

# Do's and Don'ts when Visiting Correctional Facilities

## DO'S

- ❑ Arrive at least 15 minutes early for the security check. You will be asked to empty pockets and remove suit jackets and coats.
- ❑ Show up on your scheduled day/date. Gate passes are set up in advance for specific dates.
- ❑ Bring a government-issued picture ID. You will not be allowed in, under any circumstances without it! A Drivers License or State ID is sufficient.
- ❑ Business casual is acceptable.
- ❑ Stick to the rules! Breaking any rules even once will result in your being removed, no exceptions! This is also to protect the integrity of allowing Toastmasters to continue with the program.
- ❑ Feel free to bring educational handouts and the Toastmaster Magazine to share, just let the correctional facility contact person know a week in advance.
- ❑ If you wish to bring in a guest, their name must be given to the contact person at least a week in advance.
- ❑ If you cannot keep your assigned day/date PLEASE let them know at least two days in advance or call immediately when you know you cannot be there. We are all counting on you to be consistent.

## DRESS APPROPRIATELY:

- ❑ Inmates of different correctional facilities wear different color uniforms. It is important to check the color scheme before going into any facility so you do not dress in the uniform colors.
- ❑ Unless listed specifically, no blue blouses, shirts or jackets.
- ❑ Northeast Pre-Release you may not wear Tan or Kaki, but blue would be acceptable.

## DONT'S

- ❑ Do not bring anything electronic in at any time! Phones, Blackberries, Palm Pilots, etc. You will be asked to return it to the car or it will be held at the desk.
- ❑ Wear minimal jewelry (no necklaces, bracelets or large items). You may wear your TM badge and pins, wedding ring, watch, etc. If wearing pins, a suggestion would be to have them on your jacket, so when you remove the jacket for inspection.
- ❑ Do not bring in your own personal bottled water. Also, candy and breath mints may be held at the desk.
- ❑ Do not accept any notes or personal items from inmates. Anything given to you by an inmate should be given to the Staff person in charge - immediately.
- ❑ Do not give out personal information directly to any inmate in any facility. All correspondence should be through the Staff person in charge.
- ❑ Do not leave the group to talk to an inmate privately.
- ❑ Do not bring in medication of any type unless you need it within a two-hour timeframe. If you have something you may need, like an inhaler, then you will be required to show a doctor's statement and list it with security.

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