

## HOW TO VISIT (CONTINUED)

### 2 Learn the schedule.

- **Check the schedule inside this brochure to see when your youth's living unit allows visitors.**
- **Some visiting times are by appointment only.** If you want to visit during these times, you have to make an appointment through your youth's case coordinator. The deadline for making appointments is 5 p.m. the Monday before you plan to visit.
- **Youth may not have more than five visitors at a time.** Their case coordinators may grant exceptions for things like distance of travel and major family events. A MacLaren program director must approve in advance.

### 3 Check in at MacLaren.

- **Make sure your clothing is appropriate.** Check inside this brochure for our rules about clothing. If our staff feel that your clothing is inappropriate, we will not let you inside. Following the clothing rules can help speed up check-in for you and for everyone else.
- **Go to the gatehouse to check in with your photo ID.** The gatehouse is next to the main parking lot. All visitors age 13 or older must show a photo ID. The gatehouse is small. Please be prepared to wait outside as we work to get everyone checked in.
- **Do not bring inside anything that's not allowed!** Check inside this brochure to learn what is allowed. Leave everything else at home or in your locked vehicle.
- **You will have to clear a metal detector. Any items you bring will have to go through an X-ray machine.** If you are not

able to clear these, we will not let you visit. If you have a metal implant, talk with your youth's case coordinator *before your visit*. You will need to provide documentation and our superintendent will need to approve it.

- **If our staff suspect that you are under the influence of drugs or alcohol,** they will not let you inside.
- **Once you enter the facility, please stay there until your visit is done.** Re-entry is not allowed until your next visit.

### 4 Go to the correct visiting area.

- **If you would like to buy hot food during Sunday visitation,** go to our canteen first.
- **If you don't need hot food,** go straight to your youth's visiting area.
- **Do not give anything to your youth except the food or drinks you buy from us.** If you bring contraband into MacLaren, we will not let you visit again. We will also refer the incident to the Oregon State Police.
- **Visitors and youth may sit together at tables.** Please don't contact other youth or their families, other than a casual greeting. In the Visiting Center, we have a few board and card games and a small children's play area. *The child's parent or guardian must supervise and be with them at all times.*
- **It's OK to have brief physical contact with your youth.** Please limit it to a short embrace at the beginning and end of the visit.
- **Please act respectfully during your visit!** Please follow staff instructions, use appropriate language, and keep your conversations at a normal volume.



### Do you have questions about visiting?

Contact your youth's case coordinator.

### MacLaren Youth Correctional Facility

2630 N Pacific Highway  
Woodburn, OR 97071

Phone: 503-981-9531

Online: [bit.ly/oyamaclaren](http://bit.ly/oyamaclaren)



## HOW TO VISIT YOUTH

### MacLaren Youth Correctional Facility

### Visiting: The Basic Steps

# 1

#### Apply for permission.

If you don't get permission before you come, you won't be allowed to visit.

# 2

#### Learn the schedule.

Each living unit has specific times when people may visit.

# 3

#### Check in at MacLaren.

We have rules about what you're allowed to bring or wear.

# 4

#### Go to the correct visiting area.

Each living unit hosts visits in a specific area.

# 1

#### Apply for permission.

- **Fill out a "Request to Visit" form. Turn it in to your youth's case coordinator.** You can get the form from MacLaren staff or on our website: [bit.ly/oyamaclaren](http://bit.ly/oyamaclaren). We use the information on the form to do a criminal background check.
- **Please turn in the form at least two weeks before you hope to visit.** This gives us time to process your request.
- **Your youth's multidisciplinary team (MDT) will review your request and decide whether to approve it.** Parents are invited to be part of the MDT. Sometimes MacLaren administrators also review your request.
- **If you have an arrest or conviction,** MacLaren administrators will review your situation to decide whether to allow you to visit. If you have an active warrant, we will not let you inside. If you are on probation or parole, you need approval from your supervising agency.
- **If your application is approved, we will add you to your youth's Approved Visitors List.** If you're not on this list, you may not visit. Contact your youth's case coordinator to learn if you are on the list.
- **If you are already on your youth's Approved Visitors List from another OYA facility:**
  - » MacLaren staff will review your status when your youth comes to MacLaren.
  - » You don't need to reapply, but we may do additional screening before you are allowed to visit.

### Who May Visit Youth?

- **All visitors must get approval to visit first.**
- **Typically, close and extended family** and other supportive people may visit. This is only if their application is approved.
- **Visitors under 18** are able to visit if they are approved and they are supervised by a parent or guardian at all times.
- **Visitors for youth in the intake and parole violation units are limited.** These are Maple, Noble, and Summit units. Ask your youth's case coordinator to learn more.

**Turn to the back of this brochure to learn what's next.**

# WHAT IS ALLOWED INSIDE MACLAREN?

## YES You May Only Bring These Inside



**Current photo ID**  
(required if you are 13 or older)



**Automobile key and remote**



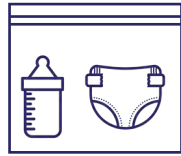
**One debit or credit card** (for buying food inside; no cash allowed)



**Feminine hygiene products** (no more than 5)



**Medicine you need to stay alive, such as an inhaler** (must be in original container or box with prescription label)



### Basic items for an infant, in a clear plastic bag

- Diapers (no more than 5) and small pack of wipes
- One baby blanket
- Empty plastic baby bottle (one per child)
- Small amount of formula or sealed baby food (no glass containers)

(Nursing mothers: talk with your youth's case coordinator about options)

## NO Do Not Bring These Inside



**Weapons or potential weapons**



**Cell phones and mp3 players**



**Purses or briefcases**



**Wallets**



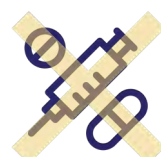
**Backpacks**



**Cameras or audio/video recorders**



**Laptops, flash drives, or anything that connects to the internet**



**Illegal drugs or paraphernalia**



**Cash or coins**



**Food or drinks** (you may buy food or drinks inside)



**Water bottles**



**Baby-related items, except for the basics**



**Prescription drugs, unless you need them to stay alive**



**Tobacco, marijuana, and vaping products** (not allowed anywhere on the MacLaren grounds)



**Packages or pictures** (must be mailed; not allowed at all for youth in Maple, Noble, and Summit)



**Money for youth** (must be mailed or added to your youth's account at the gatehouse)



## Important!

It is a Class C felony to provide contraband items to youth in custody or to bring those items into an OYA facility without **authorization.** (ORS 162.185)

- You will have to clear a metal detector, and your items will have to clear an X-ray machine successfully before you are allowed to enter MacLaren. This is to help keep all youth, staff, and visitors safe.
- You may not give anything to youth during your visit except food or drinks you buy at our facility.
- Our staff are allowed to search you at any time when you are inside our facility.
- We will not let you inside if you do not follow the rules about what you may wear.
- If you bring contraband into the facility, you will lose your visiting privileges. We will refer the incident to the Oregon State Police for investigation.

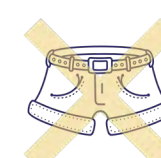
## NO Do Not Wear These



**Low-cut shirts or shirts that reveal your lower back or undergarments**



**Short skirts**



**Short shorts**



**Sleeveless shirts, spaghetti strap shirts, and tank tops**



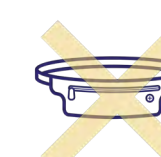
**Clothing that is torn in inappropriate places**



**Bras with an underwire** (these may set off the metal detector)



**Watches**



**Fanny packs, money belts, or belts with compartments**



**Hats, beanies, or other headwear** (if you need a religious head covering, talk with your youth's case coordinator before coming to visit)



**Professional or college sports team logos**



**Messages that promote drugs, tobacco, alcohol, violence, pornography, nudity, gangs, or prejudice, or are demeaning to others**

**If we think your clothing is disruptive or inappropriate, we will not let you inside MacLaren.**

We are trying to create a positive, family-friendly environment for youth, families, and other visitors.

# MACLAREN VISITING SCHEDULE

	Saturday	Sunday	Wednesday
<b>Valley Units - Group 1</b> Crater Haystack	9:30-11:30 a.m. Visitation Center	2:30-4:30 p.m. Visitation Center (Canteen orders until 4 p.m.)	<b>**BY APPOINTMENT ONLY**</b>  5-8 p.m. Visitation Center
<b>Valley Units - Group 2</b> Dunes Jasper	12-2 p.m. Visitation Center	9:30-11:30 a.m. Visitation Center (Canteen orders until 11 a.m.)	
<b>Valley Units - Group 3</b> Fossil Granite	2:30-4:30 p.m. Visitation Center	12-2 p.m. Visitation Center (Canteen orders until 1:30 p.m.)	
<b>Courtyard Units - Group 1</b> Oak Pacific	1-3:30 p.m. On Unit	9:30 a.m.-12 p.m. On Unit (Canteen orders until 11:30 a.m.)	
<b>Courtyard Units - Group 2</b> Maple Noble Summit	9:30 a.m.-12 p.m. On Unit	1-3:30 p.m. On Unit	No visitation
<b>Lake Cottage</b>	1-3:30 p.m. On Unit	9:30 a.m.-12 p.m. On Unit (Canteen orders until 11:30 a.m.)	5-8 p.m. On Unit
<b>Rockaway</b>	1-3:30 p.m. On Unit	9:30 a.m.-12 p.m. 12:30-3:30 p.m. On Unit (Canteen orders until 3 p.m.)	<b>**BY APPOINTMENT ONLY**</b> 5-8 p.m. Visitation Center
<b>Family Visits for Youth with Children</b>	Not available	Not available	<b>**BY APPOINTMENT ONLY**</b> 5-7 p.m. Timberline Building

## Wednesday Visits

These are by appointment only, except for Lake. You must make appointments through your youth's case coordinator. The deadline for making appointments is 5 p.m. the Monday before you plan to visit. You may not schedule more than one week in advance.

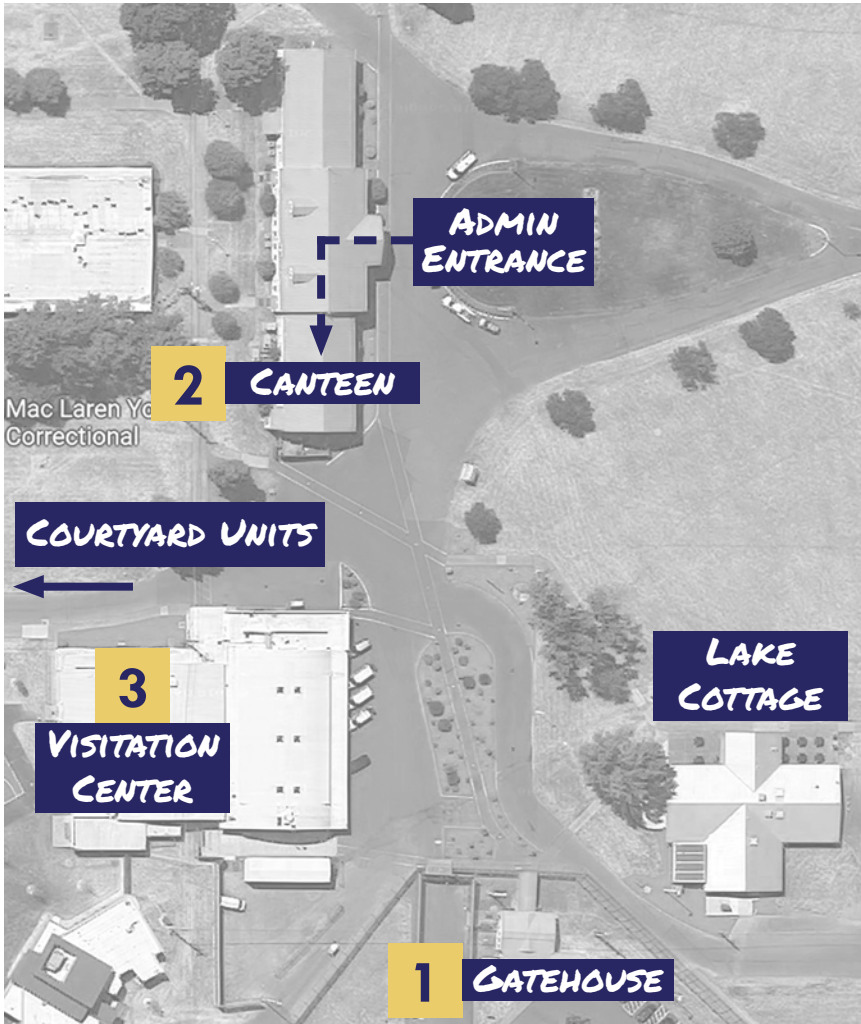
## Family Visits for Youth with Children

These are reserved for youth who are fathers to visit with their children. These visits are by appointment only. Children may also attend other visit sessions if they are on the youth's Approved Visitors List.

## Canteen Orders

Family members can order from a limited food menu at the canteen on Sundays. This does not include Maple, Noble, and Summit units. Learn more on the next page.

# ORDERING FOOD FOR YOUR VISIT AT MACLAREN



## 1 Check in at the gatehouse.

If you wish to order food from the canteen, you must go straight there before going to your youth's visiting area. If you do not wish to order food, or you only need food from the vending machines, you may go straight to your youth's visiting area.

## 2 Go to the canteen to order.

The canteen is located in the Admin Building. When you arrive, you will place your order and pay for it. We only accept credit or debit cards. No cash.

## 3 Go to your youth's visiting area.

After ordering, head to your youth's visiting area. This will be the Visitation Center or their living unit, depending on which unit they live in. We will deliver your food order to you.

## Important Things to Know

- **Canteen ordering is not available for youth living on Maple, Noble, and Summit units.**
- **The canteen is only open on Sundays and you can only order at certain times.**  
The canteen will accept orders until 30 minutes before the end of your youth's unit visiting time. See the back of this flier for the visiting times.
- **The canteen only accepts credit and debit cards for payment.** You may not bring cash into MacLaren.
- **You may only order from the canteen before going to your youth's visiting area.** Once you have gone to the visiting area, you cannot go back to the canteen or make additional food orders. We have vending machines with snacks and drinks in the Visitation Center.
- **Canteen menus are posted at the gatehouse and in the living units.** Items typically include hot and cold prepared food items, plus a small selection of drinks, chips, and candy.