



Rapides Parish Sheriff's Office

Transitional Work Program

400C John Allison Dr street Alexandria La 71303

318-449-4369 / 318-449-4377

WORK RELEASE VISITATION RULES

THESE RULES ARE SUBJECT TO CHANGE WITHOUT NOTICE

“VISITATION IS A RIGHT THAT YOU HAVE BUT VIOLATION OF THESE RULES WILL RESULT IN THE TERMINATION OF THE VISIT AND BANNING OF THE VISITOR ENTERING THE TWP INSTITUTION OR ITS GROUNDS AND /OR CRIMINAL CHARGES AS CIRCUMSTANCES WARRANT”

IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT YOUR VISITOR KNOWS AND COMPLIES BY THESE RULES.

RULES GOVERNING VISITATION AT RPSO TRANSITIONAL WORK PROGRAM:

VISITATION STARTS ON THE FIRST FULL WEEKEND OF THE MONTH:

Visitation will be on the 1st & 3rd Sunday of each month.

Visitation gate will be open at 0830 and 1330 and will remain open until 30 minutes prior to the end of visitation. Offenders with full time jobs that miss Sunday visitation may submit a Special Visit Request. Special visit request must be filled out and turned into office by the Wednesday prior to the date that you are requesting the visit. **Times for special visits will be on Sundays from 8:30am – 10:30. These visitors must already be on your approved visitors list. Anyone not on this list must be approved by the Warden or Asst Warden.**

All minors under the age of 17 must be accompanied by an adult who is (A) a family member of the minor, or (B) the minor's legal guardian.

8 VISITORS AT A TIME FOR VISITATION, THESE MUST BE THE ONES THAT ARE APPROVED AND ON YOUR VISITATION LIST

EXCEPTION TO BEING ACCOMPANIED BY AN ADULT:

1. Minor spouse
2. Emancipated minor (Judgment of Emancipation as proof)
3. Minors visiting as part of an approved institutional program such as school groups, church groups, parenting groups, etc.

DRESS CODE FOR VISITORS:

Visitors should be aware that visiting areas are designed to cultivate a family atmosphere for family and friends of all ages. Visitors should dress and act accordingly. The following apparel is considered inappropriate and shall result in the denial of visits:

1. No transparent clothing or swim suits
2. No skirts or dress above the knee cap and no revealing slits. No shorts, regardless of the length, by either sex. (Children 6 and under are exempt). Capri pants below the knee are not considered shorts.
3. No **strapless**, tube or halter tops, tank tops, or strapless dresses
4. No tops that expose midriff
5. No blouses, shirts or dresses that are low cut or sleeveless.
6. **No spandex, Lycra or Spandex-like athletic pants, aerobic/exercise tights or leotards**
7. No underwear can be exposed
8. No clothing with revealing holes.
9. No clothing or accessories with obscene or profane writing, images or pictures.
10. No gang or club related clothing or insignia indicative of gang affiliation.
11. The only bags allowed into the TWP are a diaper bag for infant children. All bags will be searched when you enter and leave from visitation.

EFFECTIVE: 10/27/15



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12. All visitors must wear shoes or sandals; house slippers or shower shoes are not allowed. Footwear must remain on feet at all times. These restrictions apply to men, women and children.

GENERAL RULES FOR VISITATION:

1. No cameras, purses, tobacco products, medication or cell phones allowed inside the gate during visitation. **(THESE ITEMS WILL BE CONSIDERED CONTRABAND)** The visit will be terminated and depending on the severity charges may be filed.
2. All visitors must have photo identification on them in order to visit. (17 yrs. and older).
3. **Any visit may be terminated if the resident or visitor violates the rules governing visitation.**
4. All proposed visitors will be checked for criminal history. No ex-felon will be allowed on RPSO Transitional Work Program property unless they have been discharged from an institution or Probation and Parole supervision for at least 2 years.
5. All visitors are subject to personal and computer search by Rapides Parish Transitional Work Program personnel.
6. No two residents may be allowed to have the same visitor on their visitation list unless approved by the Warden or Assistant Warden.
7. All visitors entering the grounds shall be registered by the Correctional Officer on duty. When the visitor departs he/she will notify the officer that they are leaving.
8. Only food or drink purchased from vending machines in TWP lobby are allowed during visitation. No food on the basketball court.
9. Offenders will each be responsible for keeping their visitors in one group. Children must also stay in that group. They will not be left unattended. **All visitors and offenders must stay in the assigned visitation area during visitation hours, unless instructed different by TWP deputies.**
10. **No visitor will return to their vehicle once they have signed in or leave from the facility property and return.**
11. No minor child (16 years old and under) will be allowed to leave the visiting area to go to the restroom or any other approved area unless accompanied by their guardian. **Offenders will not accompany the minor child.**
12. **Visitors and offenders will be required to sit facing each other at arms length away at all times. Children can intermingle with offender during visitation.**
13. No visitor will be allowed to visit on RPSO Transitional Work Program property unless they are on a regular or special visit form.
14. Any money orders for Offender must be mailed or dropped off to the TWP during normal working hours (Monday – Friday 8:00am to 4:00pm). Money orders can also be placed in drop box during visitation. **The money order must contain their name and DOC #. NO MONEY CAN BE GIVEN TO ANY OFFENDER DURING THE VISIT. THIS WILL BE CONSIDERED CONTRABAND.**

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