

CROSSROADS CORRECTIONAL CENTER
FOOD VISIT GUIDELINES

1. Opportunities for food visits may be afforded twice per calendar year for those offenders meeting the following criteria:
 - Offenders must have been incarcerated within the Missouri Department of Corrections for a minimum of 180 consecutive days.
 - Offenders must be conduct violation free for a minimum of 180 days prior to food visit (calculated from the date due process is received).
 - Offenders must not be on visiting restriction, i.e., noncontact visits.
2. Food visits may be requested during any normal visiting session; however, only a maximum of 10 food visits will be approved per visiting session. Incentive visits may not be used as food visits.
3. Each offender will be responsible to notify their visitors of eligibility for food visits and submit a Request for Food Visit form completed with the appropriate information. The request must be submitted to Classification staff at least 15 calendar days prior to the requested date, but no more than 30 calendar days. Offenders will be informed of approval/disapproval of a request at least 5 business days prior to the requested date for the food visit, so arrangements may be made with the visitor(s).
4. Only one request may be submitted for approval at a time. An additional request may not be submitted until after completion of the date of the initial approved food visit.
5. Only approved visitors on the offender's visiting list will be allowed during food visits.
6. Only immediate family will be allowed for food visits during weekends.
7. If an offender becomes ineligible for a food visit before the approved food visit date, the food visit will not be allowed, but will be counted as one of the offender's two opportunities for a food visit..
8. If an approved food visit does not take place for any reason (i.e., visitors do not show up on the approved date/session, etc.), this will still be counted as one of the offender's two opportunities for a food visit.
9. Visitors will only be permitted to bring food into the Visiting Room during their approved visiting session.
10. All general rules of the Visiting Room will apply during food visits.
11. Food may be vendor purchased or brought from home. No catered food will be permitted.
12. During food visits, visitors may bring a maximum of 4 containers holding an overall total of no more than 4 individual food items. For example: Catfish, chicken, ribs and shrimp would be considered 4 individual food items. Each type of meat, vegetable, dessert, etc. is considered an individual food item. This rule will be strictly enforced. Additional items will not be permitted because more than 1 individual food item is brought the same container. For example: Baked chicken, roasted chicken and fried chicken would be considered 3 individual food items even if these items are all in the same container.
13. In addition to the 4 individual items, the following items may accompany the meal:
 - Bread and butter (individual packets or sealed container, 16 oz. or smaller);
 - Condiments (limited to 3 types) may be brought in unopened, single serving packages;
14. Containers for home prepared or store bought food may be no larger than 9 x 9 x 4 and must be constructed of clear plastic only. Vendor purchased food items must be brought in the original vendor packaging or container with the exception of glass, metal or aluminum foil/pans.
15. Visitors must provide utensils/dinnerware (plastic, paper or styrofoam plates, as well as plastic forks and spoons – no plastic knives will be allowed). No large or metal serving utensils will be allowed.

16. No beverages or beverage mixes will be allowed. Drinks may be purchased by visitors from the vending machines.
17. All meats, breads, pies, cakes, etc. must be cut into serving size portions before being brought into the institution.
18. The following items will not be permitted:
 - Ice cream and jello;
 - Fresh fruit items.
19. All food will be processed through the x-ray machine, if available, and will be inspected by staff prior to being admitted into the Visiting Room. In addition, all food and disposable items will be processed together; at one time, through the Visiting Room reception area.
20. All items may be placed in a cardboard box or clear plastic container with lid to be transported into the Visiting Room. No ice chests, coolers or insulated bags are allowed.
21. Food will be consumed by the offender and his visitor only and may not be given away to other visitors or offenders. Food not consumed by the end of the visit will be removed from the institution by the visitor or be disposed of in the trash. Offenders will not be allowed to take food out of the Visiting Room. Items purchased from the vending machines may not be taken out of the Visiting Room and must be consumed or disposed of in the trash.
22. At the end of each food visit, visitors and offenders are expected to dispose of all trash and leave their table area clean and neat.
23. Should the Visiting Room be at maximum capacity and visitors are waiting for a visit, a 2-hour time limit may be imposed. Those visitors allowed first in to visit will be the first required to end their visit. Visitors approved for a food visit are recommended to arrive within the first 2 hours of the visiting session to ensure they receive their food visit and must arrive no later than 1 hour before the closing of the session.
24. Failure to comply with food visit procedures may result in denial of food entering the institution, a termination of the visit and/or issuance of a conduct violation.

Signature on File

4-2-13

Larry Denney, Warden

Date

Revised April 2013