

## Guidelines for Grace Place Visitors to MLCC

PLEASE READ THESE GUIDELINES CAREFULLY AND REVIEW THEM BEFORE YOU ATTEND!

1. Before you can visit you must schedule your visit with Rev. Diane Harrison. **YOU MUST BE ON A LIST AT CHECKPOINT FOR THE SPECIFIC EVENT YOU ARE DOING TO ATTEND!** Do not just show up. You must be sent an email verifying your clearance to attend. You will not be allowed in if Pastor Diane has not asked the Chaplain to put you on the list for a specific event.
2. **Parking:** You may park in either lot at the prison as long as you **DO NOT** park in a spot specifically designated for someone. **DO NOT PARK IN AN OFFICIAL VISITOR PARKING SPOT!**
3. **All cars** parked on prison property are subject to search at any time. You must not have any guns, knives, weapons of any kind, no tobacco products, no alcohol or drugs of any kind, including over the counter drugs. I cannot over emphasize the importance of having no contraband in your car. This is a serious offense.
4. You should lock your purse/wallet inside the trunk of your car before going in to the prison. You are only allowed to carry in your car key and your driver's license. **YOU MUST HAVE A PHOTO ID OR YOU WILL NOT BE ALLOWED IN THE PRISON. DO NOT FORGET YOUR DRIVER'S LICENSE!** There should be nothing in your pockets, no money, change etc. Do not take in your sunglasses.
5. Dress Code per TDOC Policy 507.01

\*Do not wear backless, flip flops, thong style shoes.

\*Do not wear sleeveless shirts or dresses or clothing exposing a bare chest or midriff

\*Do not wear any clothing that is transparent or translucent in nature (NO WHITE BLOUSES For ladies>)

\*Garments manufactured from spandex or spandex-type fabric are prohibited.

\*Camouflage attire is prohibited.

\*No clothing with logos that contain pictures, slogans, team names or logos, vulgarity or Contain signs or symbols of security threat groups (STG) may be worn.

\*Splits in dresses or skirts that extend three (3) inches above the knee are prohibited.

\*Clothing shall fit in an appropriate manner. Clothing appearing to be too large or too small for the wearer, which creates obvious gaps or exposure is prohibited.

\*Do not wear blue tops or jeans.

## **Checkpoint Procedures**

Once you enter the prison, you will be at what is called, “Check Point” A Grace Place Volunteer will be there to meet you and assist you through this process. You will be required to take off your shoes and place them in a plastic bin. They will be run through a scanner like one at the airport. You will be patted down or wanded after making a turn in front of a pole that detects electronic devices. You will give the office your ID and the officer will give you a visitor pass. Your ID will be retained at checkpoint and returned to you when you leave the prison. You will sign in then proceed to the Chapel with your Grace Place escort.

### **Things to Remember While in the Prison**

- Obey all instructions given to you by any officer.
- Stay with your volunteer escort at all times and do not leave the Chapel alone.
- You may sit anywhere you like in the Chapel but do not exchange any information with anyone, offer to call someone (relative, boyfriend, etc.) for anyone. Do not give or receive anything from anyone including and especially your address or phone number!
- Gentlemen in particular should be especially careful in limiting physical contact and never be alone with a resident.
- Do not question residents regarding “why are you here?”
- Our ladies are very polite and respectful of our guests. You will have a very blessed experience if you remember these simple guidelines. Just be yourself.

When it is time to leave, go as a group. Do not leave alone. Be quiet as you travel through the halls. You will sign out at check point and your driver’s license will be returned to you. Once you get to your car you need to leave and not linger talking in the parking lot. If you do an officer will ask you to leave. Likewise, do not arrive early and sit in your car. You will not be allowed to sit in a car on the parking lot.

Thank you for your interest in Grace Place. If you have any questions or concerns, please email them to Rev. Diane Harrison.