

VISITOR HANDBOOK

OREGON DEPARTMENT OF CORRECTIONS

DOC Website: www.oregon.gov/DOC/

DOC CENTRAL TRUST
PO BOX 14400
SALEM, OR 97301-5077
503-378-3798 ext. 22401

*Needs to be a money order or cashier's check,
made payable to : DOC-Inmate's Name SID #*

GETTING ON THE VISITING LIST

You will be notified by the inmate when you have been placed on his/her approved visiting list. You need to wait for this notification from the inmate, since it is not possible to get visitor status information from the institution by telephone. In order for you to be approved for visiting, the inmate will need the following information from you:

- FULL NAME
- SEX
- BIRTH DATE
- AGE
- SOCIAL SECURITY NUMBER
- INFORMATION ABOUT CRIMINAL HISTORY
- ADDRESS
- RELATIONSHIP TO THE INMATE
- NAMES OF OTHER INMATES YOU ARE, OR HAVE BEEN, VISITING
- ARE YOU A VICTIM OF THE INMATE'S CRIME
- DRIVER'S LICENSE NUMBER AND THE STATE FOR WHICH IT IS ISSUED

ARRIVING AT THE INSTITUTION

When you arrive at the institution, park and lock your vehicle in the visitors parking lot. Children and animals cannot be left unattended in the vehicle or anywhere on institution grounds. Shuttle buses serving visitors to some of the institutions are operated by various local social service agencies. Check with the chaplain at the institution to find out if there is a shuttle to the institution you will be visiting.

Visiting days and hours may vary among the institutions. The attachment to this handbook lists the addresses, telephone numbers, visiting days and hours for each institution in Oregon.

Delays may occur when you are waiting for a visit. Plan for unanticipated delays by giving yourself plenty of time to go through the check-in process. Plan to arrive no later than 30 minutes before the end of the visiting session so you will have enough time to visit.

PHOTO IDENTIFICATION (ID)

When you arrive at the institution visitor check-in area, you will need to provide your current photo identification; such as a driver's license, military ID, or passport.

METAL DETECTOR

You will proceed through a sign-in process and metal detection device after you arrive. *NOTE: If you have a medical prosthesis which is not apparent (such as a hip replacement or metal rod implants), you will need to tell the staff so they will know to use alternative metal detection.*

Metal buttons, jewelry, underwire bras, and some shoes activate the metal detector. Avoid wearing metal as much as possible or be prepared to remove certain items in order to pass through the metal detector and enter the visiting area.

LOCKERS

Most institutions have lockers available where you may place any of your personal belongings. There may be a cost for using the lockers, usually 25 cents. The institution is not responsible for items placed in the lockers.

MONEY/TOKENS

Some institutions do not allow money in the visiting room. In those institutions where money is not allowed, there may be token machines in the sign-in areas, where you can exchange money for tokens. The tokens or change can be used in those institutions with vending machines in the visiting room. A maximum of \$10.00 in tokens or change per visitor is allowed.

NOTE: *Some institutions do not have the ability to make change, so you should plan on arriving with the correct amount of coins.*

CLOTHING

A good rule to follow is to wear conservative, conventional clothing, something that is not suggestive or skimpy. **YOU MAY NOT WEAR BLUE DENIM OR ANY OTHER CLOTHING THAT IS SIMILAR TO INMATE ATTIRE.** Gang related clothing is not permitted. The length of your dress or pants cannot be shorter than two (2) inches above your knee. Wrap-around skirts, halter tops, see-through clothing, and hats are not allowed. All Visitors must wear underwear.

Note: *Women must wear a bra, but should not wear an underwire bra, as it may set off the metal detector.*

A suggestion for new visitors is to bring an extra set of clothing just to be sure that you will be allowed into the institution. You can store your unused clothing in your vehicle or a locker.

THE VISITING ROOM

Seating Restrictions:

Check with staff about seating arrangements. They will direct you to the appropriate area.

Physical Contact:

You are allowed a brief kiss and embrace at the beginning and the end of the visit. Holding hands during the visit is **the only physical contact** allowed. Excessive physical contact will be grounds for terminating the visit.

PHOTOGRAPHS

You can have a photograph taken with your loved one at some institutions. Check with the institution to see about payment procedures.

GENERAL RULES

There are restrooms in the visiting room for the use of **visitors**, only. Inmates can eat snacks purchased from the vending machines, but only visitors may actually approach or use the machines. You can take into the visiting room: loose photos (not in an envelope) that are non-Polaroid, tax returns, and other legal documents. No packages are allowed. Other than items from the vending machines, you cannot exchange any article or object with an inmate. Since you are in the prison to spend time with your loved one, becoming involved beyond a brief greeting in any visit other than your own is not allowed.

VISITS WITH CHILDREN

A letter of custodial consent will be mailed to you for all minor children in your custody whom you want included in your visit. You will need to sign and mail the letter to the institution before the children may visit. All Minor children, except emancipated minors, must be accompanied by an approved adult visitor. An inmate may have a total of four (4) visitors at one time, including children, but there must be at least one adult in the visiting party. Infants up to two (2) years of age are not counted as part of the total of four. A play area for children may be available at some institutions. All children using the play area must be supervised. Remember to bring enough infant formula/bottles and diapers to last for the duration of your visit.

POINT SYSTEM

All inmates are allowed twenty-four (24) visiting points per month. Each individual visit deducts points from the total allowance, including children.

Weekend and holiday visits deduct two (2) points per person. A visitor may visit only once per day on a weekend or holiday, during the morning or afternoon session but not both.

Weekday visits deduct one (1) point per person, per visiting session. A visitor may visit during both morning and afternoon sessions on the same day, if desired.

Some institutions may waive visiting points and frequency limits, to accommodate work schedules and/or visitor travel distance, If you think this could apply to you, call the institution.

MONITORING OF VISITS

Your visits will be monitored by staff, and in some cases, by video camera also. The staff may deny or stop visits when they have reason to believe that the visits might jeopardize the safety and security of the institution. It is important that you comply with all regulations and with instructions from staff. Exercise reasonable care, common sense, and good judgment in all that you do while visiting.

IF THERE ARE ANY PROBLEMS OR QUESTIONS ASSOCIATED WITH YOUR VISIT, SPEAK WITH VISITING FACILITY STAFF. IF THEY CANNOT RESOLVE YOUR CONCERN, YOU MAY ASK TO SPEAK TO THE VISITING FACILITY SUPERVISOR.

Reasonable accommodations will be made for visitors with disabilities in compliance with the Americans With Disabilities Act (ADA).

(See Attachment for institution addresses and telephone numbers)

CORRECTIONAL INSTITUTIONS

Columbia River Correctional Institution (CRCI)**9111 NE Sunderland Road****Portland, OR 97211-1799****Telephone: (503) 280-6646**

Visiting Days: Friday, Saturday, Sunday, & Holidays (see varying hours below)

Visiting Hours: Friday: 6:30 p.m. - 9:00 p.m.

Saturday: 2:00 p.m. - 4:00 p.m.

6:30 p.m. - 9:00 p.m.

Sunday: 2:00 p.m. - 4:00 p.m.

6:30 p.m. - 9:00 p.m.

Holidays: 2:00 p.m. - 4:00 p.m.

6:30 p.m. - 9:00 p.m.

Eastern Oregon Correctional Institution (EOCI)**2500 Westgate****Pendleton, OR 97801-9699****Telephone: (541) 276-0700**

Visiting Days: Wednesday through Sunday

Visiting Hours: 8:30 a.m. - 11:15 a.m.

1:00 p.m. - 4:00 p.m.

Mill Creek Correctional Facility (MCCF)**5485 Turner Road SE****Salem, OR 97301-9400****Telephone: (503) 378-6402**

Visiting Days: Friday, Saturday, Sunday, & Holidays (see varying hours below)

Visiting Hours: Friday: 12:30 p.m. - 2:45 p.m.

Saturday: 8:00 a.m. - 10:15 a.m.

12:30 p.m. - 3:30 p.m.

Sunday: 8:00 a.m. - 10:15 a.m.

12:30 p.m. - 3:30 p.m.

Holidays: 8:00 a.m. - 10:15 a.m.

12:30 p.m. - 2:45 p.m.

Oregon State Correctional Institution (OSCI)**3405 Deer Park Drive SE****Salem, OR 97310-9385****Telephone: (503) 373-0140**

Visiting Days: Wednesday through Sunday

Visiting Hours: 8:15 a.m. - 10:45 a.m.

1:00 p.m. - 3:45 p.m.

Oregon State Penitentiary
2605 State Street
Salem, OR 97310-0505

(OSP)

Telephone: (503) 378-2597
or (503) 373-1330

Visiting Days: Seven (7) days per week

Visiting Hours: 7:15 a.m. - 10:15 a.m.
12:30 p.m. - 3:45 p.m.

OSP Minimum
2809 State Street
Salem, OR 97310-0500

Mailing address: 2605 State Street
Salem, OR 97310

Telephone: (503) 373-1908

Visiting Days: Wednesday through Friday

Visiting Hours: 6:00 p.m. - 9:00 p.m.

Visiting Days: Saturday and Sunday

Visiting Hours: 8:00 a.m. - 10:15 a.m.
1:00 p.m. - 3:30 p.m.

Powder River Correctional Facility
3600 13th Street
Baker City, OR 97814-1346

(PRCF)

Telephone: (541) 523-6680

Visiting Days: Saturday, Sunday, & Holidays

Visiting Hours: 8:05 a.m. - 10:15 a.m.
1:15 p.m. - 3:50 p.m.

Santiam Correctional Institution
4005 Aumsville Highway SE
Salem, OR 97301-9191

(SCI)

Telephone: (503) 378-5807

Visiting Days: Friday, Saturday, & Sunday

Visiting Hours: Friday: 6:30 p.m. - 8:30 p.m.

Saturday: 7:45 a.m. - 9:45 a.m.
12:45 p.m. - 2:45 p.m.

Sunday: 7:45 a.m. - 9:45 a.m.
12:45 p.m. - 2:45 p.m.

You can visit morning or afternoon session but not both

Shutter Creek Correctional Facility
95200 Shutters Landing Lane
North Bend, OR 97459-8712

(SCCF)

Telephone: (541) 756-6666, ext. 226

Visiting Days: Saturday, Sunday, & Holidays

Visiting Hours: General Population
8:30 a.m. - 11:00 a.m.
1:00 p.m. - 3:30 p.m.

Boot Camp
Call for times.

South Fork Forest Camp
48300 Wilson River Highway
Tillamook, OR 97141-9799

(SFFC)

Telephone: (541) 842-2811

Visiting Days: Saturday and Sunday

Visiting Hours: 8:30 a.m. - 11:00 a.m.
1:00 p.m. - 3:30 p.m.

You can visit morning or afternoon session but not both

Snake River Correctional Institution
777 Stanton Boulevard
Ontario, OR 97914-8335

(SRCI)

Telephone: (541) 881-5000

Main Building: Visiting Days:
Visiting Hours:

Wednesday through Sunday
8:00 a.m. - 11:00 a.m.
12:45 p.m. - 3:45 p.m.

Minimum Building: Visiting Days:
Visiting Hours:

Saturday & Sunday
8:00 a.m. - 11:15 a.m.
1:00 p.m. - 4:00 p.m.

Two Rivers Correctional Institution
82911 Beach Access Road
Umatilla, OR 97882-9419

(TRCI)

Telephone: (541) 922-2001

Minimum: Visiting Days:
Visiting Hours:

Saturday & Sunday
8:00 a.m. - 11:00 a.m.
1:00 p.m. - 4:00 p.m.

Medium: Visiting Days:
Visiting Hours:

Wednesday - Sunday, & Holidays
8:00 a.m. - 11:00 a.m.
1:00 p.m. - 4:00 p.m.

Coffee Creek Correctional Facility
24499 SW Grahams Ferry Road
P.O. Box 9000
Wilsonville, OR 97070-9000

(CCCF)

Telephone: (503) 570-6400

Women's Minimum:

Visiting Days: Friday, Saturday, Sunday, & Holidays
Visiting Hours: Friday: 7:00 p.m. - 9:30 p.m.
Saturday, Sunday
& Holidays: 1:00 p.m. - 4:00 p.m.
7:00 p.m. - 9:30 p.m.

Women's Medium:

Visiting Days: Saturday through Wednesday
Visiting Hours: 1:30 p.m. - 4:00 p.m.
6:00 p.m. - 9:00 p.m.
(no morning session)

Oregon Corrections Intake Center:

(OCIC)

There is no visiting for male or female inmates on intake status.

Only professional service providers such as attorneys and law enforcement professionals are allowed to meet with intake status inmates. The appointments must be arranged by the professional service provider, not the inmate.