



State of Alaska
Department of Corrections
Spring Creek Correctional Center
Seward, Alaska 99664
Phone: (907) 224-8200
Fax: (907) 224-8062



VISITING RULES

Warning: Visiting is a privilege, not a right for visitors. The violation of visiting rules may result in restricted and/or the temporary or permanent loss of visiting privileges.

1. Address/name changes/ current information: Visitors must report change of address and name change information to the visiting sergeant at the first visit following the change. Visitors must report any new arrests or pending charges to the visiting officer at the first visit following the arrest or new charge.
2. Approved items for visitors: Photo identification, **locker keys**, and if a child is under one year old, one plastic baby bottle (not glass) or sippy cup, one pacifier, one diaper and one handi-wipe.
3. Only prescription medication necessary to the immediate preservation of the life of a visitor will be allowed into the facility. The prescription must be issued to the visitor, is a current prescription and in the original container. Some examples would be an asthma spray or nitroglycerin pills. Prescription medication will be allowed down to the visiting area but will be secured by staff until use is needed. Visitors are to leave unauthorized items in their vehicles or in the lockers provided by the reception desk.
4. Approval: Visitors must be on a prisoner's approved visiting list before they may have a contact visit. Even if the visitor is approved on another SCCC prisoner's list, the visitor must complete a new application to visit a different prisoner.
5. Attire: All visitors will be dressed appropriately for a correctional setting. Garments should be conservative and modest. All clothing must be free from obscene, inappropriate or offensive messages. Excessively provocative, immodest or revealing attire is a reason to deny visiting. Prescription glasses are allowed but sunglasses are not. Visitors with inappropriately revealing or suggestive clothing such as sleeveless garments, tank tops, halter tops, tube tops, clothing revealing the midriff area of the anatomy, scrubs, shorts, cutoff pants, miniskirts, spandex, low cut blouses, see-through clothing, military fatigues, muscle shirts, backless clothing, spandex, revealing dresses/skirts, and form fitting clothes will not be permitted to visit until a change to appropriate clothing is made. Proper underclothing, to include a bra for female visitors must be worn. Visitors are not allowed to wear multilayered clothing that could be used to conceal contraband, such as jackets, coats or hats. Sweatshirts with hoods or zipper fronts are not permitted in visiting. Clothing worn into visiting must remain on, to include shoes, sweaters and sweatshirts. Clothing items that are not allowed should be left in the provided lockers or in the visitor's vehicle. A female visitor is required to wear a blouse, t-shirt, shirt or sweater (sweater worn as one layer) and slacks, jeans, skirt or dress. Pants, skirts and dresses must be no shorter than one inch below the knee or longer. Men are required to wear shirts, sweaters, or t-shirts and trousers or jeans. Shoes will remain on the feet. Flip flop style shoes are not allowed. Shoes must be secure on feet and cover heel.
6. Visiting parking / lobby area: Lockers are provided for visitor's use but it is strongly urged that all visitors come to the prison with only a minimum amount of items. SCCC is not responsible or liable for any item left in your vehicle or SCCC locker. Any items left in the lockers or elsewhere on facility grounds are left at the owner's risk. Pets are not permitted in the facility or to be left in vehicles on facility grounds. No visitors or their guests are allowed to wait in the facility or parking lot for more than fifteen minutes before and after approved visiting times. There will be no loitering on the facility grounds, to include the lobby area or parking lot, waiting for visits to be completed. Visitor's "rides" will have to wait off facility grounds until the visit has been completed.
7. Cell phones and electronic devices: Cell phones, Ipods, smartwatches, PDAs, tablets and other electronic devices not specifically authorized by the Superintendent to include any device capable of wireless communication, picture/audio/video recording or playback, games or devices of similar capability are prohibited. It is recommended to leave these types of items secured in your vehicle or an SCCC locker.
8. Children: A minor visitor, person under the age of eighteen, must be accompanied by an approved visiting parent or legal guardian. A minor who is an immediate family member of the prisoner may be brought in by an approved visitor who is family member. An order of the court prohibiting a prisoner from visitation with a minor during probation applies during incarceration. Children must be kept under supervision by a responsible adult while on facility grounds. Escorting parents/guardians must monitor their children's behavior and provided appropriate control of their children. Unruly children may be cause for termination of visit. Corporal punishment, generally defined as any measure intended to be injurious to an individual, is prohibited during visits. Children will not sit on a prisoner's lap. The contact visiting room play area is equipped with toys, **video games**, television and videos for visitor's children only. No adult visitors or inmates are to watch television. Children will remain with their parents/guardians unless escorted by their parent to the play area.
9. Conduct: All visitors must abide by the facility's rules, Policy 810.02 (<http://www.correct.state.ak.us/pnp/pdf/810.02.pdf>), Standard Operating Procedure 810.02 and instructions from staff members while on prison property. Visitors will follow all instructions of staff promptly. The supervising staff member has the discretion to terminate a visit for any disturbance. During an emergency or disturbance, we may ask that all visitors leave the facility immediately. SCCC will not tolerate disrespect or aggressive behavior to include loud, threatening, abusive or profane language; verbal or physical altercations towards staff members, offenders or visitors; or improper use or abuse of state property. Breastfeeding is not permitted in the visiting room. Offenders and visitors may not visit with other offenders or their visitors unless it is an approved prison function. Persons under the influence of alcohol or drugs will not be permitted to visit. If someone is with a person under the influence, they will also have to leave the premises. Visiting privileges will be suspended or revoked for disruptive behavior or violation of visiting rules.
10. Termination of visiting privileges: Visitation privileges may be terminated at the discretion of the superintendent or designee for any length of time, including permanently, for violation or attempted violation of any state or federal law, any Policy and Procedure, Standard Operation Procedure, memorandum, or failure to follow staff directives.
11. Contraband: It is a crime to promote or introduce contraband into a correctional facility and punishable by up to five years imprisonment and a \$50,000 fine (<http://www.touchngo.com/lglcntr/akstats/Statutes/Title11/Chapter56/Section375.htm>). Weapons of any sort, to include pocket or utility knives, are not permitted to enter the facility. Contraband includes anything that the visitor or prisoner exchanges without the Superintendent's prior approval.
12. Tobacco free facility: All Alaska Department of Corrections facilities are tobacco free. Visitors must not bring any form of tobacco into SCCC visiting. Preferably, tobacco should be locked in the visitor's vehicle or locked in the provided visiting locker. Smoking can only be conducted outside the institution and more than fifty feet away from the entrance.
13. Food and drink: No food, to include chewing gum, candy or drink is allowed to be brought in to the facility. The only exception is for infant formula (see rule 2)
14. Funds deposited on a prisoner's account: When a visitor is depositing funds on a prisoner's account, it will be completed as time allows. Visitors being checked in for a prisoner visit will take priority. Funds being deposited for a prisoner must be cash, cashier/certified check, traveler's check or money order. Personal checks are not accepted.
15. Identification: All visitors over the age of sixteen years old will have to present picture identification cards (i.e. state driver's license, state or military ID). A parent or legal guardian must accompany those under eighteen unless it is pursuant to a valid court order. Emancipated minors, including spouses, will be approved for visitation in the same manner as adult visitors. All married or emancipated minors must furnish appropriate documentation, i.e. marriage license, court order etc. Proof of relationship to minor visitors (under the age of eighteen) who are family of the prisoner is the burden of the prisoner and visitor and will require a birth certificate. If the parent's name is different than what is on the birth certificate, the proof must be submitted showing the name change from the birth certificate to the current name. Proof



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of guardianship of minor visitors who are not family of the prisoner is the burden of the prisoner and visitor and will require the court document appointing them as legal guardianship. Notarized documents are not a substitute for an actual court document granting legal guardian status. Once proof is provided, it will be noted for future visits.

16. Movement during visit: Prisoners and their visitors are to remain in their assigned seating during their visit unless authorized by staff. All chairs will be spaced apart and may not be moved from their position. Neither offenders nor visitors can leave the visiting room then return except for approved restroom procedures or for an administrative need. Once a visitor has left the lobby area, he/she will be viewed as terminating their visit and will not be allowed to return until the next appropriate visiting period. Undue delay in leaving the prisoner visiting area after visiting has ended will lead to suspension or revocation of visiting privileges. If the visiting area reaches capacity, staff will first ask for volunteers willing to end their visit early. If no one volunteers, the staff will end visits based on length of visit and distance travelled.
17. Restroom: Visitors who wish to use the bathroom must notify the control officer. When a guardian visitor goes upstairs, their minor children must accompany them upstairs. When prisoners need to use the restroom, the visitors will be escorted upstairs and not escorted downstairs until the prisoner re-enters the visiting area. Visitors must be re-cleared through the metal detector and may be pat searched before they will be escorted downstairs. If there is less than thirty minutes of scheduled time left for visiting, visitors will not be escorted back downstairs and the visit will end.
18. Photographs: Visitors are not allowed to bring camera into the facility. Prisoner photographers are available upon request and with approval during contact visiting. These photographs will be paid for by the prisoner.
19. Physical contact: During contact visiting, visitors and prisoners are limited to a brief embrace upon the beginning and end of the visit. Holding hands or any other physical contact will be cause for termination of the visit. Kissing is strictly prohibited.
20. Schedules: Visitors must abide by the visiting schedule. Visitors may not be in the lobby for earlier than fifteen minutes before visiting is scheduled to begin. Visitors may end their visit at any time during the scheduled time period. If a visitor arrives with less than thirty minutes until the end of that visiting period, they will be denied a visit until the next visiting period. Periodically, visiting will be cancelled because of institution needs or a scheduled function. If a visitor is travelling a long distance, it is a good idea to verify visiting has not been cancelled. Offenders are responsible to notify their visitors of changes in SCCC visiting schedules and rules. Scheduled closures can be found on the SCCC website (<http://www.correct.state.ak.us/institutions/spring-creek>).
21. Search: All persons and their possessions in SCCC facility are subject to search. Staff may pat search any visitor before and after visitation. A staff member of the same sex must perform the pat search. Refusal to allow an authorized search by staff will result in a denial of visiting and possibly being denied future visits. Staff will search a visitor's personal effects and belongings if the items are allowed in the visitation area. All visitors are to clear a metal detector before a visit will be allowed. Visitors who cannot clear a metal detector because of a medical reason or device will be pat searched and any wheelchair, cane, or walkers will be thoroughly searched.
22. Secure visiting: The institution may, with cause, restrict a prisoner's contact visiting. Secure visitation areas prohibit physical contact. Conversations in the secure booth are recorded. Secure visiting is on a first come-first serve basis and may not be reserved in advance.
23. Segregated prisoners: Prisoners housed in segregated housing have more limited visiting times and space than general population prisoners (see approved visiting hours). Prisoners in punitive segregation will only be allowed a one hour secure visit with an immediate family member (as defined in <http://www.correct.state.ak.us/pnp/pdf/810.02.pdf>).
24. Special visits: Any special visits must be arranged by the prisoner in advance through the superintendent or assistant superintendent. These visits will only be granted for an exceptional cause.

Spring Creek Correctional Center Approved Visiting Hours

Administrative Segregation Prisoner Visiting Hours

Monday through Thursday	Secure Visiting	08:30 AM to 10:30 AM
Friday through Sunday/Holidays	Contact Visiting	08:30 AM to 10:30 AM

Punitive Segregation Prisoner Visiting Hours

Only available to immediate family members

Monday through Sunday	Secure Visiting	08:30 AM to 10:30 AM
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General Population Visiting Hours

Monday through Sunday	Contact Visiting	1:00 PM to 4:00 PM
Friday through Sunday/Holidays	Contact Visiting	6:30 PM to 9:00 PM

Visiting hours for protective custody prisoners are the same as for administrative segregation.

For answer to routine questions, please visit the FAQ page of the SCCC website: <http://www.correct.state.ak.us/institutions/visiting-spring-creek>