



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

**Disability Accommodation:** If you have a health problem, injury, or physical or mental disability and are needing assistance or accommodation in entering any of our facilities, please contact:

**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, 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) must be clean and sober for a minimum 6 months before approved to attend visitation.
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. 2115 to verify visits or check on the visiting schedule.**

**REGULAR VISITATION IS CONDUCTED ON SUNDAY FROM 3:00 pm to 4:30 pm.**

**The visitor orientation class is conducted from 2:00 pm to 3:00 pm. All visitors are required to attend.**

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- SECURITY (Visiting) 406-377-6001ext.(2115)

700 Little St.

Glendive, MT 59330

**Mike Nephew, Program Administrator: (406) 377-6001 ext. 2110 or via email: [mnephew@cccscorp.com](mailto:mnephew@cccscorp.com)**