

WOMEN IN TRANSITION VISITOR INFORMATION

INMATE VISITOR GUIDELINES

Inmates are allowed and encouraged to have family and friends visit. All inmates (except those on disciplinary restrictions) are entitled to have visitors. Failure to abide by the visiting rules could result in loss of visiting privileges.

- All visitors are subject to being searched. It is a felony for any person to deliver *any article* to an inmate without the permission of the Sheriff/Facility Administrator, or to procure an article to be delivered, to possess it with intent to deliver it or to deposit or conceal it with the intent that an inmate shall obtain it.
- Positive identification is required, this may be in the form of a valid Driver's License, a Government issued picture ID or a Passport.
- Minor children must be accompanied and supervised by parent(s) or legal guardian(s). All minor children that enter the facility must have an original birth certificate.

- An inmate may deny a visitor access by leaving written notice with an Officer.
- Each inmate is allowed one group of visitors per session. Visitors may not visit twice in the same day. One group consists of a maximum of four visitors. All visitors must arrive at the same time.
- *Do not* pass any item(s) to an inmate during a visit.
- Physical contact with inmates is prohibited.

VISITING HOURS

Thursdays 6:00pm-8:00pm

Saturday and Sunday 12:30pm-2:30pm and
3:00pm-5:00pm.

INMATE VISITOR DRESS CODE

Failure to abide by the dress code could result in loss of visiting privileges.

- All clothing must be worn in the proper manner in which it was intended at all times.
- Ripped, torn or cut-off clothing, bare midriff, low cut, tight fitting, see-through, sleeveless, tanks or halter tops are prohibited.
- Any clothing that, in the opinion of the Officer, does not meet the standards for appropriate dress is prohibited.

PERSONAL PROPERTY AND HEALTH & BEAUTY AIDS (HBA) ITEM DROP OFF

The inmates are allowed to have a limited amount of personal property and HBA items dropped off during the following times.

Monday, Wednesday and Friday 10am-12n
and 5pm-7pm (Drop offs during visiting hours is prohibited.)

Upon arrival to the facility and at the change of seasons, each inmate is allowed to have a limited amount of personal property dropped off. (The only items allowed are the ones listed on the property guideline sheet.) Personal property not on the list will be considered contraband and disposed of.

Each inmate is allowed to have one HBA drop off per month. The HBA items must be in their original container and be accompanied by the sales receipt. (The only HBA items allowed are the ones listed on the property guideline sheet.)

Personal property and HBA items may also be sent in via the US Postal Service. (Please make sure the items are allowed before you mail them in.)

PROPERTY PICK UP

If an inmate has left the facility for any reason her property must be picked up within fourteen days. Otherwise the property will be donated to indigent inmates and/or destroyed. Property may be picked up Monday, Wednesday and Friday 10:00am-12:00n and 5:00pm-7:00pm.

MAIL/COMMUNICATION

Unfortunately, we are not allowed to relay messages to inmates. So please correspond with them via the US Postal Service or the telephone.

The inmates have access to telephones to call their family and friends. These phones make "collect calls" only. If for some reason an inmate cannot contact you due to a "block" on your phone, you may call Evercom at 1(800) 844-6591.

The facility receives mail daily, Monday through Saturday. All incoming mail is opened and inspected for contraband with the exception of legal mail, which is opened and inspected in the presence of the inmate.

Please do not send packages (unless authorized), postage stamps, Polaroid pictures, decorative stickers, colored envelopes, cash, personal checks or any other contraband items. Mail received that contains contraband will be either returned to sender or turned over to the appropriate authority.

The mailing address is:

Inmate Name

C/O Women in Transition

197R Elm Street

Salisbury, MA 01952

INMATE ACCOUNTS

Inmates are allowed to have money deposited into their account through Central Control. All money must be in the form of a money order, *no exceptions!* Make the money order out to the inmate and give it to an Officer. You can either mail the money order to the address above, to the attention of, inmate accounts or drop it off to the Officers.

Essex County Sheriff's Department

197R Elm Street
Salisbury, MA 01952
Phone (978) 750-1900
Fax (978) 499-0239

ESSEX COUNTY SHERIFF'S DEPARTMENT

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VISITOR INFORMATION



KEVIN F. COPPINGER

SHERIFF

DIRECTOR

Kerri Patterson