



# Caroline Detention Facility Visitor Information

## **VISITATION**

Detainees housed at the Caroline Detention Facility (CDF) are allowed to receive visits from their families, friends, associates, legal representatives, consular officials, and others in the community. Conjugal visits for ICE/ERO detainees are prohibited.

Visits between legal representatives and assistants and an individual detainee are confidential and will not be subject to auditory supervision. Private consultation rooms are available for such meetings. All visits for legal representatives, contact or non-contact, are subject to alternating classification and visitation days. Paperwork during these visits will be passed on by a staff member if necessary.

**\*\*Visitation is not allowed during a detainee's first 10 days at the Facility\*\***

### **Visitation Hours and Time Limits**

1. Visitation is from 1:30 p.m. – 9:30 p.m., Saturday & Sunday.
2. Specific hours are designated by custody level:
  - ❖ Low to medium custody male detainees: Saturday & Sunday, 5:30 p.m. – 9:30 p.m.
  - ❖ Medium to high custody male detainees: Saturday & Sunday, 1:30 p.m. – 5:30 p.m.
  - ❖ Female detainees: Saturday & Sunday, 11:30 a.m. – 1:30 p.m.\*
  - ❖ Special Management: Saturday & Sunday, 9:00 a.m. – 10:00 a.m.
3. To ensure adequate time to process visitors through security, all visitors must arrive 30 minutes prior to the scheduled visit time. Arrival at the facility parking lot prior to 1:00 p.m. is prohibited. The processing of visitors will begin at 1:15 p.m. No visitors will be processed after 8:45 p.m.
4. Visits shall not exceed 60 minutes.
5. Minors who are visiting the facility must be accompanied by an adult guardian (18 years or older). Minors must not be left unaccompanied in the waiting room, visiting room, or any other area.
6. Special requests for visitation may be accommodated on a case-by-case basis with a minimum of 24-hour notice.
7. To accommodate the volume of visitors within the limits of space and staff resources, and to ensure adequate security, the Superintendent may restrict visits.

### **Attorney Visits**

Legal representatives of detainees are authorized to visit their clients any day (Monday – Sunday), by appointment. Exceptions may be made with prior approval.

### **Consular Visits**

Consular officials may meet with their detained nationals at any time. It is requested that prior arrangements be made with the ICE Supervisory Deportation Officer to the extent possible, and that consular officials bring appropriate credentials when they come to the facility. The ICE Supervisory Deportation Officer in charge of the facility can be reached at (804) 330-8280.

### **Clergy Visits**

Members of the clergy may visit detainees at any time but must make prior arrangements with the Facility Chaplain's Office at 804-633-0043.

## **Social Visitation**

Individuals from the following categories may visit, unless they pose a threat to the security and good order of the institution:

- Immediate Family: Immediate family may include mothers, fathers, stepparents, foster parents, brothers, sisters, stepbrothers, stepsisters, biological and adopted children, stepchildren, foster children, and spouses, including common-law spouses. Immediate family members detained at this facility may visit with each other during normal visiting hours regardless of gender, when practicable and approved by the Superintendent, consistent with facility security and control. Immediate family members detained at CDF must be verified and confirmed by ICE prior to granting detainee to detainee visitation.
- Minor Visitors: At the Shift Commander's discretion, a minor without positive identification may be admitted if the accompanying adult visitor vouches for his or her identity. Minors must remain under the direct supervision of an adult visitor so as not to disturb other visitors, and excessively disruptive conduct by minors may result in termination of the visit.
- Other Relatives, Friends and Associates: Other relatives, friends, and associates may include grandparents, uncles, aunts, in-laws, cousins, nieces, nephews, non-relatives and friends.
- *Detainees may have a maximum of three (3) adult and three (3) child visitors in Contact Visitation. Due to space constraints, non-contact visits are limited to a total of three (3) visitors at one time, including children. There must be at least one adult (aged 18 and over) present with underage visitors. Special exceptions may be approved by the Shift Commander.*

## **Special Rules for Children**

Children under the age of 18 will not be allowed entry into the facility to visit unless they are accompanied by an adult visitor. Adult visitors will be responsible for the conduct of children under their supervision. This includes keeping them within the authorized visiting areas. Detainees and visitors will be responsible for keeping their children quiet so as not to disrupt others. All care for infants, for example changing their diapers or feeding, must be conducted in the lobby. Infant bottles, diapers, blankets, car seat carriers, or other items are not authorized inside of the visitation room. Lobby officers are prohibited from holding visitor property. Pacifiers for infants are authorized to be brought into the visitation room.

## **Special Visit Requirements**

The Superintendent may authorize special visits to accommodate a unique circumstance (e.g., a person traveling a long distance, visiting a hospitalized detainee). Special visits are not counted as regular visits. Requests should be submitted as far in advance of the special visit as possible.

## **Identification Requirements**

All visitors, with the exception of children under eighteen years, must display valid photo identification (i.e., valid driver's license, valid state identification card, a valid/current passport or government issued identification card from country of origin) before being permitted into the facility. Visitors under the age of 18 and accompanied by a parent or legal guardian are exempt from this requirement. Person(s) not permitted to visit may not remain in the facility or the facility parking lot.

## **Dress Code**

**Female Visitors Aged 12 and Older:** Shorts will cover customarily covered areas of the anatomy, including the buttocks and groin area, both when standing and sitting. Shorts may be no higher than mid-thigh. Short-shorts, jogging shorts, cut-offs, and other obviously inappropriate short garments are prohibited. Skirts and dresses will extend no higher than mid-thigh, seated. Slits in skirts and dresses will rise no higher than mid-thigh, seated.

Sheer (see-through) clothing is prohibited. Camouflaged clothing is prohibited. The top of clothing will be no lower than the underarm in the front and back. Bare midriffs and strapless tops, tube tops, and swimsuits are prohibited. Shoes will be worn at all times. Open-toed shoes and flip flops are not allowed. Recognized gang "colors" and other gang displays are prohibited. Hats and head coverings are prohibited unless worn for medical or religious reasons; however, they must be removed for security inspection prior to entering. Also prohibited are smart watches, electronic devices, spandex, leggings, leotards or skin-tight clothing, hoodies, bobby pins, safety pins, decorative pins, hair accessories, and/or jewelry items that do not successfully clear the metal detector. Pajamas and other sleepwear worn as outer garments, ripped or excessively worn or dirty clothing, articles of clothing that express obscenities, profanities or other morally questionable indecencies as determined by staff. Undergarments may not be exposed. The Shift Commander will determine if a visitor's clothing is in violation of the dress code. Any perfume, cologne or body odor deemed excessive is also prohibited.

**Male Visitors Aged 12 and Older:** Shorts will cover customarily covered areas of the anatomy, including the buttocks and groin area, both when standing and sitting. Shorts may be no higher than mid-thigh. Short shorts, jogging shorts, cut-offs, and other obviously inappropriate short garments are prohibited. Shirts will be worn at all times. Muscle shirts, bare midriff shirts and sleeveless shirts are prohibited. Shoes will be worn at all times. Open-toed shoes and flip flops are not allowed. Camouflaged clothing is prohibited. Gang "colors" and other gang displays are prohibited. Hats and head coverings are prohibited unless worn for medical or religious reasons; however, they must be removed for security inspection prior to entering. Also prohibited are smart watches, electronic devices, spandex, leggings, leotards or skin-tight clothing, hoodies, bobby pins, safety pins, decorative pins, hair accessories, and/or jewelry items that do not successfully clear the metal detector. Pajamas and other sleepwear worn as outer garments, ripped or excessively worn or dirty clothing, articles of clothing that express obscenities, profanities or other morally questionable indecencies as determined by staff. Undergarments may not be exposed. The Shift Commander will determine if a visitor's clothing is in violation of the dress code. Any perfume, cologne or body odor deemed excessive is also prohibited.

### **Authorized Items in Visiting**

Visitors are not authorized to give anything to a detainee except food and drink purchased from the lobby vending machines (contact visits only). The only articles authorized to be carried into the contact visitation area by visitors are a property locker key from the lockers located near the public entrance, and food items purchased from the vending machines in the lobby (limit of \$20.00 per detainee being visited). All unauthorized items must be secured in a property locker or in the visitor's vehicle. **18 U.S.C. 1791, which provides a penalty of imprisonment for not more than twenty years, a fine, or both for providing or attempting to provide to a detainee anything whatsoever without the knowledge and consent of the Superintendent.**

### **Processing**

Visitors and belongings entering the facility are subject to search. Anyone refusing a search of their person or property will be refused entry. Visitors are required to pass through a walk-through metal detector without activation. Anyone unable to clear the walk-through metal detector without activation may be subject to further search procedures, such as a pat search. Visitors must also have all belongings entering the facility. Visitors should refrain from wearing clothing with metal content. Anyone refusing to be searched will be denied the opportunity to visit. Visiting areas are subject to video monitoring. Visitors that wear an ankle monitor are allowed visitation if they meet all other requirements.

### **Rules Violations**

Any violation of the visitation rules may result in disciplinary action against the detainee. Introduction of contraband or other criminal violations may lead to criminal prosecution of a visitor, the detainee or both. There are differences in the various conditions of each visit, including who may visit, when they may visit, how they may be approved to visit and where in the facility they may visit, depending on the type of visitation.

### **Standards of Conduct for Visitors and Detainees – Contact Visitation**

Detainees and visitors will sit in a chair as directed by visitation staff. Chairs must remain in their location at all times. Physical contact is limited to handshaking, a brief embrace, and a kiss between the detainee and visitor(s) upon the initial arrival and again at the completion of the visit. **Holding hands in plain view is the only contact permitted during a visit.** It is the responsibility of the detainee to ensure all visits are conducted in a quiet, orderly, and dignified manner. Inappropriate conduct or contact, as determined by the Visitation Officer or a supervisor, during a visit may result in the termination of the visit and suspension of visitation privileges. To attend a contact visit, the detainee must agree to a strip-search performed by detention personnel of the detainee's same gender. This practice is vital to maintaining the security of the facility. If the detainee does not consent to be strip-searched, he/she may have a non-contact visit.

### **Temporary Restriction**

The Superintendent may temporarily restrict visiting when necessary to ensure the security and good order of the facility.

### **Sanctions for Violation of Visitation and Contraband Rules**

Any violation of the visitation rules may result in disciplinary action against the detainee, including loss of visitation privileges. Visiting privileges for detainees can be revoked only through the formal detainee disciplinary process. However, the Superintendent has the authority to restrict or suspend a detainee's ordinary visiting privileges temporarily when there is reasonable suspicion that the detainee has acted in a way that constitutes a threat to safety, security or good order of the facility. The restriction or suspension must be limited to the time required to investigate and complete the disciplinary process and such time that it takes for a combative and or assaultive detainee to become compliant and non-combative. Each incident will be documented. Legal visitation will be suspended only if necessary, to maintain the safety or security of the facility, staff and visitors. ICE cannot unconditionally permit visitation rights in those instances that could jeopardize staff, detainee, and/or a counselor's safety. A visitor's failure to abide by visiting rules may result in immediate cancellation or termination of a visit and/or suspension of future visitation privileges. A visitor's privileges are at the sole discretion of the Superintendent. Introduction of contraband or other criminal violations may lead to criminal prosecution of a visitor, detainee or both.

### **Facility Parking**

Parking for detainee visitors is available in the main facility parking lot. No parking is allowed on the roadway leading to the facility or on the grass. Designated handicap parking is available in the main facility parking lot for those vehicles that have properly registered handicap license plates or placards. Violators may be subject to towing, at the owner's expense. Large vehicles (i.e., campers, mobile recreational vehicles, tractor trailers, etc.) are prohibited from being parked on the facility grounds or parking lot at any time. Visitors must ensure their vehicle is locked and the windows are closed so that no person is able to reach into the interior of the vehicle. Loitering or picnicking on the facility grounds is strictly prohibited. Visitors are to enter the facility through the public entrance from their vehicle or remain in their vehicle only. Violators will be asked to leave the property. **Littering, smoking and photography on facility property are prohibited.**

## **Video Visitation**

Video Visitation is available through HomeWAV, a web-access visitation system which allows friends and family to have face-to-face visits with detainees via a computer or mobile device. Once you set up an account with HomeWAV, all you will need is a mobile device with a front-facing camera, or a computer with high-speed internet connection, web cam, speakers and a microphone.

The video visitation system is available anytime the detainee is allowed access to the dayroom. Visits are limited to 20 minutes.

There is a cost for this service, and rates are established by HomeWAV. Funds are not collected by CDF, nor are charges for use of this service processed through detainee trust fund accounts. For complete details and to set up an account, visit HomeWAV.com.

All video visitation usage is monitored by the housing officer and recorded for review by management staff.

## **Other Virtual Visitation**

Detainees have access to tablets at various times during the day and may use them for virtual visitation. These visits are video chat conversations available from a home personal computer and on the Visit Now Android app on a mobile device. With this app, there is no scheduling needed. Once you suggest a time for a visit, you wait for the detainee to confirm and then log in at that time.

To get started, create an account at [gettingout.com](http://gettingout.com) and follow the prompts for the visitation service. You will find the CDF listed under United States/Virginia/PCRJ Caroline Detention VA.

## **DETAINEE FUNDS – CONNECTNETWORK**

**ConnectNetwork** is an automated system which allows friends and family to add money to a detainee's fund account either online or via the kiosk located in the lobby at the CDF. Money is credited to the account on the next business day after the deposit is made. The detainee is given a receipt for the amount added, making him/her aware of the available funds. Complete details are available at ConnectNetwork.com. Transaction fees may apply and are the property of ConnectNetwork.

## **DIRECTIONS & TRANSPORTATION**

### **Physical Address**

11093 S. W. Lewis Memorial Drive  
Bowling Green, VA 22427

### **Directions from the North**

Follow Interstate 95 south to the Spotsylvania/Rt. 1 exit. At the light, make a right and follow Rt. 1 South to Rt. 17. Make a left. Follow Rt. 17 until you come to the Town of Port Royal. At the light, turn right onto Rt. 301 South. Follow Rt. 301 South to mile marker 119. The entrance to the Caroline Detention Facility is on the right.

### **Directions from the South**

Follow Interstate 95 North to the Bowling Green/Carmel Church exit. Bear right onto Route 207. Follow the signs to Rt. 301 North. Just beyond mile marker 118, look for the sign for the Caroline Detention Facility. The facility will be on the left-hand side of the road.

### **Transportation to the Caroline Detention Facility**

The Caroline Detention Facility does not support or receive support from any transportation company. The following information is provided as a courtesy:

