



JANICE K. BREWER  
GOVERNOR

# Arizona Department of Corrections

1601 WEST JEFFERSON  
PHOENIX, ARIZONA 85007  
(602) 542-5497  
www.azcorrections.gov



CHARLES L. RYAN  
DIRECTOR

## SMU I Visitor Information

### PROCEDURES FOR SCHEDULING A VISIT AND VISITOR POLICY/RULES

Effective: November 8, 2013

To schedule a visit, and for other visitation related inquiries, call the SMU I Visitation office at (520) 868-8513 Friday through Monday between 8:30 am 3:00 pm. Visits may also be scheduled on-site during visitation. **No appointments will be made on Tuesday, Wednesday, or Thursday.** The office is **CLOSED TUESDAY, WEDNESDAY AND THURSDAY.**

Visits must be scheduled a minimum of 24 hours in advance but not more than 7 days in advance.

Visitation periods at SMU I are two hours in length and are non-contact.

You may schedule a maximum of four approved visitors. No more than 2 minors allowed.

Inmates are permitted only one (1) two hour visit per week, as noted below. Special visits may be requested by the inmate for special circumstances such as large families, out-of-state, or occasional visitors (max 6 persons). The Inmate must request the special visit and the request form must be received in the visitation office a minimum of (30) days in advance of the requested date. A one-time \$25.00 background check fee is required for each adult visitor who is not already an approved visitor.

#### **THE FOLLOWING DAYS AND TIMES ALSO APPLY TO SPECIAL VISITS.**

#### **VISITATION DAYS ARE FRIDAY, SATURDAY, SUNDAY, AND MONDAY AS FOLLOWS:**

<b>FRIDAY- Three visit periods</b>	<b>8:00 am – 10:00 am / General Population &amp; CDU Inmates</b> <b>11:00 am – 1:00 pm / Protective Segregation Inmates</b> <b>1:45 pm – 3:45 pm / General Population &amp; CDU Inmates</b>
<b>SATURDAY – Three visit periods</b>	<b>8:00 am – 10:00 am / Protective Segregation Inmates</b> <b>11:00 am- 1:00 pm / General Population &amp; CDU Inmates</b> <b>1:45 pm – 3:45 pm / General Population &amp; CDU Inmates</b>
<b>SUNDAY- Three visit periods</b>	<b>8:00 am – 10:00 am / General Population &amp; CDU Inmates</b> <b>11:00 am -1:00 pm / General Population &amp; CDU Inmates</b> <b>1:45 pm – 3:45 pm / Protective Segregation Inmates</b>
<b>MONDAY – Two visit periods</b>	<b>8:00 am – 10:00 am / General Population&amp; CDU Inmates</b> <b>11:00 am – 1:00 pm / Protective Segregation Inmates</b>

#### **SMU I does not provide Holiday visits other than for Holidays that fall on the above days.**

- When you schedule a visit you will receive a confirmation number. Please bring this number with you.
- Check-in begins 30 minutes before your scheduled visit. Please be prompt. The inmates are brought to the visitation room prior to your arrival and are waiting for you. If you do not arrive at least 10 minutes before the scheduled visit start time, you will be denied entry for visitation. If you can't keep your appointment, please call the visitation office at (520) 868-8513.
- During the processing you will be issued a visitor ID card. This card must be attached to the upper chest area of your blouse/shirt and must remain attached until you leave the unit.
- You must clear a metal detector/scanner prior to entering the unit.
- In order to enter the unit you must have one of the following: **Military ID, Passport, valid state driver's license, an official photo ID from any U.S. , State, or Federal agency including official government employee ID. Consular ID cards issued by a foreign government are not accepted.**

# ARIZONA DEPARTMENT OF CORRECTIONS

## VISITOR GUIDELINES

Effective: July 20, 2011

The following information is intended to serve as a guideline to assist you when visiting an inmate and is not all-inclusive. Complete rules and regulations are listed in Arizona Department of Corrections Department Order #911, Inmate Visitation, which may be accessed through the Department's Web Site at [www.azcorrections.gov](http://www.azcorrections.gov).

### GENERAL INFORMATION

All persons, their personal belongings, and vehicles are subject to search while on Department property. Persons refusing to submit to any search will be denied visitation and required to leave Department property immediately and are subject to subsequent suspension. Contraband is not allowed on State property, including but not limited to: weapons or ammunition of any type, illegal drugs or drug paraphernalia, alcoholic beverages (empty or full), ladders, rope, cable, power tools, wire cutters, rakes, etc. Visitors must present a valid photo identification (ID) upon entering the visitation checkpoint.

### DRESS CODE

- All clothing shall be clean, worn in good repair, be non-offensive, and within the bounds of common decency.
- **Visitors are prohibited from wearing any brown-colored clothing that resembles the clothing worn by Department security staff, including khaki-colored clothing, solid light tan or light brown-colored shirts or dark brown-colored pants or slacks.**
- Skirts and dresses shall be knee-length when standing. Slits in skirts and dresses shall not extend above mid-thigh when seated.
- Shorts shall be knee-length when standing. Jogging shorts, cut-offs or hip huggers are prohibited.
- **Visitors shall not wear any article of clothing fabricated with spandex-like material, or clothing that is orange in-color.**
- Sheer, see-through and/or open-netted clothing is prohibited.
- Sleeveless tops/shirts or dresses, tank, tube, and halter tops, tops that are strapless, tops that allow display of bare midriff; mesh clothing; body suits; "muscle" shirts, and swimsuits are prohibited.
- Tops of clothing shall be no lower than the person's collarbone in the front and back.
- Undergarments and shoes shall be worn at all times.

### ALLOWABLE PROPERTY

- Personal identification.
- Prescription medication, in the original container and only in a limited amount needed during the visitation period.
- One unopened package of cigarettes. A flameless electric lighter shall be located in the designated smoking section of the visitation area.
- A maximum of \$30.00 in coins, in a clear plastic bag/container, per visitor.
- One engagement/wedding ring, one religious medallion, one wristwatch and one pair of earrings or two observable body piercing adornments.
- Two vehicle keys or one key and a vehicle remote control entry device.
- Infant items:
- One handheld baby carrier per infant. Strollers or carriers on wheels will not be permitted. One clear-plastic diaper bag per infant, which may only contain: one diaper for each hour of visitation, one change of baby clothing, one blanket no larger than 4 ft x4 ft, one container of baby sani-wipes, one small tube of diaper rash medication, one baby bib, one small plastic spoon used to feed an infant, three clear-plastic baby bottles of milk/formula or equivalent-size unopened, commercially-sealed containers of juice, and four small plastic containers of soft or baby food, and one baby pacifier.

### VISITATION CONDUCT

- Conduct by visitors and inmates shall be quiet, orderly and respectful of others, unruly behavior and the use of profanity is prohibited.
- Visitors are prohibited from visiting more than one inmate at a time, unless the other inmate is an immediate family member and the visitor is on the inmate's approved visitation list.
- The accompanying adult must properly control minor children while on prison property.
- Visitors and inmates shall remain in an upright position at all times.

The Department recognizes the importance of and encourages maintaining relationships while a person is incarcerated. We ask for and expect your full cooperation in following the above established visitation rules in order that visitation is a positive and pleasant experience for all concerned.

If you need assistance or clarification pertaining to the Visitation program during your visit, please contact a staff member for assistance.

ENJOY YOUR VISIT.