

Visit Procedures - WYCF

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.
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 family member.
4. Attorney visits require at least 24-hour advance notice to ensure the availability of space, staff, and the offender.
5. Visitors must present photo identification. Acceptable forms of photo identification include:
 - a current photo driver's license; - a current photo Welfare/Medicaid card
 - an employment photo ID; or - a current passport.
6. Space permitting, the maximum number of permissible visitors for an offender of this facility is 4 Adults (no limit for children).
7. As of February 9, 2014, all NJ DOC facilities will no longer be accepting money orders. 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, please follow these steps: Print and complete a JPay deposit form from www.jpays.com/moneyorder.
8. In accordance with NJAC 10A:18-6.14, all visitors, their belongings, and their vehicles are subject to searches while on the premises.
9. 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: https://www4.state.nj.us/NASApp/DCA_OPRA/getDivision.
10. 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.pdf
11. Registration and Visiting times for this facility are indicated below: **(NOTE: There are no visits on State Holidays)**

GENERAL POPULATION AND FULL MINIMUM UNIT

Inmates in General Population and the Full Minimum Unit are eligible to receive visits on **SATURDAY** and **SUNDAY**, however, not for consecutive visit periods on the same day.

- Period 1 **06:15 AM to 07:15 AM** (Visit time 07:30 AM to 9:00 AM)
- Period 2 **10:00 AM to 11:00 AM** (Visit time 11:30 AM to 1:00 PM)

****All contact visit times are approximate****

****No Visitor will be permitted to leave until a count is cleared****

Step Down Unit

Inmates who are housed in the Step Down Unit (SDU) are eligible to receive visits on **SATURDAY** and **SUNDAY**.

- **08:15 AM to 09:15 AM** (Visit time 09:30 AM to 11:00 AM)

****All contact visit times are approximate****

****No Visitor will be permitted to leave until a count is cleared****

NON-CONTACT VISITS FOR MAIN BUILDING

Inmates who have lost contact visit privileges are able to receive NON-CONTACT visits. Visits are scheduled by **appointment** only. Each inmate is allowed one (1) non-contact visit per week and is limited to 30 minutes.

Approved visitors may make an appointment by calling the Mailroom (609-298-0500 ext. 1573) between 9 AM – 2 PM Monday through Friday.

- Appointments for visits are available Monday through Friday, 8:30 AM to 2:30 PM (the last appointment on each day will begin at 2 PM)

RHU (NON – CONTACT VISITS ONLY)

Inmates who are serving Administrative Segregation in the Restrictive Housing Unit (**RHU**) are eligible for window type visitation only with their **relatives** with the number of visits based on their level in the program. **Relatives are defined as parent, legal guardian, spouse, domestic partner in a civil union couple, child or sibling ONLY.** Approved visitors **MUST** schedule their visit one week in advance by calling the Mailroom Sergeant, Monday through Friday between 9 am and 2 pm at 609-298-0500 Ext. 1573. RHU inmates are eligible for visits based on their Level. Level 1 inmates are eligible for one (1) visit per calendar month, with visits on Weekdays only. Level 2 inmates are eligible for one (1) visit per calendar week.

MONDAY, WEDNESDAY, FRIDAY - 2:30 PM TO 3:30 PM

TUESDAY, THURSDAY, SATURDAY, SUNDAY – 8:30 AM TO 9:30 AM
2:30 PM TO 3:30 PM

****NOTE:** There is a maximum of **FOUR (4)** approved visitors per period. All approved scheduled visitors must arrive 15 minutes in advance. All visits are a maximum of 60 minutes and will not exceed the allotted timeframe.