

## ITEMS BROUGHT TO VISITATION:



- Visitors may not bring medication to the visit. If necessary, the visitor will be allowed to leave the Visitation Area to take medication.
- Patients may accept small packages from visitors. Ward staff will need to search the contents of packages.
- Items defined as contraband will not be permitted in the Visitation Area. If visitors would like clarification about what is permitted into the visitation area they should contact nursing staff prior to the visit.
- All approved, non-perishable items received by the patient will be placed on the patient's personal inventory list.
- Food items brought to visitation must be limited to what may be consumed in one sitting, as storage is currently unavailable on the units. Visitors may not charge a delivery fee for food.

## MONETARY GIFTS:

The following guidelines should be followed for sending checks and money orders to patients:

- Checks and money orders may be made payable to the patient or Central State Hospital.
- The correspondent should ensure that the check or money order includes the name of the patient for whom the funds are intended along with a building number or patient register number.
- Checks or money orders should be mailed to:

*The Cashier's Office  
Central State Hospital  
P.O. Box 4030  
Petersburg, VA 23803*

- Patients are encouraged to deposit all money in excess of \$40.<sup>00</sup> into their Patient Fund Account.
- All funds not deposited into a Patient Fund Account and kept by the patient are the property and sole responsibility of the patient. Central State Hospital will not be responsible for the funds.



# CENTRAL STATE HOSPITAL BUILDINGS 94 AND 95



## VISITATION GUIDE

## VISITATION POLICY

Patients in Buildings 94 and 95 are provided the opportunity to visit with persons of their choosing, provided such visitation does not compromise the safety and security of other patients, visitors, and staff. Visitation is permitted in designated areas within the Civil Units. Treatment Team approval may be requested for visitation outside of the designated areas.

## VISITOR RESPONSIBILITIES



- All visitors must present valid government or state issued photo identification to the staff at time of entry. If a visitor is unable to produce valid identification, the Charge Nurse may permit the visit after speaking with the visitor.
- Visitors must be fully clothed and free of sexually provocative attire, otherwise the visitation may be declined.
- Visitors are requested to wait in a designated area until the visit is announced.
- Visitors will permit an inspection of all personal items and childcare items before entering the visiting area.

Items that are considered contraband must be stored in personal vehicles.

Anyone declining inspection of personal items will not be allowed to visit.

- Children under 16 years of age must be accompanied by a parent or legal guardian. Exemptions may be made by the patient's physician, Medical Director or Hospital Director's designee in advance.
- Cell phones, photographs and videos are not permitted in the visitation area unless pre-approved by the Treatment Team. Photographs and recordings of patients must be approved by the Hospital Director.

## GENERAL REQUIREMENTS

- Due to space limitations, visits are limited to 30 minute increments. If no visitors are waiting to use the rooms, visits maybe extended.
- Visitors showing signs of impairment or aggression will be denied permission to visit and the Special Conservators of the Peace at the Department of Public Safety will be notified.



## VISITATION HOURS



- Monday thru Friday

9 am – 10:00 am

4:00 pm – 7:30 pm

- Weekends, Holidays and Non-Treatment Mall Days

9:00 am – 7:30 pm

**Special visits may be arranged outside of the normal visitation hours. These arrangements should be made through the Treatment Team and communicated with the Nursing Supervisor to ensure arrangements are made. Similarly, any special requests should be coordinated with the Treatment Team prior to the visit.**

If you have any questions or concerns during your visit please ask to speak with the charge nurse and they will address your concerns.