

Lancaster County Prison

625 East King Street

Lancaster, PA 17602

717-299-7800

Visitor Guide



Revised 6/17/2019

Rules and Regulations

ALL VISITORS AND INMATES ARE TO BE AWARE THAT ALL COMMUNICATION IN THE VISITATION AREA IS SUBJECT TO RECORDING, INTERCEPTION, MONITORING AND DIVULGENCE, AT ALL TIMES.

- ◆ Approved Visitation List: A list of approved visitors shall be established during the initial orientation process and recorded on the inmate's visitation log (only those people listed will be admitted). The inmate is responsible to furnish the complete name, age, complete address and relationship of those listed. Changes or updates to this list may only be done every 30 days or more.
- ◆ Minors (under 18) may visit if accompanied by their parent/legal guardian. Minors MUST be the biological child(ren) of the inmate. A birth certificate is required and must name both parents of the child. For legal guardianship, a court order signed by a judge establishing paternity or guardianship may also be accepted. In the case of a spouse under the age of 18, prior verification of age and marriage will be required and approval from the Deputy Warden must be obtained in writing.
- ◆ Persons who have been incarcerated in Lancaster County Prison during the previous 6 months normally will be denied visitation approval. Exceptions may be granted for immediate family in extraordinary circumstances. It is the inmate's responsibility to notify staff that the visitor was previously incarcerated. If this notification is not made, the visitor will be denied.
- ◆ The name of a visitor may be removed for good cause; however, the inmate will be informed in writing of the decision and the reason such action was taken. The inmate shall have the opportunity to have such decision reviewed by the Administration by submitting inmate request form.
- ◆ No more than 2 persons, including children, may visit an inmate at one time. Inmates will receive one 1-hour visit per week.
- ◆ Inmates with SEX OFFENDER charges or convictions will be RESTRICTED FROM VISITING with any juveniles unless otherwise stipulated by the Court.
- ◆ Visitors must produce a current/valid government agency PHOTO identification that lists the visitor's NAME, AGE, CURRENT ADDRESS of the person presenting the ID. A driver's license or state issued non-driver identification would meet those requirements. Parents/guardians escorting children/minors must show proof of relationship and the child's ID/age. Normally a birth certificate will suffice. Any visitor using false or altered ID will be considered a security risk and will result in a loss of future privileges.
- ◆ Visitors should arrive at the prison an hour prior to the scheduled visitation time so they can sign up. Cut off for sign up is 30 minutes prior to the actual visit. These times are strictly enforced. (Example: To be accepted into the 2:00pm visit, you must be at the prison by 1:00pm to sign up. Sign up for that visit is over at 1:30pm)
- ◆ Visitors must park on the street. No parking is permitted in the staff parking lots, the only exception being the handicap space, which requires the proper placard/plate. If a visitor is found to be parked or idling in the lot, it will result in the loss of visitation privileges for a period of at least 30 days. This applies to family/friends coming in to the facility to place money in the kiosk.
- ◆ All visitors are subject to search - failure to comply will result in non-admittance.
- ◆ Any visitor caught yelling from the street / sidewalk / adjoining property / or Prison property, to any inmate in the Facility, shall have their visiting privilege suspended for 30 days for a first offense 90 days for a second offense and 180 days for a third offense.
- ◆ Individuals assumed to be under the influence of intoxicants, disorderly or improperly dressed, will be denied entrance and must leave the property immediately or be subject to defiant trespass.
- ◆ Any inmate violating visiting regulations is subject to restrictions or suspension of visitation privileges.
- ◆ Visitors are to place all belongings in the lockers located in the lobby. Nothing is permitted into the institution for visitation to include pocketbooks, jackets, cell phones, food, drink, tobacco products, smoking/vaping paraphernalia. Lockers are used at the visitor's risk. Any money lost will not be refunded. If property is left unattended, the Prison is not liable for any loss incurred.

- ◆ No jewelry is permitted into visitation except for a wedding band, engagement ring, class/military ring, mother's ring or medical alert necklace/bracelet. No exceptions for infants or adults with new piercings.
- ◆ Visitors are to line up single file. No more than one person in front of the desk at one time. After signing up, visitors should not congregate at the steps
- ◆ All visitors must be properly attired. Footwear is required. The following are not permitted: see through clothing, tank tops, females being braless, low cut shirts or shirts with spaghetti strings, miniskirts, short shorts, sleeveless shirts, tight fitting clothing, layers of clothing, hooded shirts, hats, boots above the knees. The appropriateness of clothing is at the discretion of the lobby officer.
- ◆ All visitors are required to conduct themselves in a civil manner and show respect to other visitors and staff. Profanity will not be tolerated. Failure to comply will end the visitation and future privileges will be reviewed.
- ◆ A child in the company of a parent or legal guardian is always the responsibility of the parent or legal guardian to control. Failure to properly supervise and control a child may result in the visit being stopped and the visitor being asked to leave the property. Children may not be left unattended while on prison property nor supervised by another child.
- ◆ Any visitor attempting to conceal contraband of any type/ or attempting to introduce contraband of any type into the prison area and/or prison grounds will be subject to criminal charges and loss of all visitation privileges. Contraband is any item not permitted, including but not limited to; drugs, alcohol, firearms, tobacco, cellphones, etc. If charged/guilty you will be subject to a mandatory 2-year minimum prison sentence under Title 18 Section 5123 of Pa. Consolidated Statutes.
- ◆ The visit will take place under official observation and prison staff may interfere with the visit to maintain security, enforce prison rules or prevent infractions of visitation rules.
- ◆ Visitors are permitted to visit and converse only with the inmate they have signed in to visit. To attempt to speak with any other inmate other than the inmate they are visiting may result in an immediate termination of the visit and possible revocation of future visiting privileges. Seats may be assigned. Visitors will be required to observe the assignment, or the visit will be terminated immediately.
- ◆ Any visitor found damaging or defacing prison property will be criminally charged and restitution will be required. Visitation privileges will be suspended pending a review by a Deputy Warden or Warden.
- ◆ All visitors are required to follow all directives and requests of the prison security staff while on prison property. Failure to do so may result in termination of visitation privileges and/or more serious consequences. This regulation is to be strictly observed as it exists for the orderly operation of the institution and the safety of all visitors and staff.
- ◆ All deposits for inmates must be by money order (mail in only), an online deposit (JailATM.com) or by using the lobby kiosk. The kiosk accepts cash and credit cards. Money orders may only be mailed in and must contain the inmate's name and PBN#. No personal checks or two-party checks will be accepted. There is a \$3.00 for cash deposits. Credit Card fees are as follows: \$20 deposit/\$3 fee; \$50 Deposit/\$5 fee; \$100 deposit/\$10 fee.
- ◆ After visitors sign in for visit, they will be required to be back in the lobby 10 minutes prior to their scheduled visitation time. If not, their visit will be cancelled for that day. The visitor will not be permitted to sign up for another visit that same day.
- ◆ If the visitor departs the visitation room for any reason the remainder of the visitation period will be cancelled. The visitor will not be permitted back into the visitation room.
- ◆ Religious garments/head covers will not be permitted without prior written approval by the Deputy Warden or Warden. If approved, garments will be searched prior to entering the visitation room to ensure it is free from contraband.
- ◆ No food, drinks or gum are permitted in the prison. A Plastic bottle, a pacifier and a small receiving blanket may be taken into the visitation room to comfort infants.
- ◆ Due to fire codes only twenty-five (25) visitors are permitted in the lobby at one time. All visitors shall be courteous to other visitors and staff. There will be no loud talking so staff may complete their job duties. Visitors must clear the metal detector before entering visitation. If someone does not clear on the first attempt they will be afforded a second chance. If they can't clear on the 2nd attempt visitation will be denied.
- ◆ ANY AND ALL Use of Cell phones, tablets, lap tops or other electronic devices in the lobby will result in cancellation if visitation. This includes phone calls and texting. Turn it off and store it in a locker.
- ◆ If a visitor is not able to provide a photo ID card due to religious reasons a security supervisor is to be contacted to determine if the visit will be permitted or if additional information will be required prior to being admitted to visitation.
- ◆ Any individual attempting to visit, who has an ankle bracelet applied (house arrest or Scram), will not be permitted.

YOU CAN DEPOSIT FUNDS TO AN INMATE'S PHONE ACCOUNT ONLINE AT:

SECURUSTECH.NET

YOU CAN DEPOSIT FUNDS TO AN INMATE'S COMMISSARY ACCOUNT ONLINE AT:

JAILATM.COM

<u>Block</u>	<u>Visit Day</u>	<u>Visit Start Times (one hour duration)</u>
2-1	Friday	1:00pm, 2:00pm, 6:30pm 7:30pm, 8:30pm
2-2	Wednesday	1:00pm, 2:00pm, 6:30pm 7:30pm, 8:30pm
2-5	Saturday	1:00pm, 2:00pm, 6:30pm 7:30pm, 8:30pm
3-1	Monday	1:00pm, 2:00pm, 6:30pm 7:30pm, 8:30pm
3-2	Tuesday	1:00pm, 2:00pm, 6:30pm 7:30pm, 8:30pm
3-5	Thursday	1:00pm, 2:00pm, 6:30pm 7:30pm, 8:30pm
ADSEG	Saturday	8:00am, 9:00am
C2	Saturday	1:00pm, 2:00pm, 6:30pm 7:30pm, 8:30pm
CLASS	Wednesday	1:00pm, 2:00pm, 6:30pm 7:30pm, 8:30pm
DBLOCK/DBA	Saturday	1:00pm, 2:00pm, 6:30pm 7:30pm, 8:30pm
G-1 Cleaners	Friday	1:00pm, 2:00pm, 6:30pm 7:30pm, 8:30pm
ITP/CM	Sunday	1:00pm, 2:00pm, 6:30pm 7:30pm, 8:30pm
MHU	Wednesday	1:00pm, 2:00pm, 6:30pm 7:30pm, 8:30pm
WR	Sunday	1:00pm, 2:00pm, 6:30pm 7:30pm, 8:30pm
Level 5 (G2)	Sunday	(CL5 CL5H) 8:00am (AC) 9:05am
RHU		Not Eligible for Visitation