

ONSITE VISITOR INFORMATION SHEET

June 26, 2019

You are encouraged to visit your family or friends while they are housed in the Garland County Detention Center. This Visitor Information Sheet will be a useful guide in helping to make your visit a positive experience. The following applies to each visitor wishing to visit an inmate currently housed in the Garland County Detention Center.

1. What you need to know before your initial visit.
 - a. Anyone who would like to visit an inmate, must first setup an account through the video visitation vendor.
 - b. Onsite visits will need to be scheduled through the video visitation vendor 24 hours in advance. Visitors must have an appointment scheduled to visit.
 - c. Onsite visits are free, Thursday through Sunday, starting at noon and end at 8:40 p.m. Duration of onsite visits are forty (40) minutes.
 - d. Visitors must arrive at the Detention Center fifteen (15) minutes prior to the start of a visit (i.e. arrive at 1145 for a 1200 visit); however, late arrivals *may* be allowed a partial visit if space is available.
 - e. Two (2) people are allowed per visit. Children under the age of five (5) do not count towards the two (2). You are responsible for maintaining control of your children.
 - f. Inmates will be allowed two (2) visits per week; one on a weekday and another on a weekend.
 - g. The Garland County Detention Center is a Tobacco-free facility.
 - h. Juveniles - Visitors under the age of 18 must be accompanied by their parent, adult family member or legal guardian.
 - i. Valid Identification.
 - 1) Adult Visitors (18 years and older) must have a government issued photo ID.
 - Driver's License,
 - State Photo I.D. with date of birth,
 - US passport,
 - Military ID,
 - Alien Card (green card),
 - Paper driver's license with another photo ID card, and
 - School ID with Birth Certificate (juveniles only).
 - 2) If the staff cannot validate the identification of a visitor, that person will be turned away and asked to return with a valid identification.

2. What you need to know before coming to visit an inmate at the Detention Center.
 - a. Have available valid identification prior to arriving at the Detention Center. County Jail Booking Sheets, County Jail Armbands, Photocopies of Driver's License or State I.D., Oaklawn I.D.'s and ADC I.D.'s, even with your picture on them are not acceptable forms of I.D. for visitation.
 - b. Visitors will leave personal belongings in their vehicle if possible. If not possible, visitors will be required to place all personal property in the provided locker.
 - c. Examples of items that can be taken to the visitation are:
 - 1) Eyeglasses and/or false teeth
 - 2) Pictures and school work
 - a) Items will be shown through the glass or the video screen only.
 - b) All items will have to first be cleared by a Detention Staff.
 - 3) Necessary items to care for a baby
 - 4) Medically necessary items
 - d. Examples of items that will not be permitted in the visitation area:
 - 1) Medications/chemicals
 - 2) Food/drink
 - 3) Tobacco products
 - 4) Cellular phones – for the fact that they can take pictures
 - 5) Weapons
 - 6) Purses, bags, backpacks, or other similar items
 - e. You will be denied access to the Detention Center if the following articles of clothing are worn:
 - 1) Sleeveless shirts / Halter tops / Exposed midriffs
 - 2) Revealing attire i.e. low-cut necklines, see through clothing
 - 3) T-shirts or other clothing bearing offensive or profane logos or messages.
 - 4) Clothing items that advocate alcohol, drugs, violence or anti-government sentiment or gang affiliation.
 - 5) Appropriate footwear is mandatory; boots, shoes, or sandals.
 - f. You will be denied access to the Detention Center or your visit may be suspended if the following were to occur.
 - 1) If it is perceived that you are under the influence of alcohol or drugs.
 - 2) If there is an emergency situation in the Garland County Detention Center during the visit.
 - 3) If there is an incident of indecent exposure or sexual acts.
 - 4) Violations of rules during the visit by the visitor or by the inmate.
3. What you need to know during the visit.
 - a. Gang signs shall not be made at any time in the Garland County Detention Center.

- b. The video screen shall not be struck at any time with either your hand or with any other object. You will not be loud, disrespectful, disorderly, or unruly.
- c. There shall be no statements or gestures posing a threat to any person or the security of the Garland County Detention Center.
- d. You will only visit with the person that you came to visit.
- e. You must sit on the chair provided and remain seated throughout the visiting period (Excluding individuals that are disabled and in a wheelchair).
- f. Children may remain standing at the parents/guardian's side. Do not sit, climb, or stand on the counter or stand on the chair.
- g. You are not allowed to smoke, eat, or drink during the visit.
- h. When visitation is over you will leave promptly. If you have further inquiries move into the lobby area after your visit and wait for our staff to assist you.

Failure to abide by the above guidelines may result in your visit being terminated.

- 4. What you need to know about picking up inmate property.
 - a. An inmate may request the release of his personal property by filling out an Inmate Request Form specifying the first and last name of the family member or friend.
 - b. Property will be released during business hours at the Detention Center. The Detention Center requires that if property is released, it will be released in its entirety with exception of clothing and shoes to be worn upon release from our facility. The exception to this is if an inmate is to be transferred to another facility.
 - c. Inmates shall make arrangements to have all personal property picked up within 30 days after being transported. Property not picked up within 30 days of release will be destroyed.
- 5. Visitation Processing.
 - a. Those visitors that will be visiting inmates at the Garland County Detention Center will proceed to 3564 Albert Pike Road/HWY 270 W., Hot Springs, AR 71913.
 - b. Upon arrival, inform the Receptionist that you are here for a visit and provide the name of the inmate.
 - c. You will be treated professionally during the screening and are expected to be respectful of staff. Disrespectful or inappropriate comments will result in a denied visit.

- d. You are responsible for children you are accompanying during the time you are at the Garland County Detention Center. Do not leave small children unattended in your vehicle, the Public Lobby, parking lot, etc.