

COMMUNITY, COUNSELING, AND CORRECTIONAL SERVICES, INC.,  
WATCH/CCP West PROGRAMS

## 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 Premises.**

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 item 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 Staff.
- Visitors will not be allowed to bring food into the building that is not factory sealed. 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 after visiting hours.

**Admittance:**

- Picture ID required.
- Prior approval required.
- Visitors are allowed only in the dinning 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.
- 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.

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**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
- Short - shorts
- 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" above knee.
- All shirts and tops must cover the midriff area at all times.
- Hats or caps

- Head scarves, hats or caps
- 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.**

**THANK YOU FOR YOUR COOPERATION**

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**C.J. Bugni**  
**Security Coordinator**

cc: Security Supervisor

Family Member

Main File Administration Office

Property Room