# ARIZONA STATE PRISON COMPLEX-FLORENCE
# CENTRAL UNIT VISITATION
# VISITOR RULES AND PROCEDURES

***DO NOT MAIL THE APPLICATION TO THE INMATE***

**RETURN THE APPLICATION TO:**
**ASPC-FLORENCE, CENTRAL UNIT**
**ATTN: VISITATION**
**P.O. BOX 629**
**FLORENCE, AZ 85232**

## VISITATION APPLICATION

1) A SEPARATE APPLICATION MUST BE SUBMITTED FOR EACH ADULT AND CHILD. ALL VISITORS (AGE 10 AND OLDER) MUST CLEAR AN NCIC/ACIC BACKGROUND CHECK PRIOR TO VISITING. ALLOW UP TO 60 DAYS FROM THE DATE WE RECEIVE YOUR APPLICATION FOR PROCESSING.
2) APPLICATIONS FOR A MINOR MUST BE SIGNED BY THE PARENT OR LEGAL GUARDIAN.
3) MINORS MUST BE APPROVED FOR VISITATION; MINORS MAY VISIT ONLY WHEN ACCOMPANIED BY AN APPROVED ADULT ON THE INMATES VISIT LIST.
4) A NOTARIZED PERMISSION LETTER FROM THE PARENT OR LEGAL GUARDIAN IS REQUIRED IF THE MINOR WILL BE VISITING WITH AN APPROVED ADULT OTHER THAN THE PARENT OR LEGAL GUARDIAN.
5) MINORS MUST HAVE A BIRTH CERTIFICATE IN THEIR POSSESSION OR A COPY FILED IN THE INMATES VISITATION FILE.
6) SPECIAL VISITS ARE FOR OUT OF STATE VISITORS OR EXCEPTIONALLY LARGE FAMILIES (MORE THAN 10 FAMILY MEMBERS) ONLY. VISIT MUST BE INITIATED BY THE INMATE AND RECEIVED BY THE VISITATION OFFICE AT LEAST 15 DAYS IN ADVANCE.
7) NO PERSONAL LETTERS OR MONEY ORDERS ARE TO BE RETURNED WITH THE APPLICATION.

## PROCEDURES FOR CENTRAL UNIT MAXIMUM VISITS

1) T0 VISIT A MAXIMUM CUSTODY INMATE YOU MUST CALL **1-520-868-4011 EXTENSION #5255** BETWEEN THE HOURS OF 7:30 AM AND 3:30 PM EVERY DAY **EXCEPT WEDNESDAY.** VISITATION IS CLOSED ON WEDNESDAY. **DO NOT LEAVE A MESSAGE TO SCHEDULE A VISIT. YOU MUST SPEAK TO AN OFFICER IN ORDER TO SCHEDULE YOUR VISIT.**
2) VISITS MUST BE SCHEDULED **A MINIMUM OF 24 HOURS** IN ADVANCE, BUT CAN BE SCHEDULED UP TO 7 DAYS IN ADVANCE. **VISITATION FOR CB-4, CB-5, OR CB-7 IS HELD ON THURSDAY, FRIDAY OR MONDAY AND SATURDAY AND SUNDAY FOR CB KASSON. VISITS ARE 2 HOURS LONG EITHER FROM 7:30 TO 9:30 AM, 10:30 AM TO 12:30 PM OR 1:30 TO 3:30 PM.**
3) IF YOU CANNOT MAKE YOUR APPOINTMENT, PLEASE CALL AND CANCEL. IT IS ACCEPTABLE TO LEAVE A MESSAGE IF YOU NEED TO CANCEL A 7:30 VISIT. MESSAGES ARE CHECKED EVERY MORNING.
4) **PER DO 911.08;1.3, MAXIMUM CUSTODY INMATES SHALL BE ALLOWED TO VISIT A MAXIMUM OF ONE, 2-HOUR BLOCK PER WEEK.**
5) VISITORS SHOULD NOT ARRIVE ANY EARLIER THAN 15 MINUTES PRIOR TO THE APPOINTMENT TIME. YOU WILL NEED TO COMPLETE A VISITOR SIGN-IN FORM AT THE TRAFFIC CONTROL EVERY TIME YOU VISIT.
6) ADULT VISITORS MUST BRING A CURRENT PHOTO I.D., I.E., DRIVERS LICENSE, GOVERNMENT I.D., PASSPORT, MILITARY I.D., OR IMMIGRATION AND NATURALIZATION SERVICE CARDS.

## PROCEDURES FOR CENTRAL UNIT MEDIUM VISITS

1) VISITATION WILL BE SATURDAY & SUNDAY FROM **08:00AM to 12:00PM & 12:00PM TO 04:00PM.**
2) TO VISIT A MEDIUM CUSTODY INMATE YOU MUST **REGISTER BETWEEN 7:30AM TO 10:00AM, OR 11:30AM TO 2:00PM.**
3) ADULT VISITORS MUST BRING A CURRENT PHOTO I.D., I.E., DRIVERS LICENSE, GOVERNMENT I.D., PASSPORT, MILLITARY I.D., OR IMMIGRATION AND NATURALIZATION SERVICE CARDS.

## SEARCHES OF VISITORS FOR CONTRABAND

ALL VISITORS AND THEIR POSSESSIONS ARE SUBJECT TO PHYSICAL SEARCH BY STAFF, ELECTRONIC METAL DETECTION DEVICES, BARRIER SNIFF SCREENING (NARCOTICS DETENTION) BY A DEPARTMENT SERVICE DOG,

AND/OR ION SCREENING. VISITORS REFUSING TO SUBMIT TO A SEARCH SHALL BE DENIED VISITATION. CONTRABAND IS DEFINED AS: ANY ITEM CONSIDERED A DETRIMENT TO THE SAFETY, SECURITY, AND ORDERLY OPERATION OF THE PRISON. THIS INCLUDES, BUT NOT LIMITED TO: ANY ITEM; WHICH COULD BE USED AS AN AID TO ESCAPE, WHICH COULD BE USED TO DISGUISE OR ALTER AN INMATES APPEARANCE; ALCOHOL, ILLEGAL DRUGS, WEAPONS, CAMERAS, VIDEO, AUDIO OR OTHER RELATED EQUIPMENT.

## PLEASE REVIEW THE DRESS CODE POLICY. IF YOUR ATTIRE IS NOT IN COMPLIANCE WITH THE FOLLOWING, YOU WILL BE ASKED TO CHANGE CLOTHES BEFORE BEING ALLOWED TO VISIT.

### DRESS CODE FOR FEMALE VISITORS - ALL AGES

1) NO CLOTHING THAT IS ORANGE, KHAKI-COLORED, TAN, LIGHT BROWN OR DARK BROWN. NO SPANDEX-LIKE MATERIAL. ALL CLOTHING SHALL BE CLEAN AND IN GOOD REPAIR, AND NON -OFFENSIVE. SHEER, SEE THROUGH OR OPEN -NETTED CLOTHING IS PROHIBITED.
2) SHORTS SHALL BE KNEE LENGTH WHEN STANDING. JOGGING SHORTS, CUTOFFS AND HIP-HUGGERS ARE PROHIBITED.
3) SKIRTS AND DRESSES SHALL BE KNEE LENGTH WHEN STANDING. SLITS MID-THIGH WHEN SITTING.
4) SLEEVELESS TOPS OR DRESSES; TANK, TUBE, AND HALTER TOPS; TOPS THAT ARE STRAPLESS; TOPS THAT ALLOW DISPLAY OF BARE MIDRIFF; MESH CLOTHING; BODY SUITS AND SWIMSUITS ARE PROHIBITED.
5) TOPS OF CLOTHING SHALL BE NO LOWER THAN THE COLLARBONE IN THE FRONT AND BACK.
   **V-NECK OR LOW CUT SHIRTS ARE NOT ALLOWED**
6) UNDERGARMENTS SHALL BE WORN AT ALL TIMES.
7) SHOES SHALL BE WORN AT ALL TIMES.

### DRESS CODE FOR MALE VISITORS-ALL AGES

1) **NO CLOTHING THAT IS ORANGE, KHAKI-COLORED, TAN, LIGHT BROWN OR DARK BROWN. ALL CLOTHING SHALL BE CLEAN, IN GOOD REPAIR AND NON-OFFENSIVE, SHEER, SEE THROUGH OR OPEN NETTED CLOTHING IS PROHIBITED.**
2) **SHORTS SHALL BE KNEE LENGTH WHEN STANDING. JOGGING SHORTS, CUTOFFS, AND HIP HUGGERS ARE PROHIBITED.**
3) **SHIRTS SHALL BE WORN AT ALL TIMES. MUSCLE SHIRTS; SLEEVELESS SHIRTS; TANK-TOPS; MESH SHIRTS; OR SHIRTS THAT DISPLAY BARE MIDRIFF ARE PROHIBITED.**
4) **UNDERSHORTS SHALL BE WORN AT ALL TIMES.**
5) **SHOES SHALL BE WORN AT ALL TIMES.**

### VISITORS ARE ALLOWED TO BRING IN ONLY THE FOLLOWING ITEMS:

1) **PERSONAL IDENTIFICATION, TO BE RETAINED AT THE REGISTRATION DESK.**
2) **2 VEHICLE KEYS OR 1 KEY AND A REMOTE ENTRY DEVICE, TO BE RETAINED AT THE DESK.**
3) **PRESCRIPTION MEDICATION, IN THE ORIGINAL CONTAINER, AND ONLY IN A LIMITED AMOUNT NEEDED DURING THE VISITATION PERIOD.**
4) **UP TO $20.00 IN CHANGE ONLY, NO PAPER MONEY ALLOWED. THE VENDING MACHINES ARE FOR VISITOR USE ONLY. NO FOOD OR BEVERAGES ARE ALLOWED TO BE TAKEN INTO THE VISITATION AREA.**
5) **1 WEDDING/ENGAGEMENT RING, 1 RELIGIOUS MEDALLION, 1 PAIR OF EARRINGS, 2 OBSERVABLE BODY PIERCES AND 1 WRISTWATCH.**
6) **1 HAND-HELD BABY CARRIER ONLY. NO STROLLERS. 1 CLEAR PLASTIC DIAPER BAG THAT MAY CONTAIN ONLY 3 CLEAR-PLASTIC BOTTLES OF MILK/FORMULA OR UNOPENED JUICE CONTAINERS, 4 SMALL PLASTIC CONTAINERS OF BABY FOOD, NO GLASS CONTAINERS. 1 SMALL PLASTIC SPOON, 1 DIAPER FOR EACH HOUR OF VISITATION, 1 UNOPENED CONTAINER OF BABY WIPES, 1 BLANKET, 1 PACIFIER, 1 CHANGE OF CLOTHING, 1 BIB AND 1 TUBE OF DIAPER RASH MEDICATION.**
7) ALL VISITORS MUST CLEAR A METAL DETECTOR PRIOR TO VISITING. IT IS ADVISABLE TO WEAR AS LITTLE METAL AS POSSIBLE.

### SUSPENSION OF VISITATION

**WHEN A VISITOR IS FOUND TO POSSESS CONTRABAND OR, VIOLATE THE STANDARDS OF BEHAVIOR THE VISIT WILL BE DENIED OR TERMINATED AND FUTURE VISITATION MAY BE SUSPENDED. 1ST INCIDENT=90 DAY SUSPENSION, 2ND INCIDENT= 180 DAY SUSPENSION, 3RD INCIDENT =INDEFINITE OR PERMANENT SUSPENSION. POSSESSION OF ILLEGAL CONTRABAND= A MINIMUM 180 DAY SUSPENSION AND MAY RESULT IN YOUR ARREST.**