



RSW Regional Jail

Rappahannock, Shenandoah and Warren County

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In response to recent complaints from the public regarding other visitor's behavior, RSW Regional Jail has updated the rules and regulations for inmate visitation to provide the safest and most comfortable experience possible for everyone. We ask that all visitors respect the rules and policies set forth. Thank you for your cooperation.

Inmate Visitation

Special Notes:

1. **The RSW Regional Jail Visitation Form MUST be completed in full for each individual the inmate wants to have added to their visitation list.**
2. Inmates may only have up to six (6) adults on their list at a time.
 - a. All visitors, regardless of the distance traveled are subject to the same visitation rules and regulations.
 - b. EXTENDED one-hour visits are subject to pre-approval; if the visitor/s has traveled more than 150 miles. (this shall be confirmed) This must be arranged with the Captain of Security, Mon-Fri during normal business hours.
 - i. In order to verify the distance the visitor must present a **valid state issued ID** with **current address** over 150 miles away.
 1. Be advised: extended visits are subject to availability time/space on day of visit.
3. Generally, inmates will receive two 30 minutes visits per week. One weekday and one weekend visit.
4. All visitors listed on the Inmate Visitation Form must be approved and cleared before being allowed to visit.
5. Each inmate is responsible for notifying his/her family and friends;
 - a. If they are approved or denied for visitation privileges.
 - b. If their visiting privileges have been suspended or terminated.
 - i. If the visit has been suspended or terminated, the visit will not be granted under any circumstances.
 - c. Of the appropriate attire for visitation regardless of the distance traveled or the reason for the visit.
 - d. That non-compliance will result in the visit being denied and will not result in a make-up visit.
 - e. Visitation will not be granted if the visitor came at the wrong time/day.
6. A maximum of two adult visitors are allowed to check in to visit an inmate during one visitation day.

- a. Only one adult visitor is allowed in the visitation booth at a time. The two adult visitors are responsible for changing out at a desired time, however, the total visit will remain 30 minutes.
 - b. Any child under the age of 18 is not required to check in, however, they must be accompanied by a parent or legal guardian at all times. **The adult accompanying a child must provide proper documentation to verify they are the child's parent or guardian. (birth certificate, court documentation)**
 - i. A maximum of two children under the age of 18 will be allowed in the visit booth at a time and must be accompanied by their parent or guardian at all times. (total number of people allowed in booth would be one parent/guardian and two children)
7. It is unlawful for anyone to bring or attempt to bring contraband into a correctional facility.
 - a. Anyone bringing contraband into RSW Regional Jail shall be charged with a crime under that Virginia Code Section.
8. Visits may be cancelled for the safety and security of the facility.
 - a. These visits will not be re-scheduled.
9. Visitors to RSW Regional Jail must turn their vehicles off, remove the keys, wind up windows completely and lock doors of their vehicles at all times. (Even when only at the facility for a few moments.)
 - a. All visitors shall park in the appropriate parking areas.
10. Visitors shall not bring any food or drinks into the building.
11. Visitors will not bring cell phones or any other electronic devices into the building. If a visitor is caught in possession of a cell phone, whether in use or not and whether in person or later discovered on camera, may have their visitation privilege revoked for 90 days at the discretion of the Superintendent.
12. State law forbids visitors from communicating with inmates from the parking area and if found in violation, either the inmate, visitor or BOTH could be criminally charged.
13. All visitors to RSW Regional Jail must conduct themselves in a respectful manner during visits.
14. No one under 18 years of age will be permitted to visit an inmate unless they are accompanied by their parent or legal guardian. Parents or legal guardians must provide documentation to verify this. (birth certificate or court documentation)
15. Formerly incarcerated RSW inmates are authorized to visit inmates after 90 days have passed since their release and after they approved using the same procedures as other visitors.
16. Visitors must maintain control of their children (Children must remain within arm's reach of their parent/guardian at all times.) or their visit may be terminated.
 - a. Adults with children that are disruptive to other visitors may have their visit terminated and be asked to leave.
17. **Visitation may be terminated at any time by jail staff and will not be rescheduled.**
18. A visitor's or inmate's violation of any RSW rules while waiting for, during or at the conclusion of a visit could result in suspension up to termination of visits for the remainder of the inmate's present incarceration or permanently from the facility.
19. Visits in progress can be terminated for misconduct by the inmate or visitor.
20. Any visitor(s) found to have violated these procedures may have their visitation rights revoked and a trespassing notice may be put into effect.

21. Visitors conducting themselves in any disruptive behavior or who are suspected of being intoxicated or under the influence will not be permitted to visit and the proper authorities shall be notified.
22. All visitation are subject to unforeseen lock-downs, security problems, or other situations which may postpone, delay, shorten, suspended, or cancel visitation.
23. All persons visiting inmates or the jail facilities are subject to warrant checks and subject to being searched.
24. Individuals having a court order stating no contact with an inmate will be denied a visit.
25. If the person you visited seems depressed, is making suicidal statements, or has been given disappointing news, please contact 540-622-8628 and ask to speak with the Shift Supervisor.

Visitation Schedule

Limitations on the length and frequency of visits are imposed to avoid overcrowding or the inequitable allocation of visiting time.

NOTE: Inmates assigned to Disciplinary Segregation are subject to loss of visitation privileges for a period of time.

Official and Professional Visitors

Professional visitation is a person from a legal or medical entity, such as the courts, an attorney, mental health, or law enforcement coming into the facility other than friends or family of the inmate.

- Attorney or authorized members of their staff
- Clergy who are cleared by the jail
- Mental health professionals who are cleared by the jail
- Personal physicians or psychiatrists
- Probation and parole officers
- Social workers

Official visits are defined as those persons coming into the facility other than friends and family of the inmate such as visits you receive from your attorney, probation and parole officer, other law enforcement and criminal justice agency representatives, or representatives such as teachers, counselor etc. of approved facility contract/volunteer programs.

Official visitors may visit without restriction of the visiting booth. "Official" visits do not count against the two weekly visits.

No visitor may use their official capacity to visit an inmate in another manner.

1. Clergy/Law Enforcement/Attorney/Volunteer/Other visitor may not use their (ministerial, law enforcement, or other status) to visit a relative.
 - a. However, they may visit relatives, as a "regular" visitor by way of the visiting booth, following the normal visitation procedures.

Searches and Inspections

Any person coming onto the property of or within RSW Regional Jail shall be subject to inspection as necessary to ensure facility security, including prevention of the introduction of contraband. Inspections may include a search of the visitor's person, personal property when there is reasonable suspicion to believe the visitor is attempting to introduce or remove contraband or unauthorized items or substances into, or out of the jail facility. See Code of Virginia 18.2-474 & 18.2-474.1 Deliver of articles, drugs, firearms, explosives, etc. to prisoners or committed persons.

“**Contraband**” means items which are prohibited by criminal law, RSW Regional Jail rules and/or regulations. They are items which an inmate or visitor has no authority to possess; or property which is in excess of what is authorized.

Required Forms of Identification

All adult visitors will be required to produce photo identification (ID) and verification of his/her date of birth. All documents must be original or certified copies.

One of the following is required and must be valid/current;

- State driver's license
- State issued ID card
- Federal, state, local government ID card (any state)
- Military ID
- Passport
- U.S. Citizenship & Immigration Services
- Visa Border Crossing ID Card
 - Birth certificate or court documentation will be required to verify parent or guardianship of any accompanying child under the age of 18

NOTE: If the visitor's ID is questionable or not acceptable, further verification shall be required. For example; birth certificate, pictured credit card, or other official ID. Children under the age of 18 may be required to provide an ID such as birth certificate or student ID if the child's age is questionable due to physical maturity of the child. **Student ID will ONLY be acceptable ID for children under the age of 18.**

Visitation Dress Code

RSW Regional Jail established a visitation dress code to promote a positive atmosphere for visitation and to conduct an orderly, safe, and secure facility. Visitors are encouraged to exercise good judgement in selecting appropriate articles of clothing for a large gathering of men, women, and young children.

Attire Restrictions

Wearing inappropriate clothing (such as provocative or revealing clothes) may result in a visitor being denied visitation. There are restrictions on what all professional/personal visitors may wear to the facility.

- A. The dress code will be strictly enforced. This includes those that traveled long distances and children.
- B. Dress conservatively and modestly.
- C. Do not wear clothing that resembles inmate clothing;
 - a. Orange, green, white, or red jumpsuits
- D. Visitors (adult and children) shall not wear any clothing which is revealing, provocative, or that will interrupt the normal flow of business.
- E. No out-of-season clothing such as winter coats in warm summer months that may hide contraband.
- F. Capris, skirts, and skorts may be worn, however, they must extend below the knee.
- G. Shorts are permitted, however they must extend to at least mid-thigh.
- H. Tank tops, halter tops, or tube tops are not allowed to be worn in the facility.
- I. No low-cut blouses or dresses, leotards, spandex, or miniskirts, crop tops or bathing suits will be allowed.
- J. Underclothing/undergarments shall not be visible at any time.
- K. Shirts and blouses shall not show cleavage, shoulders, or armpits. These areas must be covered at all times.
- L. No tight fitting clothing.
- M. No clothing revealing the middle of the torso.
- N. Clothing shall not be excessively baggy. Clothing will be pulled up on the body while in the facility.
- O. No clothing with pictures, phrases, or words of an inflammatory nature.
- P. No see-through or backless attire will be allowed.
- Q. Clothing with tears, rips, or holes that are deemed inappropriate will not be allowed.
- R. No attire that is disruptive, unsafe, unhealthy, or offensive to the visitation process will be permitted.
- S. Visitors must wear undergarments.
- T. Visitors must not wear any item that cannot be removed and will not clear a metal detector.
- U. Visitors will be turned away if their clothing is deemed inappropriate by the Shift Supervisor.

Any inmate or visitor caught exposing themselves or making any inappropriate gestures shall have their visitation privileges revoked immediately and terminated indefinitely and may face criminal charges.

Prohibited Items

Visitors may be directed through a metal detector or scanned by a handheld metal detector prior to entering the facility. Jail staff in the lobby will ensure prohibited items are not carried into the building.

- A. Possession and/or use of a cell phone, audio/video/photo recording devices, wireless communication devices, or their components are prohibited within the building. **Anyone caught in possession of a cellphone, regardless of whether it is in use or not, will be asked to leave and may have their visitation privilege revoked for a period of 90 days at the discretion of the Superintendent.**
- B. Authorization to take pictures/photographs inside RSW Regional Jail must come explicitly from the Superintendent or his designee. Any person with such unauthorized device is subject to criminal prosecution and will have their visitation privilege revoked.
- C. Limited lockers are available for storage of personal items, however, it is recommended all personal belongings be left secured in visitor vehicles.
 - a. The staff will not store any items for visitors and will not be responsible for items left during visitation.

Out of town or special visits

The RSW Regional Jail will make every effort, within reason, to accommodate those persons who have traveled appreciable distance (150 miles or more with valid ID proof) to visit an inmate.

- A. The visitor must be able to furnish a valid ID to prove he/she is not from the immediate area. (In this instance, military ID or passport will not be accepted.)
- B. For out of town visitors, this will be a one-time exception and if further visits are desired, they must visit on the designated day and time.
- C. Out of town or special visits must be pre-approved by the Captain of Security. The Captain can be contacted to make arrangements, Mon-Fri during normal business hours.

Hospitalized Inmate Visitation

Hospital visits will only be allowed for inmates who are considered in grave condition. Emergency visits due to serious medical conditions must be approved by the Superintendent. Do NOT attempt to visit any inmate in the hospital without authorization. This can result in criminal charges. The Superintendent or his designee will notify the inmate's designated emergency contact for any serious medical condition.

Unauthorized Visitation/ Communication to Work Force/Work Release Inmates

Inmates shall NOT have unauthorized communication or visitation on or off facility grounds. This is considered an unauthorized visit and could subject the inmate to termination from the Community Custody Program as well as possible legal ramifications.