

## MAIL GUIDELINES

Persons desiring to correspond with an inmate housed at Wilkes Correctional Center may do so if appropriate guidelines are followed. Letters must contain the sender's full name and address on the envelope. The envelope should have the inmate's full name, OPUS number, and bed assignment, followed by **404 Statesville Road,**

**North Wilkesboro, NC 28659.**

Correspondence between incarcerated inmates will be allowed only for immediate family and when approval is granted from the superintendent at each facility involved.

**The following items MAY be received by an inmate through the mail only.**

**(Items will be subject to inspection):**

1. Unframed photographs. (Max. size 8" x 10")
2. Legal papers.
3. Money orders, cashier's or certified checks  
**NO CASH OR PERSONAL CHECKS**  
**All monies must have the Inmate's name and the remitter completed or it will be sent back to the sender.**
4. Approved publications may be received from any source, to include magazines, newspapers, Bibles, and/or religious literature.
5. Clothes may be received with prior written approval from case manager if inmate is to be placed on work release, or community volunteer leaves.
6. Social security cards may be received if requested in writing from the case manager. This card will be forwarded to programs by mailroom staff.
7. Mail with insufficient postage will be returned to sender by postal service. NO COD's

**No other items will be accepted through the mail.**

### SMOKING/TOBACCO USE

The use of any tobacco is strictly prohibited on any portion of Wilkes Correctional Center including all parking areas.

## EMERGENCY LEAVE

Due to critical illness or death of an immediate family member, inmates housed at Wilkes Correctional Center may have access to Emergency Leave at the discretion of the Director of Prisons and the superintendent of Wilkes Correctional Center.

**Critical Illness:** A competent medical authority must verify the nature of the illness of an immediate family member. The meaning of the word critical, means probable death within a short period of time.

**Death:** The death of an immediate family member may be verified by law enforcement officials, a physician, mortician, or Director of Social Services.

**Immediate Family:** Immediate family is defined as the following: father, mother, brother, sister, husband, wife, child, foster parents, grandparents or others who have acted in the place of parents. A person will only be considered immediate family if the relationship can be verified.

Security Fee: An attendant fee may apply if an emergency leave is granted. A minimum of one (1) correctional officer and one (1) vehicle per day will if required at a cost of \$50.00 per day. If an Out of State Emergency Leave is granted, then a \$500.00 cash bond must be posted prior to the inmate leaving the facility. Only inmates in Level III may be considered for out of state Emergency Leave.

If a death occurs of an immediate family member of an inmate housed at Wilkes Correctional Center, a member of the family should contact the center at 336-667-4533 and request to speak to the Officer-in-Charge. The Officer-in-Charge will inform this person of the information required for an emergency leave and will make arrangements for the inmate to be notified of the death by appropriate staff. Notification of burial arrangements must be given by the attending funeral home.

Visitation of a critically ill immediate family member will only be considered if that person is in the hospital or under hospice care. Proper notification by the attending physician is required.

## Mail/Visitation/ Emergency Leave Information Brochure



## Wilkes Correctional Center

404 Statesville Road  
North Wilkesboro, NC 28659  
336-667-4533  
Bobby Harless,  
Superintendent

## VISITATION SCHEDULE

### General Population Inmates:

The visitation schedule at Wilkes Correctional Center is based on the first letter of the inmate's last name. Visitation for each group will rotate every four (4) months. It is the responsibility of the visitor to ensure they are present at the correct time and date. Visitor must be on the inmate's approved visitor's list. All Visitors must present their proper ID at the beginning of the visit. NO EXCEPTIONS

### Groups, times, and months are as follows:

#### January through April

Saturday 1:00pm to 3:00pm-

Sunday 1:00pm to 3:00pm-

#### May through August:

Saturday 1:00pm to 3:00pm-

Sunday 1:00pm to 3:00pm-

#### September through December:

Saturday 1:00pm to 3:00pm

Sunday 1:00pm to 3:00pm-

**Outside Visit-** Maximum of three (3) approved Adults plus children

Inside Visit- Due to inclement weather, rain, high winds and/or temperature below 50 degrees Maximum of three (3) approved visitors due to limited space

### Special Visits for Regular Population Inmates:

Inmate's housed in regular population may request Special Visits. Approval or disapproval will be based on the security concerns of the facility. Special visits may be requested for attorneys, clergy, and immediate family members. Special visits for attorneys must be approved a minimum of twenty-four (24) hours in advance and no more than ten (10) days in advance and shall occur Monday through Friday between the hours of 9:00am and 3:00pm. Attorney visits will be approved by the superintendent. Clergy visits will be coordinated through the facility Asst Superintendent.

Special visits for immediate family members will only be approved every 90 days for approved visitors living at least 200 miles from this facility. Must be requested by the inmate.

## DRESS CODE & VISITATION GUIDELINES

All visitors will be properly dressed. Any apparel of a revealing nature or that could be expected to be offensive to others will be cause to deny entrance. All visitors are expected to adhere to the following:

1. No tank tops, undershirts, sleeveless shirts or halter tops as outer garments.
2. Shoes required at all times. Clothing must be in good repair. No holes, rips, etc.
3. No see through shirts without an undershirt.
4. No shorts more than four (4) inches above the knee.
5. No garments displaying the mid-rib and stomach.
6. No dresses or blouses that expose cleavage.
7. No dresses or skirts more than four (4) inches above the knees.
8. No bathing suit tops unless covered with a blouse.
9. Other apparel judged by the Officer-in-Charge to be detrimental to the order and security of the facility.
10. Any items of clothing displaying any insignia or remarks that would be considered offensive to any race, religion, or ethnic group, etc.
11. No handbags/diaper bags/Strollers. Carriers permitted. However, visitor must remove baby to allow proper search of carrier before entering.
12. Baby items will be limited to 1 diaper, 4 wipes, 1 cloth, and 1 bottle. Babies must be changed in restrooms, not visitation area.
13. Proper identification is required each time to enter the visiting area. Visitors under the age of eighteen (18) will be permitted to visit with a supervising adult only and must present Photo ID or Birth Certificate.
14. All Visitors must be on the approved visitor's list.
15. Only three adult visitors plus children are allowed to visit any inmate when visiting outside. A maximum of three(3) visitors allowed when visiting inside due to limited space.
16. Visitors may not exchange or give items to inmates. Violation will be cause for suspension of visitation privileges.

## VISITATION GUIDELINES CONTINUED

17. Normally, Visitation will be outside when the temperature is 50 degrees or above and there is no precipitation and/or high winds
  18. All visits must be conducted in a quiet and orderly manner.
  19. One kiss at the beginning and one kiss at the end of the visit will be permitted. Any inappropriate touching, petting and/or sex acts are strictly prohibited and will result in immediate termination of visit.
  20. Visitors **will not** be allowed to re-enter the facility once they leave the visiting area for any reason. **No Exceptions**
  21. **Absolutely no cell phones, cameras, or recording devices will be allowed** No photographs are to be taken. Violation will result in immediate termination of visitation. **ABSOLUTELY NO SMOKING OR TOBACCO PRODUCTS ARE ALLOWED**
- NOTE:** Any attempt to circumvent these guidelines may result in denial of visitation access or immediate termination of the visit. Violations can result in administrative and/or legal proceedings against the visitor and/or the inmate. **This includes repeated attempts. These guidelines are not intended to be an all-inclusive list of rules and guidelines. All other laws and regulations apply to all inmates and visitors.**
- ### Denial of Visitation:
1. Visitor fails to comply with facility rules.
  2. The visitor has been disruptive during previous visits.
  3. The visitor attempts to bring alcohol, drugs, or other contraband into the facility or attempts to visit while under the influence of alcohol or drugs.
  4. The visitor refuses to show proper identification or submit to routine search.
  5. The visitor was a participant in the criminal activity the inmate is incarcerated.
  6. The visitor's presence in the facility would undermine security consideration or corrective treatment.
  7. The visitor visitation privileges has been revoked without reinstatement by the Director of Prisons.