

**PENDLETON CORRECTIONAL FACILITY
FACILITY DIRECTIVE 180
“OFFENDER VISITATION LIST ADDITIONS”**

ORIGINATED: 07-25-2013

Revised: 07-23-2018

I. PURPOSE:

The purpose of this Facility Directive is to have guidelines set to place visitors on offenders' visitation list and for offenders to have the opportunity to change their visitation lists during a set time frame.

II. PROCEDURE:

Offenders will be allotted a certain time frame with which to change their visitation lists. The time frame will be sufficient for any and all offenders to have ample time to make any necessary changes to their lists. Also, giving Unit Team Staff and Visitation Coordinators the time needed to make the changes.

- A. Offenders with their last name beginning with the letters “A” through “M” will be allowed to change their visitation lists October 1st through March 31st.
 - 1. Visitors that would like to visit these offenders' needs to send their applications in during this time frame. All applications for these offenders must be Post Marked by March 31st.
 - 2. If applications for these offenders are received outside of these dates, the offender will receive a notification and the visitation application will be destroyed and the visitor will have to resubmit a new application during these times only.

- B. Offenders with their last name beginning with the letters “N” through “Z” will be allowed to change their visitation lists April 1st through September 30th.
 - 1. Visitors that would like to visit these offenders' needs to send their applications in during this time frame. All applications for these offenders must be Post Marked by September 30th.
 - 2. If applications for these offenders are received outside of these dates, the offender will receive a notification and the visitation application

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will be destroyed and the visitor will have to resubmit a new application during these times only.

- C. Offenders that are new arrivals to the Department of Correction will be allowed to submit their visitation list to their Unit Team during their A&O Process.
 - 1. Visitors that would like to visit these offenders would need to send their applications in no later than 30 days following the offenders arrival to the facility.
 - 2. Once an offender has been here for 30 days, the offender will then have to follow the above schedule (A and B) for changing their visitation list.

- D. Offenders that are transferred to this facility from another facility will have their visitation list checked during their A&O Process to ensure that everyone on their list has an approved application on file and that the list is in compliance with AP 02-01-102, “Offender Visitation”.
 - 1. These offenders must follow the above schedule (A and B) for changing their visitation list.

Offenders should ensure that their visitor fills out their applications completely and legibly. Also, should ensure the photo identification copy they send in is clear and readable. Every person (including minors) is to submit an application. If a minor submits an application, their parent/guardian is to include a copy of their birth certificate and Driver’s License or State ID (if 16 or older). If someone other than the parent/guardian wants to bring a minor in, SF 48965 “Authorization for Minor Child to Visit” must be notarized and submitted along with his/her application.

All exceptions to this policy will be on a case by case basis and made by Deputy Warden of Re-Entry or above.

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Facility Directive 180 is effective October 1st, 2013 and shall remain in effect until otherwise notified by the Warden or designee.

Dushan Zatecky, Warden
Pendleton Correctional Facility

Date

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