

BURLINGTON RESIDENTIAL FACILITY

Visitation Rules

1. Visiting hours are Tuesdays, Thursdays and Saturdays 1830 to 2100 and Sundays 1330 to 1630 and will **NOT** interfere with Treatment Programs.
2. Persons wishing to visit Residents must be on an approved visiting list prior to the visit.
3. Residents may have members of their immediate family on their visiting list.
 - A. Immediate family shall mean mother, father, sister, brother, half-sister, half-brother, son, spouse, daughter, natural grandparents, natural grandchildren, legal guardian, foster parents, step-parents, step-children, step-brother, and step-sister.
 - B. Normally the immediate family will not be sent a visiting questionnaire, nor be given a background investigation.
4. Residents may have two friends on their visiting list.
 - A. A "friend" includes the individual, his/her spouse and children.
 - B. Residents are responsible to provide visit questionnaires to prospective visitors.
 - C. Forms are available from their Supervising Agent.
 - A. Resident shall write their name, number and the date on the front of the questionnaire before it is mailed.
 - B. Questionnaires will be returned to the facility staff as indicated on the form. Forms received through Resident mail will not be accepted.
 - C. Residents will be notified by their Supervising Officer when a visit is approved.
5. Visitors 17 years of age and younger shall be accompanied by an adult on the Resident's approved visiting list. Visitors 16 and 17 may visit alone when the parent or guardian grants prior permission in writing.
 1. Upon presentation of proper identification, ministers and attorneys may visit at anytime during visiting hours provided the visit has been previously requested by the Resident. Exceptions for special visits during non-visiting hours will need prior approval from the Residential Manager.
7. All visitors will present proper identification upon entrance to the facility. A photo I.D. is preferred, however, all identification will include identifiable characteristics such as color of hair, height, weight, and birth date.
8. Visitors will sign in at the Control Desk before being visiting.
9. Visitors are subject to searches. Anyone refusing to submit to a search will be required to leave and their visiting status will be reviewed to determine if future visits will be allowed.
10. Visitors are not allowed to bring food or drink into the facility.
11. Visitors will be appropriately attired. (Guidelines will be sent to visitors.)
12. Visitors exhibiting signs of alcohol or drug use will be banned from entering the facility.
13. Any visitor exhibiting inappropriate behavior will be instructed to leave the facility.
14. Residents and their visitors will be allowed a brief embrace and/or kiss at the start of a visit and at the end of the visit only. Holding hands, which will be in view at all times, is the only physical contact allowed. Residents may hold small children (will be on their visiting list).
15. Visiting is restricted to the visitors' area. The dining area, pool table area and TV area are restricted areas.
16. Staff shall have discretion as to the seating arrangement, and may limit the number of visitors in the facility at any one time.
17. Residents/visitors are responsible for small children. If children are unruly, they along with the adult will be asked to leave. Children will remain in the same area as the adult at all times.
18. Visitors may not visit with other Residents.
19. Once a visitor leaves the facility the visit is completed for that day.