account prior to any canteen orders being filled.

If you are indigent, any monies received by you will be used to satisfy any negative balances that you may have.

Requests for glasses, dental work, or other specialized items will be provided only when lack of same would seriously affect the health of an inmate. This will be determined by a doctor or dentist.

GENERAL HYGIENE

Each inmate will be allowed to shower regularly and shave on scheduled days; however, inmates must shower twice weekly.

Barring any medical or disciplinary restrictions, each inmate will be offered the opportunity to use a new razor on scheduled issuing days.

Nail clippers and electric hair clippers are made available to all inmates on a rotating schedule. Inmates are responsible for their own hair care. Inmates may purchase their own health and comfort items through canteen.

(Note: all canteen items must remain in the original container)

GRIEVANCE PROCEDURE

The grievance procedure is available to all inmates with a guarantee against reprisal. Grievance forms may be requested from a deputy at any time.

No more than 10 grievances (except emergencies) may be filed within a 30 day period.

Inmates, who knowingly file false grievances, make false accusations, and/or abuse the system, will be subject to disciplinary actions.

The following are grievable and non-grievable issues. Unless an issue can be clearly demonstrated to fall into one of these categories, the issue cannot be considered grievable.

Grievable

- An alleged violation of civil, constitutional, or statutory rights or policy.
- An alleged criminal or prohibited act of a staff member.
- A situation within the facility that creates unsafe, inhumane, or unsanitary living conditions.
- Selective application or lack of application of facility policies and procedures.
- Denial or reprisals from using the grievance procedure.

Non-Grievable (the following matters are NOT grievable)

- State or Federal Court decisions.
- State or Federal Laws and Regulations.
- Parole decisions.
- Institutional offense rulings/decisions, since they may be appealed through other procedures.
- VBSO inmate programs (i.e. inmates not eligible for work programs due to charges, disciplinary problems, and medical problems that require daily medical service.)
- Any matter that is determined beyond the control of the Sheriff's Office.
- Moves or housing assignments.

In the event you have a legitimate grievance, the appropriate inmate grievance form must be completed.

When filling out the grievance form, be specific yet brief when describing your grievance. **Do not write in the response portion of the form.**

Inmate Grievance Forms may be turned into a floor deputy at any time.

Grievances that are of an **EMERGENCY NATURE**, (**Issues related to life, health, and jail security**), will be completed on the Emergency Grievance Form and given to the floor deputy for immediate action by the Watch Commander, or his/her designee.

Under normal circumstances, you will receive a written response within seven (7) business days. This response will contain the reason for the decision and will be made by someone not involved in the grievance.

In the event you have a legitimate grievance appeal, you must request a grievance appeal form from the Grievance Coordinator via an Inmate Request Form. Appeals must be filed within 1 business day (24 hours) upon receiving your grievance appeal form. An issue deemed non-grievable is not appealable.

Inmates are required to follow the aforementioned procedure. Any deviations from this policy will result in the grievance being returned to the inmate unanswered.

SAFETY

In case of a fire, hurricane, or other natural disaster, and after a verbal or mechanical alarm has been sounded, inmates will calmly dress and stand by the nearest exit in their area. They will follow instructions of deputies, fire fighters, or other persons in charge. Inmates will travel single file to a specific safety area.

Setting a fire of any size or tampering with any fire safety device will result in criminal charges placed against the responsible inmate.

What You Should Know About Prison Rape and Sexual Violence

It is the policy of the Virginia Beach Sheriff's Office that regardless of whether inmate or staff member, the Virginia Beach Sheriff's Office maintains zero tolerance for: sexual assault (rape), abusive sexual contact (provocative touching), sexual misconduct or sexual harassment of another person.

If you sexually assault another person you should know that:

- A criminal and administrative investigation will take place. When appropriate, you will be charged and prosecuted criminally and administratively. If convicted, you may expect an additional sentence and life-long reporting requirements as a sexual predator after release. Your classification status will be modified accordingly and you risk loss of any accumulated good time.
- Sexually assaulting another person puts you at risk of contracting a wide variety of sexually transmitted diseases, including AIDS.
- If you have trouble controlling your actions, notify a staff member or the Medical Division. You may be referred to a social worker.

Definitions of Sexual Violence in a Correction Facility:

Sexual assault/rape:

This is defined as contact of any person without his or her consent, or of a person who is unable to consent or refuse. Specifically, contact between the penis and vagina or anus including penetration, however slight. This does include contact between the mouth and penis, mouth and anus or penetration of the anal or genital opening of another person by a hand, finger, or other object.

Abusive sexual contacts:

This is defined as contact of any person without his or her consent, or of a person who is unable to consent or refuse. This includes intentional touching, either directly or through the clothing of: the genitalia, anus, groin, breast, inner thigh, or buttocks of any person.

Staff Sexual Misconduct:

This is any behavior of a sexual nature directed toward an inmate by an employee, volunteer, official visitor, or agency representative. Romantic relationships between staff and inmates are strictly prohibited and if discovered will be considered misconduct.

Any sexual contact between staff and inmate is against the law.

Staff Sexual Harassment:

This is repeated verbal statements, comments or gestures of a sexual nature to an inmate by an employee, volunteer, official visitor, or agency representative.

If there are any questions regarding anything mentioned in this rule book, inmates should contact a deputy for clarification.

INMATE VISITATION AUTHORIZATION

Inmate Name: _____ OMS #: _____

| <u>Visitor's Name (Last, First)</u> | <u>Address/Phone (if known)</u> | <u>Relationship</u> |
|-------------------------------------|---------------------------------|---------------------|
| _____ | _____ _____ | _____ |
| _____ | _____ _____ | _____ |
| _____ | _____ _____ | _____ |
| _____ | _____ _____ | _____ |
| _____ | _____ _____ | _____ |

NOTE: This will be the only opportunity you have to register visitors.

Inmate Signature: _____ Date: _____