



WESTON COUNTY DETENTION CENTER INMATE /VISITOR VISITATION RULES AND REGULATIONS

- ◆ Visiting for inmates who have been arraigned and are not in disciplinary segregation will be permitted on **Wednesday** starting at **7:00 PM** and ending at **9:00 PM** and **Sunday** starting at **12:00 PM** and ending at **3:00 PM**. Inmates will be allowed two (2) visits per visitation day, with each visit a maximum of 30 minutes long. Any exception to these rules must be requested in advance per written request and approved by the Detention Administrator and/or Sheriff.
- ◆ Visitors must apply for visitation approval at least 24 hours before their first visit. Inmate Visitation Approval Forms can be obtained by requesting at the dispatch window of the Law Enforcement Center. The Detention Center will notify visitor if approved or denied. Limit of five (5) approved visitors per inmate.
- ◆ It is the responsibility of the inmate to notify the visitors of any changes and procedures of visiting.
- ◆ The Detention staff, due to unforeseen circumstances or security reasons may cancel or alter visitation at any time. Visitation will be conducted under the supervision of the on-duty officer and administered at their discretion.
- ◆ Visitors may be subjected to searches of their person or belongings. **Purses, backpacks, bags, and cell phones MUST be left in your vehicle or at home.** No drugs, alcohol, or weapons are allowed in the Weston County Law Enforcement Center.
- ◆ Visitors may be restricted from visiting inmates by the courts or Detention staff. The Detention staff will not tolerate disruptive and/or disrespectful behavior by visitors.



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- ◆ All visitors must provide valid identification, which includes a photograph (birth certificate will be allowed if no photo identification is available) before being allowed to visit.
- ◆ Visitors must check in with the dispatcher, show proper ID and complete the necessary paperwork before being allowed to visit. Failure to comply will result in denied visitation.
- ◆ Visitations occur in order of visitor arrival (first come, first served). Once the visitation form has been filled out and turned in to the dispatcher, visitors must remain in the immediate vicinity of the Law Enforcement Center. If a visitor must leave the vicinity but still intends to visit, they must inform the dispatcher or Detention staff or risk losing their place in line.
- ◆ Visitors must be at least eighteen (18) years of age. If under age 18, the visitor must be accompanied by a parent, legal guardian, or an approved alternative. Potential alternatives include immediate family members (Immediate family members are Mother, Father, Step-Parent, Sister, Brother, Son, Daughter, Husband, and Wife). Detention Administrator or the Sheriff must approve any alternatives.
- ◆ Visitors under the influence are not permitted into facility and could risk being denied future visitation.
- ◆ Visitors who have been incarcerated in the Weston County Detention Center within the last year of their release date will not be allowed to visit without permission from the Detention Administrator or the Sheriff.
- ◆ Any visitor leaving the visitation area must notify Detention staff first. Any visitor who fails to do so will not be allowed to re-enter the area, and the visit will be considered finished.
- ◆ The visiting rooms are small, so it is recommended that no more than two (2) people visit at one time, excluding small children.



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- ◆ If visiting children are unruly or loud in the visiting room or waiting area/lobby, the entire visit may be cancelled and visitors may be asked to leave.
- ◆ Visitors violating rules or failing to comply with a Detention Officer's orders will be asked to leave and may be refused future visits.
- ◆ All items brought in for an inmate must be approved by Detention staff.
Approved items include:
 - ◆ Clothing: socks, underwear, white thermal shirt/pants, bras (no underwire)
 - ◆ Prescription medications in the original bottle.
 - ◆ Paperback books, sealed puzzles, sealed board games, and sealed playing cards. All of these items will be considered donated to the facility and will not be returned, with the exception of personal religious texts.
- ◆ Rules are subject to change at the discretion of the Detention Administrator and or Sheriff.

Signature

Dean Emmert, Detention Administrator

Date