

Visitation Rules

1. Visitors must arrive 30 minutes early to be checked into the facility. Visitors arriving less than 15 minutes prior to the start of the visit may be turned away at the discretion of the on-duty Lieutenant.
2. All visitors must be on the offender's approved visitor list. The offender receives notification when a visitor has been approved or disapproved.
3. Minor children must be listed on the approved visitor's form. Only a parent or legal guardian may bring a minor child into visiting. Proof of guardianship and/or a copy of the child's birth certificate must be on file at MWP.
4. No more than five people (including children) are allowed to visit an offender during a visiting session without prior approval from the visitation Supervisor/Lieutenant.
5. The maximum capacity of the visiting room is 44 persons (no exceptions); out-of-town visitors have priority over local visitors.
6. The only items that visitors are allowed to bring into the facility are:
 - 16 & up need an adult's photo I.D. (required)
 - one handkerchief
 - one small plastic comb (no picks, brushes, or rattail combs)
 - eye glasses
 - prescribed medical appliances or medications are left in the foyer, secured as necessary, and made available to the visitor as needed
 - up to \$15.00 in quarters in a clear plastic bag
7. Visitors with small children may bring in:
 - two clear plastic bottles of formula/juice per baby
 - one factory-sealed jar (glass or plastic) of baby food and a small plastic spoon
 - four diapers
 - one baby blanket (not quilted and no larger than 3' x 3')
 - a diaper bag containing only the items listed above (secured in the visiting foyer)
 - a baby carrier (secured in the visiting foyer)
8. Visitors shall be well groomed and in appropriate attire. Clothing must not be distracting to visitors, offenders or the visitation officers and must be clean and without holes.) Tank tops, tube tops, spandex, Lycra, and see-through clothing are not allowed. Tops that expose the midriff or show excessive cleavage are not allowed. Tops with hoods are not allowed. Culottes, shorts, skirts, and dresses are not to be above mid-thigh; no bib overalls or wind pants.
9. Coats, shawls, ponchos, down-filled vests, jackets, headscarves, hats and caps must be checked in and kept on the coat rack. Sweaters used as a coat will be dealt with at the discretion of the officer.
10. All visitors must stay appropriately dressed throughout the visitation session; this includes wearing footwear at all times.
11. Visitors and offenders are permitted a brief front-to-front embrace (NO PETTING OR FONDLING) including a BRIEF facial kiss at the beginning and one at the end of the visit. Handholding is permitted during the visit; hands must be kept in view of the visiting officer at all times.
12. The children's play area is for the children. Only one adult of the visiting party is allowed in the play area with the child. The adult may sit, but not lay down, on the floor in the play area.
13. Toys belong in the children's play area. A small toy may be taken to the table to entertain young children, but toys are not allowed outside in the courtyard.
14. No food or beverages are allowed in the play area. The toys in the play area kitchenette shall not be used for real food or beverages since this is unsanitary.
15. The offender is responsible for the behavior of her visitors. Adult visitors and the offender are responsible for monitoring the behavior of minor children. Children are not allowed to wander away from the visitor who brought them, unless they are in the play area. Offenders must keep their children from disturbing other visitors; offenders/visitors will be cautioned and the visit could be terminated if non-compliant.
16. Children under 12 years of age are not allowed to be at the coffee cart or vending machines. Children under 12 years of age must be accompanied by an adult visitor when using the restroom.
17. All visitors and offenders shall remain seated, unless getting snacks or beverages. Feet are not allowed on the furniture.
18. When the courtyard is in use, offenders and visitors must remain seated in a chair, not on the ground, in plain view of the officer's podium, unless they are supervising children on the slide or are going to the coffee cart or vending machine.
19. No one is allowed within 3 feet of the fence or chapel while using the courtyard.
20. Only visitors may handle money.
21. Offenders are not allowed to be at the vending machine while snacks are being purchased.
22. Games are checked out by the offender from the Visiting IM Worker.
23. Offenders are allowed to visit with their approved visitors only; they are not allowed to visit with another offender's visitors, or with another offender.
24. To be courteous to other visitors, the noise level in the room must be kept to a minimum.
25. An offender photographer may be available to take pictures, if one is employed.

SPECIAL NOTES:

Visitation can be denied for the following reasons:

- Visitor not on approved list or visitor fails to provide proper documentation for self or minor children.
- Visitor appears to be under the influence of alcohol/drugs.
- Visitor is not dressed appropriately.
- Visitor arrived less than 15 minutes prior to the start of the visit.
- Visitation is at capacity.

A visit can be terminated at the visitation officer's discretion for the following reasons:

- Visitor and/or offender fail to follow visitation rules.
- Visitor and/or offender use profanity or language that is disruptive to others.
- Visitor and/or offender engage in any inappropriate or sexual conversation or contact.

VISITOR INFORMATION



Montana Women's
Prison
Billings, Montana

Last update March 25, 5015 AH

ORGANIZATION: The Montana Women's Prison is administered by Warden Daly. Employees of the state of Montana operate the facility. Friends, relatives, or other persons communicating or visiting with an offender are responsible to know the rules of the facility that pertain to them. You are to follow these rules and/or the directions of any Correctional Officer. Some of these rules are stated in this publication. If you have any questions, please ask one of the Correctional Officers or Supervisors.

VIOLATION OF RULES: A person who violates the rules of this facility may be denied contact, visitation or communication with any offender. You may be refused entry into the prison. Any person who violates a law in this facility, including passing contraband to offenders, may be arrested and prosecuted.

TELEPHONE CALLS: Offenders at MWP are not allowed to receive telephone calls. No messages will be taken for offenders. At their discretion, supervisors may pass on emergency information that has been verified.

Offenders are given reasonable access to telephones. Telephone calls are allowed from 7:00 a.m. to 10:30 p.m. All telephone calls from offenders are collect calls. The person receiving the call is responsible for paying the fee set by the telephone company. If a person does not wish to receive a collect call from an offender, he/she should refuse the call. The prison is not responsible for any calls made by offenders. If an offender is abusive or making improper telephone calls, you must report this in writing to the Warden. Disciplinary action may result.

MAIL: All incoming and outgoing mail must be directed through normal postal channels and sent at the regular postal rate. Mail is inspected for contraband before it is delivered to the offender. No C.O.D. letters or packages are accepted. Incoming mail must have the offender's name and AO#, for example:

Offender's Full Name
AO # (Adult Offender Number)
701 South 27th Street
Billings, MT 59101

Also, all incoming mail must have the full name and address of the person sending it into the offender. Offenders are allowed to send letters at their own expense. All letters are subject to security inspections. Do not send cash or personal checks to an offender. If you send money, it must be as a money order or certified bank check made payable to the offender's full name. Any unauthorized mail is not delivered to the offender. The offender decides whether to return it to the sender or have it destroyed.

ATTORNEYS: Attorneys may visit the offenders in person from 8:00 a.m. to 5:00 p.m. Monday through Friday. If an offender wishes to speak with her attorney, she can use the telephone or mail channels. At least 24 hours' notice is required to set up an attorney visit.

MEDICAL: Offenders are not allowed visits when they are hospitalized. In the case of long-term or critically ill patients, special exceptions may be made.

FOOD – DRINK – TOBACCO: Visitors are not allowed to smoke or bring chewing tobacco, gum, food, or drinking items into the prison. No alcohol or drugs of any kind are permitted. There are vending machines in the visiting area for visitors and offenders.

NO TRESPASSING: Persons coming onto the prison property may do so only for authorized purpose. You are to leave the prison when your authorized purpose is completed. You are not allowed to loiter or remain inside the building or anywhere on the property.

RELEASE OF OFFENDER PROPERTY: Offenders are allowed to send out personal property through visiting. The offender identifies the visitor who is to take control of the property. The property is signed for by, and released to the visitor at the end of the visiting session.

QUESTIONS OR ASSISTANCE: If you have any questions or need help, please contact a Correctional Officer and ask for assistance.

SEARCH OF VISITORS: All visitors are subject to a metal detector and a pat-down search. Any items you are carrying are subject to search. If you do not comply with the search, your visit will be terminated and you may be refused further admittance into the prison. Visitors are not allowed into the secured areas without a Correctional Officer's escort.

VISITATION HOURS:

Tuesdays	1900-2030
Thursdays	1900-2030
Fridays	1900-2030
Saturdays*	0830-1030, 1330-1530, 1900-2030
Sundays	0830-1030, 1330-1530
*3 rd Saturday of each month is Kids Day – no morning or afternoon sessions.	