

# Merrimac Center

## Visitation Procedure & Guidelines

Business Hours: Monday through Friday 8:00am – 4:30pm

<b>Residents with last name A - L</b>	Tuesdays 7:00pm – 8:00pm Saturdays 2:30pm – 4:30pm
<b>Residents with last name M - Z</b>	Thursdays 7:00pm – 8:00pm Sundays 2:30pm – 4:30pm

### **Visitation Procedure:**

- ... Only authorized visitors with official business shall be allowed in any secure area.
- ... Visitors may enter at the scheduled starting time only or at 3:30pm during weekend visitation.
- ... Visitors shall identify themselves and the purpose of their business.
- ... Show picture ID (Driver's License/State Issued ID) and another form of identification with affiliation, if applicable.
- ... Sign-in on the Visitor's Log Book.
- ... Walk through the metal detector before entering the secure area.
- ... All persons, briefcases, packages and/or paperwork are subject to be searched at any time.

### **Visitation Guidelines:**

- ... **Firearms, knives, and chemical weapons are prohibited in the facility.**
- ... Place any weapons in your vehicle or in the gun boxes provided on the wall in the first lobby entrance.
- ... Personal items are not allowed in the building and should be left in your car (i.e., purses, hats, sunglasses, phones, etc.)
- ... Visitors must be appropriately dressed (i.e. NO tank tops, halter tops, short shorts, clothing that contains symbols or signs with inappropriate language or graphics, etc.) Coats, jackets, sweatshirts with hoods aka "hoodies" are not permitted into the secure area. A locker can be used to secure them. **No exceptions.**
- ... No tobacco products or smoking permitted inside the Detention Center or on the grounds.
- ... Residents are permitted visits by their **parents, legal guardians, and grandparents only**. Only two visitors are allowed in the secure area at any time except coupon-purchased or level 3's earning one extra family visitor during the **weekday** visit. Substituting or exchanging visitors will only occur at next entrance time (3:30) on the weekend visit.
- ... No persons under the age of seven (7) will be admitted without prior approval of the Director or Deputy Director.
- ... Children under 12 may not be left unattended by an adult in the waiting area, in personal vehicles, or on the grounds.
- ... Visitation will be monitored at all times. Visitation may be denied or terminated by supervisors at their discretion.
- ... Persons under the influence of drugs or alcohol or who are verbally or physically abusive will be denied visitation and will be asked to leave the facility.
- ... All softcover books brought in for a resident are to be given to a staff member. Residents are allowed a limit of 3 at a time in their assigned locker. Items will be screened and searched by staff.
- ... Visitors may purchase soft drinks and snacks from the lobby machines for the resident and themselves, which are to be consumed during the visit.
- ... Please use the restroom facilities *before* entering the secure area.
- ... Leaving and re-entering visitation is prohibited.
- ... No smart watches are permitted.
- ... **Residents may refuse visitation.**