

Boyd Andrew Community Services
Elkhorn Treatment Center

Resident Request for Approved Visitor

Resident Name: _____ Date: _____

Visitor Name: _____ Date: _____

Visitor Maiden Name If Applicable: _____

Visitor Name Alias If Applicable: _____

Address: _____ Phone (H): _____

_____ Phone (W): _____

Date of Birth: _____ Age: _____

Form of Picture ID and Identification Number: _____

Social Security Number: _____

Cost: DOC policy requires a background check be conducted on all visitors age 18 and above prior to visiting. The background check must be completed by Boyd Andrew Community Services. A background check documentation provided by a visitor which was completed by another party will not be accepted. The cost of a background check is currently \$14.50. ONLY EXACT PAYMENT WILL BE ACCEPTED IN THE FORM OF A MONEY ORDER MADE PAYABLE TO BOYD ANDREW COMMUNITY SERVICES. Please note that the cost is subject to change. Contact ETC at (406) 447-5300 to confirm the cost prior to mailing your payment and visitor application. This cost is to be covered by the visiting party and must be included in your visitation application. You may remit this cost in the form of a money order only. Checks or cash will not be accepted and the background check must be completed before visitation is approved.

(Adults must send a copy of your picture ID with this form)

Have you ever been convicted of a felony? Yes: _____ No: _____

Are you currently on Probation or Parole? Yes: _____ No: _____

If so, please list your Probation/Parole officer, their location, and phone number below:

NOTICE TO ALL VISITORS

If this request to visit has been approved, I understand that:

1. I may be searched upon entering the facility (this includes all visitors).
2. I must agree to participate in educational presentations each time I visit.
3. I will be required to leave all personal belongings in my car, including my purse, backpack, etc. unless specific items have been pre-approved by a case manager. Only my keys, picture ID and a disposable camera in original packaging will be allowed in the facility.
4. I will not be allowed to bring food or beverages into the facility.
5. Any visitor 'under the influence' will not be allowed to visit.
6. I agree to respect ETC's "no smoking" policy.
7. I am responsible for supervising children that I bring into the facility, and that failure to do so may result in being asked to leave.
8. All visits must be prescheduled. No unscheduled visits will be allowed.
9. Individuals under the age of 18 may not visit without a parent or legal guardian present.
10. Staff will be present in the visiting room during scheduled visits.

By your signature below, you certify that the information provided above is true and you acknowledge your understanding of and agree to abide by these guidelines in relation to resident passes. **The Resident will notify you if your request to be an approved visitor has been approved.**

ALSO

This serves as authorization for Boyd Andrew Chemical Dependency Services parent company to the Elkhorn Treatment Center to conduct a criminal background check.

Applicant Signature

Date

Staff Signature

Date

VISITOR POLICY

It is the responsibility of the resident to inform his/her visitor(s) of the following rules. Failure on the part of either the resident or visitor(s) to follow the visitor rules or guidelines may result in the suspension of the resident's visiting privilege.

I. Visitor's Requirements

1. Upon arrival at the Elkhorn Treatment Center for a visit, the visitor(s) will announce their arrival via the intercom in the entryway. The visitor must present a picture ID (preferably a driver's license). Visitors without a picture ID may be denied a visit.
2. Only visitors scheduled to visit will be allowed in the facility to visit.
3. Visitors will be searched prior to a visit. This includes all visitors, including children. Any refusal to be searched may result in the visitor being asked to leave.
4. Visitors will only be allowed to enter the facility with their picture ID and car keys. If infants are visiting, you must speak with staff prior to the visit regarding allowable items (i.e. diapers, bottles, etc). Absolutely nothing else is allowed. Do not bring in packages to hand deliver to the resident.
5. Visitors must attend a visitor education session prior to all visits.
6. If there is a suspicion that a visitor is under the influence, they will be asked to leave the property. Failure to do so will result in law enforcement being contacted.

II. Visiting Area

1. The visiting area will be designated by the Elkhorn Treatment Center.
2. Visitors are to remain in the visitor area at all times and are not permitted to leave the area. Children are the responsibility of the visitors and are not permitted to leave the visiting area. Visitors who do not attend to their children may be asked to leave.

III. Visiting Room Rules

1. Physical contact between visitors and residents must be appropriate at all time. An embrace and kiss upon the arrival and departure of the visitors is acceptable. Additionally, hand holding is acceptable if done in an appropriate manner. Hands must be easily observable at all times. Good manners and respect for the rights of others are to be observed at all times.
2. The light in the visiting area is to remain on at all times during the visit.

3. Visitors may not lay on the floors during the visit.
4. Conversation in the visiting area is to be kept low enough so as not to interfere or disturb the routine of the center and other visitors.
5. The residents receiving visitors are responsible to see that the visiting area is cleaned up at the conclusion of a visit.

IV. Visiting Hours

1. Saturday and Sunday Only

1:00 PM – 2:00 PM is the Visitor Education Session

2:00 PM – 4:00 PM are visiting hours

Visiting hours can be cancelled without notice for safety and security reasons, and the immediate needs of the facility.

2. Visiting hours other than those scheduled may be considered in special situations, but require the approval of the Case Manager.
3. There are no special holiday visiting hours.
4. Due to the limited visiting area and number of residents, the number of visitors that may be in the Elkhorn Treatment Center at any one time will be determined by order of requests to visit. All visits must be pre-approved. If visitation is denied for any reason, the staff who denies the request must document the incident in the Shift Log Notes detailing the circumstances.

FAILURE ON THE PART OF A RESIDENT OR HER VISITOR(S) TO FOLLOW THE ABOVE RULES AND GUIDELINES, MAY RESULT IN THE SUSPENSION OF VISITING PRIVILEGES.