



## WHAT ARE THE PROCEDURES AND RULES FOR VISITING AN INMATE AT HUDSON CORRECTIONAL FACILITY?

- Q. I have already been approved for visitation at an Alaska facility. Do I need to apply for visitation at Hudson separately?**
- A. YES.** Even if you have been approved for visitation in Alaska, you will need a separate approval for visiting an inmate in Hudson.
- Q. How do I get an approval to visit an inmate at Hudson?**
- A.** Only an inmate can request approval for a visitor. The inmate will get an application from his case manager, fill out the top portion, and mail it to the visitor. The inmate will need the mailing address of the visitor.
- Q. When I receive the request, what is my next step?**
- A.** You must fill out and sign the application form and mail it to: Colorado Probation Unit, Alaska Department of Corrections; 1400 E. 4<sup>th</sup> Ave., Anchorage, AK 99501.  
Or, you can fax the completed form to 907 269 4111.
- Q. How long will it take to receive a confirmation letter?**
- A.** It can take up to 30 days. If you haven't received a letter within 30 days, you may enquire by calling 907 269 7375 or 907 269 7432.
- Q. What are visiting hours at Hudson Correctional Facility?**
- A.** Visiting hours are Monday, Thursday and Friday from 5-9 pm (local time) and Saturday and Sunday (and holidays) from 8 am to 3:30 pm. There is no visitation Tuesday or Wednesday. These times may change without a lot of advance notice, so it is important to call Hudson before you begin your trip. The number is 303 536 2600. When prompted enter "0" and ask for the visitation officer.
- Q. What are visiting hours on holidays?**
- A.** Visiting hours on recognized holidays are 8 a.m. to 3:30 p.m. Recognized holidays are: New Year's Day, Labor Day, Martin Luther King Jr. Day, Veteran's Day, President's Day, Thanksgiving, Memorial Day, Independence Day and Christmas.
- Q. What if I am denied?**
- A.** It is possible for visitation privileges to be denied for various reasons, for example past conduct where visitation rules and procedures were violated, even at a different facility. This

decision cannot be formally appealed, but someone who is denied may contact the department and ask if there is an explanation, or if the denial can be reversed after a certain period of time.

**Q. What if the visitor is a minor (age 17 or younger)?**

**A. If the applicant is a minor, a copy of his or her birth certificate must be included.**

**Q. Can a minor accompanied by an adult who is not a parent or legal guardian visit an inmate?**

**A. A parent or legal guardian must provide a notarized letter which gives permission for the accompanying adult to bring the minor into the prison for visitation.**

**Q. Is it possible to visit on days or times not set aside for visitation?**

**A. Not usually. If you have a unusual circumstance that you think warrants an exception, you may write to Richard Schmitz, Special Assistant, Department of Corrections, Box 112000, Juneau, Alaska, 99811. Please provide contact information and a detailed explanation as to why the request is being made.**