**Non-Contact Visiting:**

**M.A.D.F. – Visitor Information and Guidelines**

**2777 Ventura Avenue, Santa Rosa, CA 95403 (707) 565 -1400**

* Personal visits are to be scheduled by phone 9:00 am-3:00 pm Tuesday – Friday (no same day sign-ups)
* Personal visitation days occur on Saturday, Sunday and Monday
* Visitors must provide 24-hour notice to cancel a visit appointment. Missed appointments may result in suspension of visiting privileges.
* THERE WILL BE NO PERSONAL VISITING ON TUESDAY, WEDNESDAY, THURSDAY or FRIDAY.
* All visits are ½ hour in duration.
* Inmates may receive one visit per visitation day.
* Module Workers are eligible to receive two 30-minute visits per visitation day. Visits can be consecutive if time and space permits.
* **The following holidays have special personal visiting:** New Year’s Day, Independence Day, Thanksgiving, & Christmas

**Visiting Hours**

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| --- | --- | --- | --- |
| CHECK IN | **VISIT TIME** | CHECK IN | **VISIT TIME** |
| 10:40 AM | **11:00 AM** | 2:25 PM | **2:45 PM** |
| 12:40 PM | **1:00 PM** | 3:00 PM | **3:20 PM** |
| 1:15 PM | **1:35 PM** | 3:35 PM | **3:55 PM** |
| 1:50 PM | **2:10 PM** | 4:10 PM | **4:30 PM** |

**Attire:**

* Shorts, skirts and dresses must be as long as the bottom of the fingertips when arms are placed at side.
* No bare midriffs, tube tops, tank tops, low-cut or revealing tops.
* No sports team attire or gang insignias.
* No bandanas, beanies, hairnets or hats.
* No steel-toed boots or shoes that will not clear the metal detector.

If you are unsure about your attire’s acceptability, dress as if you were going to court. Final determination of clothing will be made by Lobby staff.

**General Information:**

* All visitors, 18 years and older, must have a **Valid ID.** Accepted forms of valid ID are: California Driver’s License, California Identification Card, Driver’s License/ID from another state, Passport, Military ID, Consular Card or Immigration Card. No other forms of ID are accepted. ID number must be provided over the phone at the time of scheduling and presented in person on the visitation day.
* Visitors must be 18 years or older and adults with minors must supervise them at all times. If the adult visitor is the minor’s parent, they must bring the minor’s **birth certificate**. If the adult visitor is a legal guardian, they must present court papers showing they are the legal guardian. If the adult visitor is neither the parent nor legal guardian, they must provide a notarized letter from a parent or legal guardian permitting the visit along with the minor’s birth certificate or official court document. Emancipated minors may visit with original court documentation as proof of emancipation. **Photocopies of above documents are not acceptable.**
* Visitors may only fill two seats in the visiting booths. Small children (40 inches or smaller) may be held on a visitor’s lap. Children over 40 inches must occupy a seat and will be counted as a visitor as required by occupancy rating.
* **Convicted felons** who wish to visit must have prior written approval from the Facility Manager or their designee.
* If you are a recently released inmate of the Detention Division, you must wait 30 days from the day of your release before returning to visit, unless you are visiting your spouse.

**Items Allowed:** Locker or Vehicle key or remote, visitor’s pass, eyeglasses, baby-bottle if needed (must clear metal detector) and any emergency medications.

**Items Not Allowed:** Weapons of any kind, cigarettes, lighters, full sets of keys, knives, cell phones, hats, excessive jewelry, toys, diapers and writing implements.

Visitors are required to secure all of their property in the lockers provided in the lobby or in their vehicles. There are a limited number of lockers and you are not guaranteed a locker, so use at own risk. **Visitors must be able to pass the metal detector to visit.** Appropriate behavior and conduct will be required at all times.

Any person who appears to be under the influence of alcohol or any controlled substance will not be allowed to visit.

**FAILURE TO COMPLY WITH THESE RULES MAY RESULT IN A LOSS OF VISITING PRIVILEGES**