September 16, 2022 Fri.

MEMORANDUM

To: Col. Alan Borja
Warden

Via: Channels

From: Visitation Processing Center

Subject: Regular Incoming / Outgoing

Reference: ACF Inmates/Detainees

Sir, I am requesting to conduct Regular Incoming for September 2022 for ACF Inmates/Detainees. Items to be received will be in accordance to the authorized Incoming form with respect to the housing unit. Outgoing will be conducted as well. This information will be posted on the DOC website: https://doc.guam.gov/

Incoming will be from 0800 to 1130 and 1230 to 1600 hours.

REQUIREMENTS for person dropping INCOMING:

- Must be on the approved visitation list.
- Must provide a valid I.D. (Driver’s license, Passport, Guam I.D.), a COVID-19 vaccination card or a Negative COVID Test result within (7) days.
- Must wear a face mask.

No visitor is allowed to drop for more than one inmate/detainee, only exception will be made for immediate family members in accordance to the Unit schedule.

Operations:

- Visitor(s) will park at VPC’s parking area and only (1) visitor will proceed to the service window with a valid I.D. to acquire a Number Pager - Must acquire pager before 1600 hours.
- Visitor will return and remain in their vehicle until alerted by the paging system.
- Only one (01) visitor per vehicle will be allowed entry with the exception of minors and/or elderly visitors requiring assistance.

All items will be properly decontaminated. **Outgoing will be collected the day before each Unit’s scheduled incoming date.** Plastic bags must be provided along with incoming items. Inmates and Detainees are responsible for informing family members of this schedule as well as the operations order set forth. **Schedule is subject to Change without prior notice.** Be Guided Accordingly.
DRESS CODE POLICY will be enforced. Prisoners will be responsible to inform their visitor of the dress code Policy.

**EXCERPT:** Visitors shall wear conventional clothing in a manner that is NOT UNDULY suggestive, or tight-fitting (spandex or leotards), No Dresses, No Skirts, No Shorts, No Tank Tops / Muscle shirts, No see through clothing’s. Clothing’s with torn material are not permitted.

Clothing’s, hairstyles, insignias, or other paraphernalia associated with street gangs WILL NOT be permitted.

**INCOMING SCHEDULE as follows:**
(0800 to 1130 and 1230 to 1600 hours)

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<th>Date</th>
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<tr>
<td>September 20, 2022 (Tue.)</td>
<td>Post 17</td>
<td>September 26, 2022 (Mon.)</td>
<td>Post 5 &amp; 6</td>
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<td>September 21, 2022 (Wed.)</td>
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<td>September 22, 2022 (Thur.)</td>
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<td>September 28, 2022 (Wed.)</td>
<td>Post 25 (**)) &amp; 29</td>
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<td>Post 9, 24, &amp; 28</td>
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**Unit on LOCKDOWN STATUS (Post #25):** Hygiene (Shampoo, Conditioner, Body wash, Toothpaste, Deodorant), Laundry and Cleaning items. - Exchange basis and / or approved Remedy Request.

Any deviance from this memo will result in the denial of entry.

Shall there be an Institutional Lockdown, the INCOMING activity will cease operations. There will be no make-ups. No EXCEPTION.