

## **VISITATION PROCEDURES AT THE SPRINGFIELD MUNICIPAL JAIL**

- Inmates can fill out a Visitor List which consists of up to two people with one alternate who may be allowed to visit.
- Each inmate is allowed two visitors a week including children.
- If your name is not on the inmate's Visitor List, you will not be allowed a visit, no exceptions.
- Children are included in the three active visitors.
- Names on the visitor list may only be changed by the inmate through official Jail correspondence. Please mail your visit request to the inmate and include your full name and date of birth.
- You may call 541-744-4177 on Mondays' between 9:00am and 3:00pm to check and see if you are on a particular inmate's visitation list. Jail Staff will not reveal to you who is on an inmate's visitation list.
- ***You must arrive 15 minutes prior to your scheduled visit time. Failure to do so will result in the visit being cancelled.***
- Only inmates who have been incarcerated for 7 or more days, may request a visit.
- Visitors under the age of 18 must be accompanied by a parent or legal guardian.
- If you are bringing children (under age 18) you must be the parent or legal guardian of the children. There must be official documentation presented at the time of the visit showing the relationship to the inmate and the supervising adult visitor.
- Anyone exhibiting behavior which disrupts the orderly operation of the facility will not be allowed to visit. **The staff's decision is final.**

**If special accommodations are required, please call 541-744-4169 to speak with a jail supervisor prior to the scheduled visit.**

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### **VISITOR ATTIRE REQUIREMENTS:**

- Foot wear must be worn by all
- Gang related clothing is prohibited
- See-through clothing, including sheer fabrics and loose weave, is prohibited
- Clothing similar to that worn by the inmates is prohibited
- Shorts and dresses shorter than mid-line to the thigh or any clothing that is highly suggestive is prohibited
- Clothing which contains racial comments or slurs is prohibited

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### **OTHER VISITATION REQUIREMENTS:**

- All visitors are subject to search
- Photo identification is required for all adults
- Responsibility for control and order of minors rest with the accompanying adult. If you are unwilling or unable to maintain control of a child, your visit shall be terminated
- Visitors who show signs of alcohol or other intoxicant use shall not be allowed to visit
- Visitors shall not possess or carry onto the jail grounds any explosive, firearm, knife, ammunition, chemical agents, alcoholic beverage, narcotics, dangerous drugs, or objects or material of any kind which might be used to compromise the safety and security of the facility
- Any previous acts, attempts or convictions in regards to smuggling drugs, weapons or contraband into any jail; assisting, conspiring or otherwise participating in an escape; possession, control, delivery or conspiring the same of an explosive device; will be grounds for being permanently restricted from visitation
- You cannot visit if you are currently on probation or parole, or have been incarcerated in this facility within the past 12 months
- Disrespect toward jail staff is cause to deny or terminate a visit
- Contact visits are not permitted
- Visits between inmates are not be permitted