



ASSISTING FAMILIES OF INMATES

Video Visitation Program

WHAT IS ASSISTING FAMILIES OF INMATES?

The AFOI mission is to prevent the breakdown of relationships among inmates and their families by providing regular, meaningful visitation, support and education services. Our services help prepare families for a successful transition when the inmate is released from prison. Assisting Families of Inmates is one of only a handful of such programs in Virginia and across the United States.

AFOI SERVICES INCLUDE:

- Our Transportation Program which provides regular visiting-day transportation on Saturdays to many Virginia prisons, correctional centers, work centers and juvenile correctional facilities
- A children's visitation program
- A hot meal when buses return at the end of the visiting day, coordinated by our dedicated volunteers
- Individual and group services that help families cope with the emotional and survival issues associated with having an incarcerated loved one
- Assistance to families and inmates with resource referrals to other agencies that aid with education, legal issues, housing, employment, childcare, etc.
- Information on prison rules and visiting policies and procedures
- Our Milk and Cookies Children's Program, a supportive group program, for children of incarcerated parents
- Many opportunities for community involvement through volunteering
- Our Video Visitation Program with several Virginia prisons and correctional centers - Bland, Buckingham, Keen Mountain, Pocahontas, Red Onion and the Virginia Correctional Center for Women.

For the majority of our clients, AFOI is the only means by which they can maintain regular contact with their incarcerated relatives and loved ones.

WHY ARE THESE SERVICES IMPORTANT?

Quite simply- because they are important to the families. AFOI families report that visits allow them to spend time together with their loved ones as a family discussing life events and planning for a more hopeful future. A visit for a mother and her incarcerated son relieves worry and concern. A visit for a child and his incarcerated parent encourages important parent-child bonding. A visit for a wife and her incarcerated husband strengthens a lifelong commitment; and, as equally important, families believe that their visits have a positive effect on the inmates' adjustment while in prison and after release back into the community. In fact, research supports the notion that inmates who receive regular visits are more likely to have a higher incidence of success after release.

WHAT DOES THIS MEAN FOR YOU AND YOUR FAMILY?

Assisting Families of Inmates is celebrating over 30 years of dedicated service to our community. Since 1978 we have been keeping families connected and that is the core mission of everything that we do. We have worked hard to establish, and are now excited to offer, our Video Visitation Program to you and your family - especially because many prisons are so far away from your loved ones. We truly want you to visit and we want the visits to operate smoothly and be uplifting. We require that all participants involved respect the staff, property and sanctity of Assisting Families of Inmates, Second Presbyterian Church Richmond, First Presbyterian Church Norfolk, Old Presbyterian Meeting House Alexandria and Second Presbyterian Church Roanoke. Please read and sign the 'Visitation Rules and Dress Code' form as your commitment to support and respect this valuable program.

Thank you!

· Signature Copy ·

TO BE SIGNED BY INMATE & VISITOR(S) & BROUGHT WITH, OR MAILED BY, VISITOR(S)
TO SCHEDULED INTAKE APPOINTMENT AT ASSISTING FAMILIES OF INMATES.

Video Visitation Rules and Dress Code

1. Visitors must arrive 20 minutes prior to visiting time.
2. Visitors will not be admitted without prior approval. Visitors must be pre-registered, through an intake appointment, with AFOI.
3. If you arrive late for the visit, you will not get extended time. You have either a 30 or 60 minute time slot. Visits will only be in the time slots in which you were approved - no exceptions.
4. All visitors 18 years and older must present a government issued photo I.D.
5. Males dressed as females, or females dressed as males, will not be permitted.
6. If the inmate must use the restroom, the visit will be terminated.
7. Visitors will not be permitted to leave and re-enter the visiting area.
8. We ask that you be considerate of other visitors while waiting for your visit to begin and while visiting. There is no smoking permitted at AFOI, First Presbyterian Church Norfolk, Old Presbyterian Meeting House Alexandria or Second Presbyterian Church Roanoke; no theft; no weapons of any kind; no alcohol or obvious intoxication, no loud, abusive, or profane language. All inmates and visitors are expected to conduct themselves in an orderly, respectable fashion at all times and must remain seated. There is to be no use of profanity, loud or hostile communications by inmates or visitors. If any visitor is suspected of being under the influence of drugs or alcohol, they will not be permitted to visit and will be asked to leave. Please show respect for yourself, the other visitors, and the children.
9. Visitors will not be permitted to use cell phones, blackberrys, pagers, laptops, gaming systems or other portable electronics during visitation. Make sure these items are turned off or left at home or in your vehicle. Using, or leaving these items turned on, will result in your visit being terminated.
10. Only five (5) visitors will be allowed to visit at one time, this number includes children. Children must be accompanied by parent or legal guardian.
11. 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.
12. No use of gang signs at any time.
13. Visitors may wear casual dress that is reasonable and appropriate. No bare feet. Footwear is required. No clothing that exposes breasts or genitalia. The body must be covered. Hems, slits, or splits of dresses, skirts, culottes, shorts, etc. may not exceed 4 inches above mid-knee. Underwear is required. Females must wear bra and panties. Males must wear underpants or undershorts. No halter tops, tank tops, or tube tops. No gang related or inappropriate slogans on clothes or jewelry. No sunglasses are to be worn during the visitation. No exposure of body parts normally covered by clothing. The same dress code regulations, and standards, required by the Department of Corrections for contact visitation also apply to video visitation. Any visitor whose dress is considered inappropriate, either by the AFOI supervising staff or by the correctional center staff, is subject to having their visit terminated.
14. If the inmate is involved in conduct for which a visit is terminated or disallowed, he/she may be given a disciplinary offense report for the violation(s) committed.

Video Visitation Rules and Dress Code

CONTINUED ...

15. Visitation termination will also occur if:

- The inmate or visitor appears to be intoxicated or under the influence of a controlled substance.
- The inmate or visitor fails to comply with the visitation procedures.
- The inmate commits a misconduct violation in the visiting room.

16. All visits will be monitored and recorded.

Inmates convicted of any charge related to visiting will have their visiting privileges suspended for a minimum of six months.

If we observe, or receive a report about, a violation of any of the above rules, the visitor(s) are not only subject to the current visit being terminated but are also subject to being suspended or permanently banned from visiting through the AFOI Video Visitation Program; length of suspension will be determined by the facility Warden and/or AFOI Executive Director.

Any effort by a visitor or inmate to evade the visiting regulations established by the prison facility, or by the visiting location, may result in the denial/suspension of future visits; length of suspension will be determined by the facility Warden and/or AFOI Executive Director.

Inmate Signature/State ID #

Print Name

Date

Visitor Contact Signature

Print Name

Visitor Contact Phone #

Date



· Inmate Copy to Keep ·

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CORRECTIONAL FACILITY NAME

Video Visiting List

INMATE NAME

INMATE/STATE ID #

VISITOR/CONTACT NAME

AFOI ID # (ASSIGNED AT INTAKE)

Table with 5 columns: VISITOR NAME, ADDRESS (INCLUDE CITY, STATE & ZIP), RELATIONSHIP (TO INMATE), DATE OF BIRTH, PHONE # (INCLUDE AREA CODE). Rows 1-5.

- All information must be complete in order to process this visiting list.
· Only five (5) visitors will be permitted to visit at one time. This number includes children.
· Use one line for each visitor.
· Couples' and children's names need to be listed as individuals.
· Full name, complete address, birthdates and relationship (of visitor to inmate) are required.
· All visits will be monitored and recorded.

This form should be completed and brought, or mailed, with the signed copy of the rules and dress code to:

ASSISTING FAMILIES OF INMATES
1 NORTH FIFTH STREET, SUITE 416
RICHMOND, VIRGINIA 23219
(804) 643-2401