

## **Visit Procedures – Fenwick House**

Rules and regulations for visiting a resident are as follows:

- Within seven (7) days of arrival, the resident is required to submit a list of people who will be visiting. The resident's visiting list must have prior approval. Residents must be mindful of all the rules of the visiting policy to avoid suspension of visiting policies or other penalties.
- Residents are allowed five (5) adult names on their visiting list, which their Primary Case Manager must approve. Prior to approving the list, the resident's Primary Case Manager may request meeting with a proposed visitor(s) and the resident.
- The visitor list can only be changed quarterly with the approval of a resident's Primary Case Manager or designee.
- Visitors may not be on bail, on parole, probation, Intensive Supervision Program (ISP), Electronic Monitoring Program (EMP) or recently released from prison or jail.
- Three (3) adults visit at a time. The maximum amount of children that may visit at a time is three (3). Special provisions for residents who have more than three (3) children may be considered.
- Upon arrival, all visitors must report directly to the front office to be signed in. All visitors must be signed in and out by staff including children.
- All visitors must show proper id. Proper id consists of a valid driver's license or County id with a photo. This id must be shown each and every time the person visits. Minors without id will be permitted to visit only if they are accompanied by an adult. Children must be supervised at all times and are not to run around the facility. Parents unable to control their children will be asked to leave.
- Drop offs will be allowed during regular visiting hours and will be checked and inventoried.
- Residents will be responsible for their visitors while in the house and must remain with them at all times. Residents are not to leave their visitors unattended for any reason.
- Residents should be ready for visitors when they arrive. Visitors will not be allowed to wait for a resident for more than fifteen (15) minutes. After fifteen (15) minutes, they will be asked to leave.
- Visits will take place in the dining room. Residents and visitors are not allowed to go inside and outside of the building. Visitors and residents will not be permitted to smoke during a visit. When a visitor exits the building, the visit will be terminated for that visiting session.
- Kissing and hugging by approved visitors is permitted within bounds of good taste at arrival and departure. There will be no contact during the visit with the exception of children. Any violation of this will result in the termination of the visit and sanctions will result.
- Special provisions will be made for out-of-state visits, which will be from 1:00 p.m. until 7:00 p.m. This must be noted on the resident's visiting list.
- Alumni may not sponsor residents until they have completed eighteen (18) months in the community after discharge from Millicent Fenwick House.
- Visitors may bring prepared food that they may eat with the resident during the visit. The resident may not receive prepared food that they have to store after the visit has ended.
- Visitors must abide by the rules of Millicent Fenwick House. If there is substantial evidence that a visitor poses a threat to the safety of the resident or the security of the program, will be asked to leave Millicent Fenwick House immediately and removed from the visitor's list.
- Visitors suspected of being under the influence of a mood altering substance will not be allowed into Millicent Fenwick House for the visit. They will be asked to leave Millicent Fenwick House immediately and may be permanently removed from the visitor's list
- The local police will be contacted if visitors bring illegal items into Millicent Fenwick House. The resident accepting illegal items will be returned to Edna Mahan Correctional Facility for Women.

## Visitation Procedures for Attachment B

- Former residents (alumni only) who would like to visit Millicent Fenwick House can do so during regular visiting hours only. Former residents are allowed at Millicent Fenwick House outside of regular visiting hours only if they are visiting a Case Manager, aftercare, or if they are there on approved program business such as H&I, and spiritual meetings. Alumni who are in a crisis situation may call or visit at any time and the on-call person will be contacted.
- Former residents who were returned from any NJAC facility are not allowed to visit without prior approval from the Treatment Director or Program Supervisor.
- Visits can not conflict with program activities. For instance, if the house is closed due to a group recreation trip, visiting hours will be cancelled.
- Visits can not interfere with your house obligations such as chores, work, school, and meetings. If a meeting is mandatory for you, your visitor(s) will be asked to leave.
- Residents are allowed to make confidential contact with their attorney and their authorized representative. Provisions will be made for counsel visits, uncensored correspondence and telephone communication.

Visiting hours for this RCRP are as follows:

- Saturday and Sunday: 1:00 p.m. – 3:00 p.m. and 7:00 p.m. – 9:00 p.m.
- Holidays: To be announced (optional per Program Supervisor)
- Wednesday: 7:00 p.m. – 9:00 p.m. (A304 Phase I and II)
- Wednesday and Friday: 7:00 p.m. – 9:00 p.m. (A304 Phase III and IV)
- Wednesday: 7:00 p.m. – 9:00 p.m. (12 Step Sponsor Night)

**\*\*Special visiting hours may be scheduled for out-of-state visitors\*\***

**\*\*Other special visiting hours may be considered on a case by case basis\*\***