



## BVCASA VISITATION RULES

### Welcome to BVCASA!

While we welcome client visitation, there are rules that visitors must follow. These rules are in place to protect our clients. Visitors must adhere to all rules and regulations while visiting clients of the facility.

#### Visiting Hours (weekends only):

Saturday (Family Group) – 1:00 PM – 3:00 PM

Sunday (Visitation) – 1:00 PM – 3:00 PM

Visitation for Sponsors only – Sunday 4:00 PM – 5:00 PM

**Clients may have visitation starting on the first weekend after arrival. The Saturday visitation schedule is as follows: Family Group is from 1:00 p.m. to 3:00 p.m. Regular visitation is on Sunday from 1:00 p.m. to 3:00 p.m. Visitation for Sponsors only is on Sunday from 4:00 p.m. to 5:00 p.m. Clients may not attend regular visitation if they do not attend Family Group. All clients may attend Sponsor only visitation. **NO VISITORS ARE ALLOWED INTO THE FACILITY AFTER 1:15 PM.** Clients must be called down by a BVCASA employee for visitation. If a client comes down without being called by an employee, that client's visit may be terminated.**

At the end of the visit, visitors will be signed out and then the clients are dismissed to be searched by Monitors. Visitors must leave promptly at the end of visitation.

- Visitors are to park their vehicles in the front of the building only. There will be **NO PARKING IN THE REAR** of the building.
- All visitors age 18 or older must show a current, valid state-issued picture identification.
- Visitors are allowed to bring only valid identification and vehicle keys into the facility, as well as any items brought for the client (following the rules below). **Purses, bags, cameras, video equipment and cell phones are not allowed.** The only exceptions to this will be for visitors with children who require diapers and bottles. The amount of diapers and bottles will be limited to the number needed for the duration of the visit.
- Visitors may bring a limited number of hygiene items, clothes, approved books, and original CDs. Please note that there are strict rules on the number of items clients may keep in their rooms. If this limit is exceeded, the items may be refused by BVCASA staff.
- Visitors and clients may not engage in prolonged and/or inappropriate displays of affection. No kissing or hugging, except once at the beginning of the visit and once at the end of the visit. Any inappropriate touching or other sexual type conduct will result in termination of your visit.
- Visitors must remain in visiting areas.
- Visitors may not smoke on BVCASA property. There are no Designated Smoking Areas in visitation areas. If visitors must smoke they may sit in their vehicles and smoke prior to or after the visit.

- Once a visitor leaves the facility, the visit is terminated and the visitor will not be allowed to re-enter the facility.
- Visitors may not wear clothing that is too tight, too short, see-through, or backless, or clothing that is in any other way inappropriate for a treatment environment. BVCASA staff will determine whether or not a garment is considered inappropriate.
- Visitors who are disruptive or disrespectful will be asked to leave and will not be allowed to return.
- All visiting minors (children under the age of 18) must be accompanied by an adult at all times. Children are expected to be well-behaved. Visitors who cannot control children's behavior will be asked to leave.
- Only adults on the client visitation list (minors do not have to be listed) will be allowed to visit.
- The total number of visitors per client may not exceed four (4); adults and minors are included in the total amount of four (4) visitors (for example, two (2) adults and two (2) minors equal four (4) visitors).
- Visitors are not allowed in client rooms, on the 2<sup>nd</sup> or 3<sup>rd</sup> floors of the Horizon building, or in McCaffrey House at any time for any reason whatsoever.
- Visitors cannot bring any food or drinks in from the outside, but visitors can purchase drinks from the vending machine by the kitchen for themselves and the clients during visitation.
- Clients must submit their visitor list to their Counselor upon the client's initial arrival to the facility. The visitor list must be approved by the client's Counselor and clients may not change this list once submitted and approved. Visitors who are not on the approved list will not be allowed to attend visitation.
- Visitor(s) will be required to enter and leave by signing in/out at the receptionist's desk in the front lobby on the first floor of the building. Each visitor is required to sign-in and out on the visitor's log (excluding minor children). The visitor's log includes the visitor's address, reason for the visit and the pick-up/sign-in/sign-out time(s).
- Residents are not allowed to sit in visitors' vehicles or walk visitors to their car.
- **Visitors are not allowed to bring drugs, alcohol, or firearms to the facility. Anyone visiting who is under the influence of drugs and/or alcohol will be asked to leave. Police will be called on any visitors in possession of an illegal substance, or on any visitors who are incapacitated and unable to drive.**