

POINT MACKENZIE CORRECTIONAL FARM

PMCF VISITING RULES

Notice: Visitation at PMCF is governed by Alaska DOC policy, institutional security requirements, and these facility rules. Violations may result in denial, restriction, termination, suspension, or revocation of current or future visiting privileges, consistent with DOC policy and institutional safety and security needs.

1. Address/name changes

Visitors must report any change of address or legal name to the visiting officer at their first visit after the change.

2. Approved items for visitors

Visitors may bring photo identification and vehicle keys into the facility. If a child is under one year of age, the visitor may also bring one plastic baby bottle or sippy cup, one pacifier, one diaper, and one infant cleansing wipe. All other items must be secured in the visitor's vehicle.

3. Medication

Only prescription medication necessary for the immediate preservation of a visitor's life or health may be brought into the institution. The medication must be prescribed to the visitor, currently valid, and in the original container. Examples include an asthma inhaler or nitroglycerin. Staff may secure the medication until it is needed. PMCF is not responsible for items left in vehicles.

4. Approval

Visitors must be on a prisoner's approved visiting list before they may participate in a contact visit. Visitors must be approved through the required background-clearance process before being admitted to the facility.

Each adult visitor must submit a separate visitor application. A separate minor visitor application must be completed and submitted by the minor child's parent or legal guardian for each minor child before the child may be added to a prisoner's approved visiting list.

A prisoner may have up to ten approved adult visitors on the visiting list, not including minor children, unless the Superintendent or designee approves an exception. A visitor may be approved for only one prisoner's visiting list unless the visitor is an immediate family member of another prisoner or the Superintendent approves an exception.

Persons on probation, parole, or other community-corrections supervision must obtain permission from their supervising officer and the Superintendent before visiting a prisoner. A visitor released from a correctional facility within the preceding 60 days may be denied unless the Superintendent pre-approves the visit, except where DOC policy provides otherwise.

First-time visitors must read these rules and sign the acknowledgment form before visiting.

Extended visits must be approved in advance by the Superintendent or designee.

5. Attire

Visitors must be dressed appropriately for a correctional setting. Clothing must be conservative, modest, clean, and free of obscene, offensive, or inappropriate messages. Shoes must be worn at all times. Visitors may be denied entry for clothing that is revealing, provocative, see-through, excessively tight, excessively short, exposes the midriff, contains holes that expose skin, or otherwise creates a security concern. Shorts, cutoffs, beachwear, tube tops, halter tops, low-cut tops, and similar revealing clothing are not permitted. Hats are not permitted in the visiting area unless specifically authorized. Staff may require removal of outerwear not approved for the visiting area. Visitors should avoid clothing that closely resembles prisoner clothing or that may interfere with screening, including clothing with excessive metal decorations. Prescription eyeglasses are permitted; sunglasses are not.

Cell phones, smartwatches, watches, headphones, portable music players, tablets, cameras, and other personal electronic devices are not allowed in the visiting area. Visitors should secure those items in their vehicle before checking in.

6. Minor children

A minor who is a family member of the prisoner must be accompanied by an adult immediate family member or another adult approved by the Superintendent or designee.

A minor who is not a family member of the prisoner must be accompanied by a parent or legal guardian.

Visitation with a minor may be restricted or denied only as required by court order, parole-board order, or other applicable legal authority.

A responsible adult must supervise children at all times while on facility grounds and in the visiting area. Escorting adults are responsible for monitoring children's behavior and maintaining appropriate control. Unruly or disruptive behavior by a child may result in termination of the visit. Corporal punishment is not permitted during visits. Verbal correction and time-outs are the only permitted forms of discipline during visitation. Children must remain with the accompanying adult. Running, throwing objects, and other disruptive conduct are prohibited.

7. Cleanliness of the visiting area

Prisoners and visitors must clean their assigned area at the end of the visit.

8. Conduct

All visitors must follow facility rules, applicable DOC policy, and all instructions given by staff while on prison property. Visitors must comply promptly with staff directions. The supervising staff member may terminate a visit for any disturbance, disruption, or violation of visiting rules. During an emergency or institutional disturbance, visitors may be directed to leave immediately.

Disrespectful, threatening, abusive, profane, or aggressive behavior toward staff, prisoners, or other visitors is prohibited. Visitors may not visit with other prisoners or with another prisoner's visitors unless the contact is part of an approved prisoner function. Persons who are under the influence of alcohol or drugs may not visit. Persons who accompany someone who is under the influence may be directed to leave the premises as well. Misrepresentation of identity or the purpose of a visit may result in denial or termination of visiting privileges.

9. Contraband

Introducing or attempting to introduce contraband into a correctional facility is a crime and may result in criminal prosecution, punishable by up to five (5) years imprisonment and a \$50,000 fine (AS 11.56.375), termination of the visit, and suspension or revocation of future visiting privileges. Nothing may be passed between a visitor and a prisoner without staff authorization. Any unauthorized item exchanged during visitation will be treated as contraband. Contraband includes anything exchanged without the Superintendent's approval.

10. Food and drink

Visitors may not bring food, gum, candy, or drinks into the facility. The only exception is infant formula or another approved infant item allowed under these rules.

11. Funds deposited for a prisoner

If a visitor is depositing funds into a prisoner's account, the transaction will be completed as time and staffing allow. Visitor check-in for scheduled visits takes priority. Accepted forms of payment are cash, cashier's check, certified check, traveler's check, or money order. Personal checks are not accepted.

12. Identification and documentation

Visitors age 16 and older must present valid government-issued photo identification, such as a driver's license, state identification card, military identification card, or other approved photo ID.

Proof of relationship for a minor family member of the prisoner must be provided by the prisoner and visitor and typically requires a birth certificate. If the accompanying parent or guardian's current name differs from the name shown on the birth certificate, documentation of the name change must also be provided.

Proof of legal guardianship for a minor who is not a family member of the prisoner must be established by a court order; notarized statements or powers of attorney are not substitutes for a court order establishing guardianship. Once approved, the documentation will be noted for future visits.

For purposes of these rules, immediate family member means spouse, mother, father, brother, sister, son, or daughter.

13. Maintaining current visitor information

Visitors must report any new arrest, criminal charge, probationary status, parole status, or other community-corrections supervision to the visiting officer at the first visit after that change.

14. Movement during visit

Prisoners and visitors must remain in their assigned seats unless staff authorize movement. Furniture may not be moved without staff approval. Except for approved restroom use or an administrative need, neither prisoners nor visitors may leave the visiting area and then return during the same visit. Once a visitor leaves the visiting area, the visit is considered terminated unless staff direct otherwise. Undue delay in leaving the visiting area after the visit ends may result in suspension or revocation of visiting privileges.

15. Photographs

Visitors may not bring cameras into the facility. Photographs mailed to a prisoner remain subject to the facility's approved-property rules. Prisoners can request and prepay for photographs for future visits.

16. Physical contact

During contact visitation, a visitor and prisoner may briefly embrace at the beginning and end of the visit only. Kissing is not permitted. Amorous fondling, caressing, sexual conduct, and other inappropriate physical contact are prohibited. Prisoners and visitors must sit in separate chairs during the visit. Visitors may not touch or visit with any other prisoner in the visitation area. Staff may terminate the visit for any unauthorized physical contact.

17. Restroom

Visitors who need to use the restroom must notify the visiting officer. When an adult visitor who is supervising minor children leaves to use the restroom, the minor children must accompany that adult unless staff direct otherwise. If a prisoner needs to leave the visiting area for the restroom, staff may terminate the visit consistent with facility procedure.

18. Schedules and check-in

Visitors must comply with the facility's posted visiting schedule. Visitors should arrive for check-in 15 minutes before the scheduled visit and should not arrive more than 20 minutes before the scheduled check-in time unless directed otherwise by staff.

Visitation may be canceled or shortened because of institutional need, emergencies, counts, maintenance, or scheduled functions. Visitors traveling long distances should confirm that visitation has not been canceled before arriving. PMCF's posted schedule must remain consistent with DOC visitation requirements.

Approval for visitation does not schedule a visit. Visitors must request and receive a visiting appointment by email in accordance with PMCF visiting procedures.

Prisoners are responsible for informing their visitors of any changes to PMCF's visiting schedule or visitation rules.

19. Searches

All persons entering PMCF, and all items brought onto facility grounds or into the visiting area, are subject to search. Staff may use a metal detector and may conduct a pat search before or after visitation. A pat search must be performed by a staff member of the same sex as the visitor. Refusal to submit to an authorized search will result in denial of the visit and may result in denial of future visits. Staff may search personal effects that a visitor seeks to bring into the visiting area.

20. Secure visiting

The institution may, with cause, restrict a prisoner's contact visiting. Secure-visitation areas prohibit physical contact. PMCF does not currently maintain a designated secure-visiting area. Secure visitation, when required, will be handled in accordance with DOC policy and available institutional resources.

21. Special visits

Special visits must be arranged in advance by the prisoner through the Superintendent or designee and will be approved only for exceptional cause.

Professional visits: Attorneys and other professional visitors must comply with applicable security and identification requirements but are governed by the professional-visit provisions of DOC Policy 810.02. Attorneys and legal representatives may be provided private interview space consistent with DOC policy and institutional availability. Scheduling an appointment is strongly recommended so an interview room can be reserved.

Religious visits: DOC-authorized clergy and religious volunteers must comply with applicable security and identification requirements and applicable DOC policy. When approved, a one-on-one visit may be conducted in available secure interview space. Attorney and other professional visits have priority for designated interview rooms. Approved religious materials may be brought into the facility as authorized, but nothing may be given directly to a prisoner without staff approval.

22. Denial, restriction, suspension, and termination of visitation

Visitation may be denied, restricted, suspended, or terminated for reasons permitted by DOC policy, including security requirements, space limitations, disruptive behavior, intoxication, refusal to submit to an authorized search, prior rule violations, court-imposed restrictions, misrepresentation, dress-code violations, disciplinary sanctions, or any other individualized reason showing the visit would adversely affect the safety, security, or orderly operation of the institution. When the Superintendent denies or restricts visitation with a prisoner, the decision must be made consistent with DOC policy. Visitors will be informed of the reasons for a denial, and prisoners will be notified of restrictions or denials as required by DOC policy.

23. Tobacco-free facility

PMCF is a tobacco-free facility. Visitors may not bring tobacco, nicotine products, or related paraphernalia into the facility or visiting area. Visitors must follow all posted facility restrictions concerning smoking and tobacco use on institutional property.

24. Parking and vehicles

PMCF is not responsible for items left in vehicles. Property left on facility grounds is left at the owner's own risk. Pets are not allowed on facility grounds and may not be left in parked vehicles, except for service animals permitted under applicable law and these rules.

25. Service animals

A service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The work or tasks performed by the dog must be directly related to the individual's disability.

Service animals will be permitted in accordance with applicable law and are subject to legitimate institutional safety and security requirements. The Superintendent or designee may restrict or exclude a service animal when permitted by law based on an individualized determination regarding safety, security, control of the animal, or the operation of the facility. A service animal may also be excluded when its presence would fundamentally alter the nature of a program, service, or activity.

Service animals must remain under the control of their handlers at all times. A service animal must be harnessed, leashed, or tethered while on facility grounds unless the handler's disability prevents the use of these devices or their use would interfere with the service animal's safe and effective performance of its work or tasks. In such circumstances, the handler must maintain control of the service animal through voice, signal, or other effective means.

If a service animal is out of control and the handler does not take effective action to control it, staff may require that the animal be removed from the premises.

Emotional support, therapy, comfort, and companion animals that do not meet the definition of a service animal are not permitted.

26. Weapons

Weapons of any kind, including firearms, ammunition, knives, utility knives, and other dangerous instruments, are prohibited on facility grounds and in the facility unless specifically authorized for official purposes by law and institutional procedure.