

Visitor Information Sheet

Inmate's Name: _____
(Surname) (First Name)

Inmate's Date of Birth: _____
(YY/MM/DD)

Visitor Information *(Please Print)*

Last Name: _____ First Name and Initial: _____

Maiden Name: _____ Date of Birth (year/month/day): _____

Street Address: _____

City: _____ Province: _____ Postal Code: _____

Home Phone Number: _____ Work Phone Number: _____

What is your relationship to the Inmate and how long have you known him? _____

Do you visit other Inmates here at Headingley, or at other correctional centres? Yes ___ No ___

If yes, what is the Inmate's name and what is your relationship to him/her?

What centre are they in? _____

Have you ever been convicted of a criminal offence? Yes ___ No ___ If yes, provide details below.

Do you have any outstanding charges pending against you? Yes ___ No ___ If yes, provide details below.

Are you currently on Probation? Yes ___ No ___ If yes, on what charges? _____

Please list the full name and date of birth of the **Inmate's children** (under age 18) that you may be bringing with you.

Name: _____ Date of Birth (year/month/day): _____

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Note: Section 25 of *The Correctional Services Regulation* (Manitoba) states that you will be denied visiting privileges if you have been released from a period of custody (including a probationary sentence) within the past **365** days. Any denial of visiting privileges may be appealed in writing to the Superintendent of this Centre.

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Acknowledgement and Consent

I understand that Manitoba's Department of Justice (Corrections) has the sole right to determine my suitability as an Inmate's visitor. I further understand that approval of visiting privileges is conditional upon satisfactory results of a security screening. I understand that further screening may take place at the facility to ascertain my visiting suitability. I hereby give my consent to the Department of Justice (Corrections) to use the information provided on this form to conduct such a screening.

I certify that the information I have submitted is true and accurate to the best of my knowledge and I agree to notify Centre authorities immediately of any changes to that information. I acknowledge that the submission of false or misleading information or the failure to advise of changes may result in denial or suspension of my visiting privileges for an indefinite period. I agree to observe all stated rules, regulations and policies while visiting this Centre and understand that the failure to do so may result in the suspension of my visiting privileges.

Signature: _____

Date: _____

Mail to: Headingley Correctional Centre
Attn: Visiting Department
6030 Portage Avenue, Headingley MB
R4H 1E8

Note: You **must** call the Visiting department to determine the status of your application @ 204-831-4610 prior to booking a visit.

FOR OFFICE USE ONLY

Approval Decision: Approved _____ Denied _____

Date Application Reviewed: _____

Comments: _____

Completing Officer's Signature: _____

Date identification verified: _____

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Visitors are asked to share with Staff any current, or past, suicidal concerns, thoughts, behaviours or plans as they relate to the person you are visiting.

Visitors are asked to not attend to Headingley Correctional Centre if they are feeling ill.

Applying to Visit

- Answer **all** questions in full and sign the space on page 2 of this application.
- If you give false information your visiting access will be denied.
- Send your completed application form to the address listed on page 2 of this application.
- **DO NOT SEND THIS APPLICATION TO THE INMATE YOU ARE REQUESTING TO VISIT, THIS MAY RESULT IN A DELAY OF PROCESSING YOUR REQUEST.**
- Please allow 4-5 working days (mailing time plus security checks) for administrative approval.
- To find out if your visiting application has been approved, you **must** call the Visiting Coordinator @ **204-831-4610 between 9am and 9pm** any day of the week.
- **There is a dress code in effect.** We expect appropriate attire for a correctional setting. Visitors shall not wear clothing that is too low cut or revealing (i.e. short shorts/skirts, swimming suits, sheer or 'see through' clothing).

Visiting Guidelines

- Once you have been approved as a visitor, you must pre-book your visits by 19:00 the day before the scheduled Unit Visit Day by calling the Visiting Coordinator @ 204-831-4610. If there is no answer please leave a message with your name and telephone number, Inmate Name, Date and Time you are requesting. The Headingley Visiting Coordinator will return calls between 9am and 9pm daily. If you do not receive a call back then please call again to ensure your visit is booked.
- Persons under the age of 18 will not be permitted to visit, with the exception of the Inmate's family accompanied by an adult (Mother, Father).
- A maximum of three adult visitors -**or** both parents -**or** Inmate's children with an adult may visit during the time slot per week. Time slots cannot be shared.
- You must report 10 minutes before the actual appointment time but no earlier than 20 minutes. Failure to do so may result in a shorter visit.
- A daily parking pass costs \$ 1.50 and must be purchased from the dispenser in the parking lot. The Visiting Officer does not carry change so please bring a loonie and quarters for parking.
- All visitors must have proper photo identification that clearly identifies them for each visit.
- All personal items such as valuables, purses, handbags, **cell phones** etc. must be secured in a locker provided for your use (.25 cent fee). Please bring a quarter and note that all items are left at your own risk.
- Absolutely nothing may be dropped off during a visit unless special arrangements have been made ahead of time.
- A drug detection dog may screen you during your visit. Failure or refusal to co-operate with the process will result in the termination of your visiting privileges.
- If you have not attended Headingley Correctional Centre for more than 1 calendar year you must re-submit a visiting application.

Collection of Personal Information/ Criminal Record Check for Security Screening Purposes

Manitoba Corrections is collecting the above personal information to screen those who want access to Manitoba Correctional Centres. The process is intended to enhance the safety of Inmates, Corrections staff and all others accessing the Centres.

Criminal record checks (CPIC) will be conducted on all applicants through the Winnipeg Remand Centre's CPIC Operator. The Operator will conduct any inquiries necessary to determine if visitor applicants have a Criminal Record.

By signing this application form all visitor applicants consent to a criminal record check (CPIC) and allow the CPIC Operator to make a full and complete disclosure to a representative of Manitoba Justice.

Disclosure of information will be restricted to those individuals who require the information to make a decision concerning visitor's access to Headingley Correctional Centre.

Your personal information is collected and protected under the provisions of Manitoba legislation, specifically: *The Correctional Services Act, The Correctional Services Regulation, Freedom of Information and Protection of Privacy Act, the Manitoba Electronic Networks Policy* and the *Corrections Inmate Management Systems-User Agreement*.

Note: Please keep this information sheet for future reference.