

## **Butler County Correctional Facilities Guidelines**

For Counselors, Instructors, Ministers, Attorneys, Visitors

1. Must present photo ID.
2. All persons entering the Compound are subject to search.
3. No contraband, weapons, knives, etc. are allowed. No packages, purses or briefcases are permitted in the jail.
4. Only visitors with approval from the Warden will be admitted inside the compound. – **NO EXCEPTIONS**
5. No physical contact with inmates.
6. No delivery of mail, notes, etc. to inmates. **DO NOT WRITE TO INMATES OF THE OPPOSITE SEX.**
7. Do not give your personal phone number or address to inmates.
8. Inmates may write you at your business address.
9. Do not give snacks, foods, beverages or phone calls to inmates - **NO FAVORITISM IS ALLOWED.**
10. No co-ed classes or services are allowed.
11. Counselors, Instructors and Ministers should arrive 15 minutes prior to scheduled class or service.
12. All programs will start and end at scheduled times.
13. No more than four Counselors, Instructors and Ministers will be permitted inside the compound at any given time.
14. Classes or services may be cancelled for security reasons.
15. In the event of a conflict, do not debate with jail personnel, wait until the following business day and file A complaint with the Inmate Services Program Coordinator.
16. Programming or Service areas must be kept clean. It is the Counselor, Instructor, Minister's responsibility to leave the area clean and orderly.
17. All Counselors, Instructors and Ministers are to keep at least one table separating them from inmates. (Corrections Officers will enforce this rule).
18. All Bibles and distributed literature, must have prior approval from the Warden or Sergeant on duty.
19. Dress code: Casual yet modest. (Slacks, Shirt) No Shorts.
20. When in the female housing unit, male visitors will be escorted by a staff member at all times.

**All Counselors, Instructors and Ministers must follow the established guidelines and rules for Outside Participants.**

**Any violation of the guidelines or rules may result in revocation of your approved entry status.**