

COMMUNITY, COUNSELING, AND CORRECTIONAL SERVICES, INC.
WATCH-East PROGRAM
Visitor Application

**LISTED BELOW ARE SOME OF THE REQUIREMENTS AND REGULATIONS OF THIS PROGRAM
AS APPLIED TO POTENTIAL VISITORS.**

1. You must submit and be able to produce a valid Picture ID at each visitation. We also require you enclose a photocopy of your ID when you submit this application. Failure to produce a picture identification or falsification of identification could result in denial of visitation privileges. All potential visitors may be subject to a National Crime Center check.
2. All persons entering the WATCH-East facility may be subject to search procedures.
3. The following items are not allowed on the WATCH-East premises; alcohol and/or drugs, tobacco and tobacco paraphernalia, ammunition, firearms or any other type of weapon, any item deemed to be a risk to safety and security and pets or livestock excluding animals certified to assist the handicapped.
4. Purses, wallets, handbags, backpacks, cell phones, camera's or other types of audio and/or visual recording devices and other carry in items will not be allowed in the facility. Diaper bags may be allowed, but are subject to search by staff. WATCH-East is not responsible for lost, stolen or damaged items.
5. Visitors needing to do so may secure approval from the Security Supervisor to bring in checks to be endorsed by the client or legal papers to be reviewed and/or signed by the client. Cash or other items will not be exchanged before, during or after visitation unless prior approval has been received from the Security Supervisor.
6. Visitors may not enter the facility, proceed to the visiting room or leave the visiting room without staff escort.
7. All visitors must be at least 18 years of age, if not immediate family member of the resident, or approved prior to the visit by the Program Administrator or Security Coordinator. Normally, persons under the age of 18 may visit only with the permission of and in the presence of a custodial parent or guardian.
8. Former family members (offenders) are encouraged to attend AA meetings or visit after they have been clean and sober for an additional six (6) months after discharged.
9. It is the responsibility of the client and their visitor to supervise and control their children. This applies to the reception and parking lot areas, prior to visiting, as well. If the client and their visitor neglect this responsibility after being warned, the visit will be terminated.
10. Other reasons for visitation termination, denial and/or suspension are as deemed reasonably necessary to preserve the security of the facility and maintain reasonable order in the visiting room.
11. Visitors are asked to telephone the WATCH-East Program at least twenty four (24) hours in advance to inform them of their pending visit. **Please call (406) 377-6001 ext. 340 to verify visits or check on the visiting schedule.**
REGULAR VISITATION IS CONDUCTED ON SUNDAY FROM 2:00 p.m. to 4:00 p.m.
The visitor orientation class is conducted from 1:00 p.m. to 2:00 p.m. You must attend the class prior to visiting.
12. ANY VISITOR ARRIVING AT THE CENTER SUSPECTED OF BEING UNDER THE INFLUENCE OF ALCOHOL, ILLEGAL DRUGS, OR ATTEMPTING TO PASS CONTRABAND WILL BE ASKED TO LEAVE AND WILL HAVE FUTURE VISITATION PRIVILEGES TERMINATED. LOCAL LAW ENFORCEMENT WILL BE CONTACTED FOR SUSPECTED VIOLATIONS OF STATE, FEDERAL, CITY AND COUNTY LAWS.

I AGREE TO ABIDE BY ALL THE ABOVE RULES AND REGULATIONS AS APPLIED TO MY VISITING PRIVILEGES AT THE COMMUNITY, COUNSELING, & CORRECTIONS, INC., WATCH-East PROGRAM.

APPLICANT'S SIGNATURE

DATE

PROCESSING STAFF SIGNATURE

DATE

Approved

Denied

Please return completed visitor applications to:
WATCH-East PROGRAM
Administration (Visiting)
700 Little St.
Glendive, MT 59330

**COMMUNITY, COUNSELING, AND CORRECTIONAL SERVICES, INC.,
WATCH-East Program**

VISITATION RULES AND REGULATIONS:

We are a Community based Program. These rules have been established in order to provide a safe, secure and functional Therapeutic Environment.

Please take a few minutes to review these rules.

ALL VISITORS ARE SUBJECT TO BEING SEARCHED, PRIOR TO VISITATION.

The following items are not allowed on the WATCH East Premises:

Cell Phones, Alcohol, Tobacco, Firearms and any other Weapons. If you have these items in your possession, you will be asked to return them to your vehicle.

- Purses, wallets, handbags, cameras, backpacks, and other carry in items will not be allowed in the building. (These items should be left in your vehicle). Diaper bags may be allowed, but are subject to search by Security.
- Visitors will not be allowed to bring food into the building. No baked goods, fast food, restaurant items, fruit, vegetables, etc... All approved items brought into family members will be given to Security, and Security will issue them out the following day. *Pets or livestock are not allowed on CCCS WATCH-East property. This does not pertain to Seeing Eye dogs or other animals certified to assist handicap visitors.*
- No one can leave the dining room, except to use the restrooms.

Admittance:

- Picture ID required.
- Prior approval required.
- Visitors are allowed only in the dining room during visitation unless otherwise authorized by security personnel.

Dress Code:

- Visitors must be dressed in a manner that will not distract, disturb, or be offensive to other visitors, family members, or staff in the visiting areas. **See Attachment on Dress Code.**

Denial or termination of visit:

- Visitors that are under the influence of drugs or alcohol.
- Refusal to submit to search procedures.
- Refusal or failure to produce sufficient identification or the falsifying of identification by the visitor.
- Violation of rules by a visitor or Family Member.
- Passing of any type of object, paper, etc. directly to the Family Member without Security approval.
- Failure to prevent children from disturbing other persons in the visiting area. (All children will remain in the visiting area).
- Inappropriate display of affection, suggestive activity, or inappropriate dress.
- Other conduct or conditions deemed by the shift supervisor to be disruptive to visiting, operations, or to security and good order.
- The facility or Family Member has met capacity of visitors.

Pickup time: Sundays only, 12:30 p.m. at the Glendive City Hall

**You must call the facility 24 hours in advance with the number of visitors arriving.
(406) 377-6001 ext. 340**

**COMMUNITY, COUNSELING, AND CORRECTIONAL SERVICES, INC.,
WATCH-East Program
Attachment**

VISITORS DRESS CODE

This code applies equally to men, women and all children above the age of ten. Visitors must be dressed in a manner that will not distract, disturb or be offensive to other visitors, family members/clients, or staff in the visiting areas.

These items of clothing will not be allowed in the Visiting area:

- Spandex tops or pants.
- Shorts any higher than 2-inches above the knee.
- Transparent (any visibility through a top, skirt, or pants) clothing without the proper under garments (bra, slip, and underwear) and top or dress showing excessive cleavage.
- Vest (down-filled type).
- Any skirt or dress higher than 2-inches above knee.
- All shirts and tops must cover the midriff area at all times.
- Hats or caps (unless worn for religious reasons).
- Head scarves (unless worn for religious reasons).
- Tank-type tops are not allowed as an outer garment. All tops, shirts or blouses must have sleeves. Must be worn with a bra, and must not be excessively low cut.

Any article of clothing worn into the Visiting Room may not be taken off when visiting. During winter months Security will allow coats and outer gear to be worn into the facility; however, outerwear will stay in the vestibule and is subject to search by Staff.

THANK YOU FOR YOUR COOPERATION

Sara Clonce

Sara Clonce
Security Coordinator

Community, Counseling, and Correctional Services, Inc.
WATCh-East Program

Statement of VISITOR Confidentiality

The confidentiality of alcohol and drug abuse family members in this program is protected by Federal law and regulations.

Federal law and regulations prohibit disclosure of any information identifying a WATCh-East Program Family Member (client) as an alcohol or drug abuser.

Violation of the Federal law and regulations is a crime. Suspected violations may be reported and all further visitation privileges to this facility will be terminated.

VISITOR Signature

Printed Name

Date

Staff Signature

Printed Name

Date

Nature of Business _____

Community, Counseling and Correctional Services, Inc.
WATCh East Program

**AUTHORIZATION TO CONDUCT AN N.C.I.C. RECORDS CHECK
(NATIONAL CRIME INFORMATION CENTER)**

I hereby authorize the Identification Bureau of the Department of Justice, State of Montana, to run an N.C.I.C. records check on my background and also authorize the release of the results of said records check to the staff of Community, Counseling & Correctional Services, Inc. (CCCS, Inc.)

I further wish to freely waive my right to any federal or state statutes protecting privileged information and authorize disclosure of said information to CCCS, Inc.

I also understand that it is the policy of CCCS, Inc. to run background checks on all prospective visitors/sponsors for any of the residents within those community-based correctional facilities operated by CCCS, Inc. I also understand that the records check **must be completed** before any consideration will be given to my request to act in the capacity as an approved community visitor/sponsor.

Dated this _____ day of _____, 20_____

Applicant's complete & full legal name (**printed**)_____

Applicant's complete & full signature_____

Applicant's Date of Birth: ____/____/_____

CCCS, Inc. Staff Signature & Title_____