



ASSISTING FAMILIES OF INMATES

Transportation Program Guidelines

RESERVATION AND VISITING INFORMATION FOR
VADOC ADULT FACILITIES

· VISITOR NAME ·
· VISITOR ID NUMBER ·

ADULTS

New riders must make an intake appointment to come into office on a weekday to be registered for the program. You will not be allowed to get a reservation number on the day of the trip.

Please keep track of your Visitor ID Number. Reservations will only be accepted when you use your correct ID number.

We will issue you a laminated rider identification card upon intake. This card will have your name and Visitor ID number on it. You **MUST HAVE THIS CARD WITH YOU ON SATURDAY MORNINGS IN ORDER TO BOARD THE BUS**. You must also have this card with you, per DOC and DJJ policy, in order to enter the facility for visitation. If you lose your card you must come to the AFOI office, during business hours, to be reissued a replacement card. Replacement cards cost \$5.00.

When leaving your reservation, please remember to speak clearly and slowly. Give your name and ID number, the names of the children you are bringing, the name of the prison, and your telephone number. If you leave out any of this information, your reservation cannot be recorded. We do not confirm reservations and will only call you if there is a problem with your reservation.

Reservations must be called into our office by 12:00 noon, the Friday before the trip. It is *strongly* advised that you arrive 30 minutes before the trip is scheduled to depart. However, you *must* arrive for your reservation *at least 15 minutes* before the trip is scheduled to depart. If you do not show up by that time, your seat may be given to someone on the waiting list. Cancellations must be called in by 12:00 noon the Friday before the trip to avoid penalization. We do not take reservations more than two weeks prior to the trip.

Effective September 1, 2014 AFOI reserves the right to cancel a bus due to minimal ridership. We will now require at least, a minimum, of ten (10) riders in order to send a bus.

We ask that you be considerate of other visitors while waiting for your bus departure and during travel. There is no smoking permitted at AFOI or on the bus; no theft; no violence; no alcohol or obvious intoxication, no loud, abusive, or profane language. If we observe or hear a report that a violation of one of these rules has occurred, you will be suspended or permanently banned from riding the bus (length of suspension determined by AFOI Executive Director). Please show respect for yourself, the other passengers, and the children.

If you ride the bus with us to the facility you must also ride the bus back to Richmond from the facility. This is the policy of our organization. If we observe or hear a report that a violation of this rule has occurred, you will be suspended or permanently banned from riding the bus (length of suspension determined by AFOI Executive Director). You must also follow the schedule given by AFOI for departure from Richmond and for departure from the facilities for the return ride. Please make sure that you return to the bus on time and when announcements to do so are made. The bus drivers have been instructed to wait for a certain period of time and then the bus will be leaving for its next stop.

Remember to throw away your trash before you leave the AFOI dining room and before you exit the bus.

CHILDREN & MINORS

Children must be at least one year of age AND ALSO be able to walk by themselves in order to ride on the bus. We have this guideline because the buses are not equipped with safety seats or seat belts. If the bus were involved in an accident, even a minor one, infants would be at risk of injury or harm.

You are responsible for supervising your children while at AFOI, on the bus, and in the prison. You can make the visiting experience more enjoyable for yourself and your children if they are well rested and have eaten breakfast before the trip.

If you plan to bring children who are not your own, you must have a notarized statement from the legal guardian or parent giving you permission to bring the child – this form is available as a download on the VADOC website. Please show us the authorization and to the officials at the facility you will be visiting.

FEES

Fees are paid on the day of your trip. Our fees are \$12 for an adult and \$1 for a child. The maximum for 1 adult and any number of children is \$14. We accept cash only. No one will be waived from paying the fee. Please make your change request when you pay your fee. We prefer not to give out change at any other time as things get very busy and mistakes can occur.

VISITOR DRESS REGULATIONS

The prisons & juvenile facilities have very strict dress codes. You should not wear shorts, leggings, tank tops, or tank-style dresses, sleeveless shirts, button-down or wrap skirts. You must wear undergarments and a slip when wearing a skirt or dress - VADOC Visitor Dress Regulations, per www.vadoc.virginia.gov, are listed below.

All visitors, including children, must dress appropriately for visitation. Visitor clothing must cover from the neck to the kneecaps, and all visitors must wear appropriate underwear. Footwear must be worn at all times; no bare feet are allowed. Watches and all wearable technology devices (i.e. Google Glasses) are prohibited.

The following types of clothing are not allowed to be worn:

Tube tops, tank tops, or halter tops

Clothes that expose a person's midriff, side, or back

Mini-skirts, mini-dresses, shorts, skorts, or culottes (at or above the kneecap)

Form-fitting clothes such as leotards, spandex, and leggings

See-through clothing

Tops or dresses that have revealing necklines and/or excessive splits

Clothing that contains symbols or signs with inappropriate language or graphics, including gang symbols, racist comments, inflammatory communications, etc.

Clothing resembling offender clothing

Any visitor whose dress is considered inappropriate will be referred to the Administrative Duty Officer, who will then make the final decision on admittance to the visiting room.

WHAT TO TAKE WITH YOU

On the day of your trip, bring your current, state-issued photo ID card, your AFOI rider identification card. You may bring \$15.00 in quarters, or more (facility dependent), in a clear baggy or clear change purse. Purses, or any other valuables, are not the responsibility of AFOI, AFOI staff, volunteers, James River Bus Company, the bus drivers, Second Presbyterian Church or the Department of Corrections.

DINNER PROGRAM

We are very happy to have many volunteers who donate, prepare, and serve dinner when the buses return. Please remember that these individuals are volunteering their time and money because they care about you. This service is a courtesy provided by these groups and, as such, is not associated with visitor fee payments. The volunteers do like to know that their efforts are appreciated. Please thank them before you leave.

INCLEMENT WEATHER

If the weather forecast is threatening (ice storms, snow storms, etc.), a message will be recorded on the AFOI voice-mail system. Please call AFOI at 804-643-2401 to see if a trip has been cancelled. Be sure to call the Friday before, or the Saturday morning of the trip before you come down here. Always listen carefully to the voicemail message.

NEW VIRGINIA DEPARTMENT OF CORRECTIONS VISITATION POLICIES

All new applicants and any visitor renewing their application must submit a visitation application online. Paper applications for visitation will not be accepted. If you do not have access to a computer or the internet, you may visit your local public library. To access the Virginia Public Library Directory, please visit the Library of Virginia's Website.

Visitors will only be approved to visit multiple offenders if the offenders are immediate family members. Visitors are limited to visiting only one offender that is not an immediate family member. Members who are not immediate family include, but are not limited to: fiances/fiances, girlfriends, boyfriends, neighbors, cousins, and friends.

All visitor applications (new or previously approved) expire 36 months (three years) after the date of approval. A new, updated visitor application must be submitted online at least 30 days before expiration to continue uninterrupted visitation. The Virginia Department of Corrections may conduct an annual record check on each visitor. Prior visitation approval does not guarantee approval continuation. Applicants should allow 30 days for online applications to be processed. Out-of-state applicants should allow up to 90 days for processing. To avoid delays in processing, all information requested on the application must be accurate and complete. A response will be sent to the email address provided by the applicant.

Approved visitors must still bring valid picture identification that matches the information provided on the application.

Friends and family members who have a visual impairment or are 65 years of age or older may contact Assisting Families of Inmates for assistance with completing an application. AFOI is an independent organization that offers services for families of offenders. AFOI does not have access to application status information. For that information, please contact the VADOC Visitor Registration at (804) 887-8341.

PROCEDURES

All institutions allow visiting on Saturdays, Sundays, and state holidays, but visitors should verify with the institution to find out which day(s) the offender can have visitors. To reduce crowding in the visiting room, many institutions alternate days that offenders can be visited based on the alphabet or offender ID number. Offenders are allowed a minimum of one hour per visiting day with visitors. It is possible that the length of a visit may be determined by activity in the visiting area, the number of visitors on a given day, available space, or institutional staff resources.

Visitation procedures at individual institutions may vary and can be changed at any time without prior notice. Please contact the facility before planning a visit to obtain further information on their visiting program.

VISITATION UNIT CONTACT INFORMATION

Visitor Registration
Virginia Department of Corrections
P. O. Box 26963
Richmond, Virginia 23261-6963
Telephone: (804) 887-8341
visitationinquiries@vadoc.virginia.gov