

VIDEO VISITING LIST

Offender Name: _____ Number: _____
Facility: _____ Contact Phone/Ext. _____

Use one line for each visitor. Couples and children must be listed separately. Full names, complete addresses and relationships are required. All information must be complete to allow processing of video visiting request. Only 5 persons, including children, may be permitted to visit at one time.

VISITOR NAME	ADDRESS	RELATIONSHIP	BIRTHDATE	PHONE NUMBER
MAIN CONTACT NAME				

VISITOR CENTER	LOCATION
<input type="checkbox"/> AFOI Richmond	ASSISTING FAMILIES OF INMATES SECOND PRESBYTERIAN CHURCH, RICHMOND 1 North 5 th Street, Suite 416, Richmond, VA 23219 Telephone: 804.643.2401
<input type="checkbox"/> AFOI Norfolk	FIRST PRESBYTERIAN CHURCH, NORFOLK Mail items to: Assisting Families of Inmates, 1 North 5 th Street, Suite 416, Richmond, VA 23219
<input type="checkbox"/> AFOI Alexandria (Saturdays only)	OLD PRESBYTERIAN MEETING HOUSE, ALEXANDRIA [SATURDAYS ONLY] Mail items to: Assisting Families of Inmates, 1 North 5 th Street, Suite 416, Richmond, VA 23219
<input type="checkbox"/> AFOI Alexandria (Sundays only)	ALEXANDRIA SEVENTH DAY ADVENTIST CHURCH [SUNDAYS ONLY] Mail items to: Assisting Families of Inmates, 1 North 5 th Street, Suite 416, Richmond, VA 23219
<input type="checkbox"/> AFOI Fredericksburg (Sundays only)	FREDERICKSBURG SEVENTH DAY ADVENTIST CHURCH [SUNDAYS ONLY] Mail items to: Assisting Families of Inmates, 1 North 5 th Street, Suite 416, Richmond, VA 23219
<input type="checkbox"/> AFOI Roanoke	SECOND PRESBYTERIAN CHURCH, ROANOKE Mail items to: Assisting Families of Inmates, 1 North 5 th Street, Suite 416, Richmond, VA 23219
<input type="checkbox"/> AFOI Petersburg	SAINT PAUL'S BAPTIST CHURCH, ELM STREET CAMPUS PETERSBURG [SUNDAYS ONLY] Mail items to: Assisting Families of Inmates, 1 North 5 th Street, Suite 416, Richmond, VA 23219

... BELOW FOR AFOI USE ONLY ...

Central Visitation Unit approval received by Assisting Families of Inmates:

Email Fax Mail Other _____ Date Received _____

Assisting Families of Inmates/Visitor Center Approval: _____

_____ Name _____ Signature _____ Date _____



Video Visitation Rules

1. Visitors must arrive at Visitor Center 30 minutes prior to visiting time.
2. Visits are for the exact time slots as scheduled. Visitors who arrive late will not get extended time. Fees will not be refunded for late arrivals or missed visits.
3. Visitors are not admitted without prior approval.
4. All visitors 18 years and older must present a government issued picture identification card.
5. Any visitor suspected to be under the influence of alcohol or other drugs will be asked to leave the Visitor Center.
6. If the offender must use the restroom, the visit will be terminated.
7. All visitors and offenders are expected to conduct themselves in an orderly respectable fashion at all times and must remain seated. No use of profanity, loud, or hostile communication will be permitted by visitor or offender.
8. Visitors will not be permitted to use cell phones, blackberries, pagers, laptops, gaming systems, or other portable electronics during visitation. These devices must be left outside the Visitor Center. Use or possession of such devices in the Visitor Center will result in termination of the visit.
9. Only 5 persons, including children may be allowed to visit at any time. Children must be accompanied by a parent or legal guardian.
10. The control of children is the responsibility of the parent or legal guardian. Children are not permitted to roam. The visiting room is not a playroom. Failure to keep proper supervision of children after being warned may result in the termination of the visit.
11. Visitors will not be permitted to leave and re-enter the visiting area.
12. There shall be no use of gang signs at any time.

Dress Code

1. All visitors to include children must dress appropriately for visitation. Visitor clothing must cover from the neck to the kneecaps and all visitors must wear appropriate underwear.
2. Watches and all wearable technology devices (i.e. google glasses) are prohibited.
3. 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.
4. All visitors are required to wear footwear. No bare feet are allowed.

Sanctions

1. An offender convicted of any infraction related to video visiting will have their visiting privileges suspended for a minimum of six months.
2. Any visitor who violates any visiting rules will be referred to the facility duty officer or Visitor Center staff for determination to terminate the visit.
3. Any effort by a visitor or offender to evade any visiting regulation may result in denial of future visits, possibly for an extended period.

I agree to abide by the Video Visitation Rules, Dress Code, and Sanctions:

Offender Printed Name	Offender #	Signature	Date
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Main Visitor Contact Printed Name	Phone Number	Signature	Date
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Visitor must mail *Video Visiting List*, signed *Video Visitation Rules*, and *Fee* to the Appropriate Visitor Center.