

## Correctional Facility Environmental Components for Family-friendly Visiting

Name of Correctional Facility \_\_\_\_\_

Reviewers: \_\_\_\_\_ Date of Review: \_\_\_\_\_

### Organizational Assessment

Website				Comments
The correctional facility has a dedicated page with information about visiting an inmate.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>	
Information about the type of visiting (e.g., Plexiglas, video) is clearly posted.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>	
Information about the days and times for visiting is clearly posted.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>	
Driving directions to the correctional facility are posted on the website.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>	
Directions via public transit are posted on the website.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>	
Information about where to park and any parking fees is posted.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>	
All visiting rules are clearly posted.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>	

Images of the facility's lobby and visiting area are posted on the website.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>		
Specific information about visiting with children is provided.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>		
Contact information for staff who can answer questions for visitors.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>		
Website navigation	• <b>1 very difficult to navigate</b>	• <b>2</b>	• <b>3</b>	• <b>4</b>	• <b>5 very easy to navigate</b>

<b>Exterior</b>				<b>Comments</b>	
If there is a smoking area, it is safe and 15- 20 feet away from the building.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>		
Designated parking is available for visitors.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>		
Parking lot is safe with lights.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>		
Bike racks are available.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>		
Cleanliness	• <b>1</b>	• <b>2</b>	• <b>3</b>	• <b>4</b>	• <b>5</b>

<b>Lobby</b>				<b>Comments</b>
Welcome sign posted in the main lobby.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>	
Signage in the lobby is clear, easy to read, and accurate.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>	
Free lockers are available for visitors to securely store their personal belongings.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>	
A free, public phone is available in the lobby for visitors to use to make local phone calls.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>	
Printed materials about local community resources are available.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>	
Information about local transportation options (e.g., cab companies, bus routes) is available for visitors.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>	
Photographs and/or artwork on the walls are positive and portrays images of diverse children and/or families.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>	
Age-appropriate books, toys, and/or other educational materials are available for children.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>	
Seating allows for personal space.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>	
Child-size chairs or benches are available for child visitors.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>	

Restrooms are available.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>		
Diaper changing tables are available.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>		
Drinking fountains are available.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>		
Cleanliness of waiting area	• <b>1 very dirty</b>	• <b>2</b>	• <b>3</b>	• <b>4</b>	• <b>5 very clean</b>
Interactions with staff are friendly, respectful, welcoming, and calm.	• <b>1</b>	• <b>2</b>	• <b>3</b>	• <b>4</b>	• <b>5</b>
Noise level of lobby	• <b>1</b>	• <b>2</b>	• <b>3</b>	• <b>4</b>	• <b>5</b>

<b>Visiting</b>				<b>Comments</b>
Signage in the visiting area(s) is clear, easy to read, and accurate.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>	
Policies permit minor visits from non-biological children (e.g., step, adopted, or foster children)				
Policies are in place to limit time that children wait to visit (e.g., child-preferred visiting hours).	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>	
Photographs and/or artwork on the walls are positive and portrays images of diverse children and/or families.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>	

Age-appropriate books, toys, and/or other educational materials are available for children.	• <b>Yes</b>	• <b>No</b>	• <b>Did Not Observe</b>			
Cleanliness of visiting area	• <b>1 very dirty</b>	• <b>2</b>	• <b>3</b>	• <b>4</b>	• <b>5 very clean</b>	
Interactions with staff are friendly, respectful, welcoming, and calm.	• <b>1</b>	• <b>2</b>	• <b>3</b>	• <b>4</b>	• <b>5</b>	
Noise level of visiting area	• <b>1</b>	• <b>2</b>	• <b>3</b>	• <b>4</b>	• <b>5</b>	

**Overall Comments:**

What did you like about the environment?

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What you didn't like about the environment?

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What does the staff like most about the environment?

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What would the staff most like to improve about the environment?

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**Attach any images from the environmental scan, including screenshots of the website, photos from the facility lobby and visiting areas, etc.**