

Newton Correctional Facility
307 South 60th Ave. West
Newton, Ia. 50208
P.O. Box 218
641-792-7552

Correctional Release Center
1203 South 60th Ave. West
Newton, Ia. 50208
P.O. Box 218
641-792-7552

Welcome to the Newton Correctional Facility. The following rules and schedules are to help your visit go smoothly. Please take the time to read so you have an understanding of the visiting procedures.

LOBBY PROCEDURES

Visiting Hours – NCF & CRC

- ❖ **Monday & Friday - Video Visiting 8am – 8pm; CRC – 2:30 – 7:30pm**
- ❖ **Saturday & Sunday limited Video Visiting 8am – 3:00pm.**
- ❖ **Saturday & Sunday - In Person Visiting 8am - 3:30pm**
- ❖ **No In Person visitors will be allowed in after 1:30 pm**

Visiting week begins on Tuesday and ends the following Monday.

- ❖ Inform the Lobby Officer of incarcerated individuals' name and number of whom you are visiting. Fill out the Visitor Sign-In Sheet. All visitors must be written on the Sign-In Sheet.
- ❖ If you are 16 years of age or older, you must present a valid photo ID to the Lobby Officer.
 - The children of an incarcerated individual may visit with any approved person on the incarcerated individuals' visiting list. All other children, other than the incarcerated individual's, must be accompanied by their parent or legal guardian. (No exceptions will be made by the Lobby Officer).
- ❖ As soon as you turn 18years old, you will have to get another application and re-apply.
- ❖ When you are done checking in, lock up all items **NOT allowed** in the Visit Room in the lockers (cell phones, watches, wallets, personal keys, hankies/bandanas, metal hairpins etc.). Turn off phones before securing in lockers.
- ❖ To purchase a Debit Tech Card:
 - You'll need a \$5 bill to get started. It will automatically charge you \$2
 - Push the black button then insert the \$5 bill where it's lit up. Your balance will then be \$3
 - Once you receive your card you can then add 1's, 5's, 10's or 20's

ALLOWABLE ITEMS in the VR:

- Debit tech card
- Locker key
- Necessary medication (Prescription only) I.E. Nitro, inhalers
 - May wear coats, zip-up hoodies, gloves, hats & scarves up to the entryway of the visit area.

Allowable infant & baby items in the VR

- 2 diapers
- 2 plastic bottles (Powder formula must be pre-mixed prior to going in)
- 1 pacifier
- 1 small teething toy
- 1 small blanket
- 1 small container of wipes (or Ziploc bag)
- 1 infant carrier seat
- 1 clear sippy cup

- ❖ After placing items in the locker, have a seat in the Lobby and the Officer will call the offender's name when your visit is ready.
- ❖ Medication that is for emergencies only, i.e. nitro tablets, inhalers, may be brought to the visit. Nitro will be checked by the Lobby Officer. The visitor may then keep it on their person. Inhalers will be turned in to the Visit Room Officers and remain at the desk until the completion of the visit or the visitor requires the use of it. Inhalers are to be picked up on the way out of the Visit Room.
- ❖ Appropriate behavior and language are mandatory in the Lobby, due to the presence of young people.
- ❖ **Supervision of Children** – Children must be supervised at all times. Persons that display disruptive or unruly behavior could result in visits terminated.
- ❖ Inappropriate comments, threats or verbal abuse to staff will not be tolerated and will result in denial/suspension of visits.
- ❖ **Do not come to the facility stranded.** If you are getting a ride, make sure you designate a return time with them and know that when they return, you will have to leave your visit.
- ❖ Incarcerated individuals will not have visits during treatment, class or work hours. It is the incarcerated individual's responsibility to tell their visitors about their specific schedule so that visits may take place around it. (Do not call the Institution to ask for their schedules)

- ❖ **All visitors must**
 - Be on the approved visit list
 - Have all the information you need to sign in
 - Show appropriate picture ID for everyone 16 and older (Non-expired Driver's License, State issued ID, Passport, Military I.D. Active Service) **No exceptions!!**
 - Secure vehicle. All windows rolled up and all doors locked. All doors, hatches, trunks locked. No alcohol, weapons, animals or people are to be left in the vehicle. Tools in the back of pickups must be in a locked toolbox or secured in the front of the vehicle. It is suggested that you only bring in the items necessary to visit and that all other items be locked in your vehicle.
 - Be dressed appropriately (Conservative is suggested)
 - Place all personal items in a locker
 - All visitors must pass through a metal detector and be pat searched prior to entry into the facility. If the visitor refuses the pat search the visit will be cancelled. All items going in will be searched, i.e. coats, wheelchairs, baby carrier, etc...
 - Any visitor that needs to use the restroom during the course of a visit will be returned to the lobby. After they may return to their visit if time allows but will be required to complete the entrance procedure again, including the pat search. You will not receive additional visit time for this process. If a child needs their diaper changed, same process will be followed.
- ❖ **Money for Incarcerated Individuals.** You may NOT leave money at the facility; it must be mailed to Fort Dodge. The offender can provide you with the necessary information you will need to send money to the offender and phone account.

Unit A Incarcerated Individuals:

They will be allowed 1 hour visit per week. These visits will be in Unit A. No one under 18 is permitted and will be restricted to two adults, immediate family, no contact only. They are allowed **ONE**-- 1hour visit per week only (Does NOT include attorney visits). No-one under 18 is permitted. The visit will be restricted to two adults, immediate family only. No restroom available.

SafeKeepers in Unit B:

Follows the same as TIP levels below. Limited to adults only.

PRH Incarcerated Individuals:

Approved visitors will be allowed a 2 hour contact visit per week, per visitor.

TIP 1 General Population:

1 Video OR 1 in person visit per week on their approved list, 5 people max.

TIP 2 General Population:

1 Video AND 1 in person visit per week on their approved list, 5 people max.

TIP 3 General Population:

1 Video AND 2 in person visits per week on their approved list, 5 people max.

❖ Visiting Process

- In order to be approved for a visit, you must fill out an application for visitation. The Offender must send you an application and must be filled out completely and truthfully.
- The children you may include on your application are children you are the legal guardian or custodian for. Children of the offender must have an application signed by custodial parent or legal guardian (Copies of legal documentation must accompany the application).
- Approved minor children of offenders may visit with approved adults (18 or over) on the visit list.
- If you have medical restrictions, i.e. wheelchair, oxygen, pacemaker, or any implants or devices that may not let you pass through the metal detector, please bring in a note from your Doctor so that it can be placed in your file.
- After sending in the application, a background check will be conducted. Please allow 30 days for processing. You should not apply if you cannot be approved, i.e. only four friends can be on the list at any time. No one on parole or probation. No one that is on the visiting list of another offender. No victims from the crime. No one that has a no-contact order in effect.
- Once the visit application has been processed, the offender will be notified if the visitor is approved. It is the offender's responsibility to notify his visitors by the phone or mail of visit approval and visiting rules and policies. After the offender has notified the visitor of approval, the visitor may set up an account on Ameelio. All visits MUST be scheduled in Ameelio. If the visitor is not approved, a letter of denial will be sent. It will explain why the application was denied and how to appeal the denial.
- If your name has changed due to getting married or divorced you must contact Mount Pleasant (319-385-9511)

❖ Suggestions to help eliminate the waiting time for your visit:

- Know the offender's work/class schedule so you can schedule your visit accordingly.
- Let the offender know when you will be here so he can be in the unit, showered and ready to go.

❖ Dress appropriately. Children follow same dress code.

- No short dresses or skirts. Dresses/Capris must be well below the knee when sitting and standing. Long shorts are not Capris.
- No shorts for anyone older than 12. Children who are wearing shorts: make sure that when their hands are at their sides the shorts are longer than the tips of their fingers.
- Absolutely no spaghetti straps, tank tops, halter or low cut top underneath thin, sheer or transparent shirts, or shirts that expose the shoulders. Do not wear clothes you can see your undergarments through. Must wear undergarments (females must wear bras)
- If you are wearing a shirt with a zipper or a zipper jacket the shirt underneath must be appropriate (no spaghetti straps, tank tops, halter or low cut tops).
- Spandex, yoga pants or leggings must have a shirt that covers the front and back, hands are at their sides the shirt is longer than the tips of their fingers. Must cover front & back.
- No pants with holes or tear (even if there is material underneath).

- No low cut tops which show portions of the breast, too much skin or mid drift (front or back). V-neck shirts usually will not work. Think T-shirt style. Layering shirts, then pulling the highest layer down to expose more skin when you get into the visit room is not allowed.
- Gang, alcohol, foul or offensive writings are not appropriate. Shirts that say "Security", "Escapee", "County Jail", etc. are not allowed.
- No solid navy blue or solid gray T-shirts or long sleeve sweat shirts, muscle or cut off sleeves.
- A detailed list of inappropriate clothing is posted in the Lobby for you to read.

❖ **All coats, zipper hoodies, scarves, gloves, hats & umbrellas** must be hung up before entering the Visit Room. You may wear a pull-over sweat shirt and sweaters with or without buttons, blazer jackets, jogging suit jacket that matches jogging pants with or without hood are the only zipper jackets allowed in the visit room.

❖ **Special Visits**
The offender must request special visit in advance. Special visits will only be approved for immediate family members who would not be able to visit on a regular basis. This must be done at least three working days prior to the visit and must be approved by the Security Director. These requests are done on a case-by-case, one-time only basis and there must be special circumstances for the request. If the regular visit application has not been approved, is *not* a special reason.

Directions to Newton Correctional Facility:

Take Interstate 80 toward Newton, Iowa. Take Exit 164. Go South on IA Highway 14 for approximately 3.6 miles. Turn East on 60th Avenue West. Go 1.2 miles and turn into the parking lot.