

**ELK COUNTY PRISON  
PUBLIC INFORMATION  
BROCHURE**

**ELK COUNTY PRISON, P.O. BOX 448, RIDGWAY, PA 15853**

## **VISITING PROCEDURE**

The persons not permitted to be on an inmate's visiting list are as follows:

- \* Ex-inmates unless immediate family.
- \* Persons under eighteen (18) years of age with the exception of the immediate family being placed on the initial classification for special visits.
- \* Persons who are unable to supply the forms of identification mentioned within this brochure.
- \* Persons having been approved to visit but failed to comply with the facility's visitation policy.

The persons permitted to be on an inmate's visiting list are as follows:

- \* Husband
- \* Wife
- \* Mother
- \* Father
- \* All children, even though they may not be permitted to visit on the regular visitation day.
- \* Step-mother
- \* Step-father
- \* Sisters
- \* Brothers
- \* Grandparents
- \* Father-in-law
- \* Mother-in-law
- \* Two (2) friends

The following is a list of forms of identification that will be accepted by the facility to permit visitation with an inmate:

- \* A valid photo driver's license.
- \* A Photo Identification Card issued by the Pennsylvania Department of Transportation.
- \* A valid Passport with picture identification.
- \* A valid photo military card.
- \* A valid photo I.D. accompanied by documentation with proof of age.

The non-contact visitation schedule will depend upon the Housing Units the inmates are assigned. Persons wishing to visit must present proper identification when entering the facility. Children under the age of eighteen (18) must be of the immediate family in order to have a special visit with an inmate. Children at the age of sixteen (16) or seventeen (17) must have proper photo identification and be accompanied by an adult with proper photo identification. Children under the age of sixteen (16) do not need the photo identification in order to be permitted to visit, but must be accompanied by an adult with proper photo identification.

## VISITORS

When reporting to the facility for a visit:

- \* You shall report to the Lobby Officer and sign in.
- \* You are not permitted to take any personal belongings (purses, coats, cigarettes, etc.) into the visiting area. **(Tobacco and tobacco products are prohibited to be brought into the facility).**
- \* You will have access to a locker located in the lobby area of the facility.
- \* You will pass through a metal detector and once cleared, be allowed entrance into the visiting area. If you do not clear the metal detector your visit may be denied.
- \* You are subject to search prior to entering and exiting the facility.
- \* Prior to exiting the facility, you shall be logged out by the Lobby Officer. If you did make use of the security locker, you will also remove all of your personal belongings.
- \* Neither Elk County nor the Elk County Prison is responsible for any of the lockers or any personal belongings placed in them.
- \* Any person attempting to bring contraband into the facility may be subject to immediate arrest.

## GENERAL VISITING SCHEDULE

### **Monday**

Male Housing Units A

1:30 PM – 3:30 PM

6:00 PM – 8:00 PM

### **Tuesday**

Male Housing Units B

1:30 PM – 3:30 PM

6:00 PM – 8:00 PM

### **Wednesday**

Male Housing Unit C/Administrative Housing

1:30 PM – 3:30 PM

6:00 PM – 8:00 PM

Administrative Housing visits will be at a time specified by the Corrections Counselor or Deputy Warden.

### **Thursday**

Female Housing Unit D & Disciplinary Housing

1:30 PM – 3:30 PM

6:00 PM – 8:00 PM

Disciplinary Housing Visits will be held on Thursdays for one half (1/2) hour per week, time specified by the Disciplinary Hearing Board

**Friday**

Female Housing Unit 210

1:30 PM – 3:30 PM

6:00 PM – 8:00 PM

**Saturday**

Male Work Release Housing Unit 206

1:30 PM – 3:30 PM

6:00 PM – 8:00 PM

**Sunday**

Male Housing Unit 205a

1:30 PM – 3:30 PM

6:00 PM – 8:00 PM

**SPECIAL VISITS**

Special visits, if approved by the Corrections Counselor or Deputy Warden entitles the inmate to a one half (1/2) hour non-contact visit. The Corrections Counselor or Deputy Warden will specify the day and time of the scheduled visit.

**DENIAL OR TERMINATION OF VISIT**

Visits shall be denied or terminated under the following circumstances:

- \* You are not on the inmate's visiting list.
- \* You cannot produce proper photo identification or you attempted to falsify identification information.
- \* You are inappropriately dressed.
- \* You appear to be under the influence of alcohol or drugs.
- \* You refuse to submit to the search procedure.
- \* You or the inmate violates any of the facility's rules or regulations.
- \* Improper behavior by the inmate or visitor during your visit.
- \* Insufficient space available in the visiting area.
- \* Defacing, destroying, or marking any facility property. (Criminal charges may be filed)
- \* Any state of emergency.

- \* Any condition the Sergeant/Shift Commander feels is a possible threat to the facility.
- \* Any other reason as deemed necessary by the Warden or Deputy Warden to preserve the security of the facility and safety to staff and inmates.

### MONEY

The Lobby Officer shall accept money. The Lobby Officer shall provide a receipt to you. **No personal checks will be accepted.** You are encouraged to send money orders through the mail to speed up your entry into the visiting area. No jewelry of any type, including watches, will be accepted.

### CLOTHING

No clothing of any type shall be accepted into the facility except for authorized court clothing or clothing needed for the inmate's release. Any clothing as mentioned shall be at the discretion of the Lobby Officer and or Sergeant/Shift Supervisor. Five (5) sets of work clothes will be accepted only for Work Release inmates. All clothing will be searched for contraband.

Any person(s) desiring to take custody of an inmate's personal property is to report to the facility between the hours of 9:00 AM and 6:00 PM. This may also be done at the time of visiting the inmate. No personal property will be released unless the proper forms have been completed and signed by the inmate and person receiving said property.

### CONTRABAND

No contraband is permitted to enter the facility. If you are found in possession of contraband (any instrument or device for use in making, attempting or aiding in an escape and/or any item not authorized by this facility – drugs, alcohol, etc.), you will be turned over to the local authorities for prosecution.

### TOBACCO

The Elk County Prison is a NON-Tobacco facility. No form of tobacco will be accepted. All tobacco will be considered contraband and will be confiscated.

### INCOMING MAIL

Only valid money orders shall be accepted through the mail. No personal checks will be accepted. This facility is not responsible for any cash sent through the mail. All incoming monies will be accepted and placed on the inmate's personal account. All contraband will be confiscated and disposed of in accordance with the facility's policy. Incoming correspondence may not be given to the inmate if it contains any of the following:

1. Material that would encourage deviant sexual behavior or obscene or pornographic material.
2. Material intended to encourage or assist in the disruption of the normal operations of the facility.

3. Material that has a strong odor.
4. Any information regarding the manufacture of explosives, weapons, or drugs.
5. Material that has any colorings or stains on it.
6. Any other material that a supervisor would feel may jeopardize the security of the facility and/or safety of staff and/or inmates.
7. Any attempt to mail contraband into this facility will be a permanent suspension of being able to write and enter this facility. Criminal prosecution **WILL** occur if this is attempted.

### **EMERGENCY PROCEDURE**

Inmates and visitors shall not be permitted to exit their respective visiting areas simultaneously unless the situation is life threatening. In that case, officers shall immediately evacuate all visitors from the building. The visitors will not be permitted to stop at the lockers to remove their valuables. They shall be permitted to re-enter the facility for their valuables once normal operations resume. Visitation shall be terminated for the remaining visiting period.

### **CELL PHONES**

Cell phones are not permitted into the facility by inmate visitors. Anyone possessing a cell phone may be asked to secure it in your vehicle before registering to visit.

### **METAL DETECTOR**

All visitors will be required to successfully pass through the metal detector as many times as necessary. Visitors may also be subject to the hand held metal detector. Anyone refusing either metal detector will not be permitted to visit. Visitors may also be subject to a search of their person or belongings.

### **INMATE TELEPHONE SYSTEM**

For information regarding the inmate telephone system refer to the pamphlets located in the lobby.