

INFORMATION FOR VISITORS

MELBOURNE ASSESSMENT PRISON
317 Spencer Street, West Melbourne, 3003
Phone: 03) 9321 4111

Contact Visits

MAINSTREAM & AAU MAINSTREAM PRISONERS		
Sunday	8:30am – 1:00pm	Contact Visits (Children permitted)
Wednesday	9:00am – 1:15pm	Contact Visits (Children permitted)
	1:30pm – 3:30pm	Adult contact visits (Children not permitted)
Saturday	12:30pm – 3:30pm	Adult contact visits (Children not permitted)
UNIT 9, 10 and AAU PROTECTION PRISONERS		
Sunday	2:30pm – 3:30pm	Contact visits (Children permitted)
Saturday	8:30am – 10:30am	Adult contact visits (Children not permitted)
UNIT 8 PRISONERS		
Sunday	1:15pm – 2:15pm	Contact Visits (Children permitted)
Saturday	10:45am – 12:15pm	Adult contact visits (Children not permitted)

- Prisoners are entitled to **1 Contact Visit per week** only.
- The Contact Visit **week starts on a Sunday** and ends on a Saturday.
- Contact Visits are for **1 hour** only.
- Up to **3 Adult visitors** and a number of children are able to visit the prisoner on child contact visit times.
- Please ensure you are here **at least 30min prior** to the end of visit times or you may be denied a visit.
- No visits will commence after 3pm sharp.**

Non Contact ('Box') Visits

MAINSTREAM & AAU MAINSTREAM PRISONERS		
Sunday	8:30am – 1:00pm	Non contact visits
Monday	8:30am – 3:30pm	Non contact visits
Tuesday	11:15am – 3:30pm	Non contact visits
Wednesday	8:30am – 3:30pm	Non contact visits
Thursday	8:30am – 3:30pm	Non contact visits
Friday	8:30am – 3:30pm	Non contact visits
Saturday	12:30pm – 3:30pm	Non contact visits
UNIT 8, 9, 10 & AAU PROTECTION PRISONERS		
Sunday	1:15pm – 3:30pm	Non contact visits
Tuesday	9:30am – 11:00am	Non contact visits
Saturday	8:30am – 12:15pm	Non contact visits

- Prisoners cannot have more than **1 visit per day** (excluding Professional visits).
- If the prisoner you are visiting is **ineligible** for contact visits, he may have just **1 visit, for 1 hour, per week.**
- For all other prisoners, box visits last for approximately **30 minutes.**
- Prisoners are able to have a box visit on the days and hours outlined in the table (on the left) **except on the day that they have already had a contact visit.**
- In box visits, **no touching is possible** – there is a glass partition that separates you from the person you are visiting and all speaking is done through an intercom.

Identification

Whenever you come in for a visit at the Melbourne Assessment Prison, satisfactory identification is required. Satisfactory identification must be one of the following:

100 points	50 points	25 points*
*Current Driver's Licence (with photo)	*Key Pass	Medicare Card
*Valid Passport	*Shooter's Licence	Pension Card
*Correctional Services pass	*Police Member ID	Student ID Card
*Consulate ID Card	*Ombudsman photo ID pass	Credit Card
*Working with Children Card		Bank Card (eftpos)
		Proof of Age Card
	60+ Card	
	Birth Certificate	
	Marriage Certificate	
	Aust. Citizenship Certificate	
	Defence Department ID	
	Govt. Authorised U16	
	Law Card	

* In the 25 point category, only **one** of each of the satisfactory identification will be accepted, ie; 1 Credit Card, 1 Bank Book, 1 Social Security Card and a Medicare Card, however 4 of these items together will equal 100 points.

If you do not have suitable identification, you will not be able to have a visit. Note: photocopied documents are not accepted.

Visitors must be suitably dressed for a family orientated environment.

Strip Searches/Contraband

It is a serious criminal offence to traffic drugs, including prescription drugs, into a prison facility. If you are **suspected of attempting to traffic drugs or any other item of contraband such as**; drug equipment (bongs, syringes etc) or weapons, you may be asked to submit to a strip search by Prison Officers. If you refuse this request, you **can be banned** from entering all prisons in the State of Victoria for a period set by the Operations Manager.

Property

Given that most prisoners are only likely to be here for a short period, only a limited amount of clothing will be accepted. **Prisoners are permitted the following items only:**

• 6 pairs of jocks or boxer shorts	• 2 pairs of shorts	• 1 pair of scuffs/slides
• 6 pairs of socks	• 2 T Shirts	• 1 pair of reading glasses
• 2 windcheaters or tracksuit tops or jumpers or jacket (no hoods accepted)	• 2 singlets	• 6 Books
• 2 long sleeve tops or shirts	• 1 pair of pyjamas	• 6 magazines
• 2 pairs of tracksuit pants or trousers or jeans	• 2 pairs of shoes	• Newspapers
• Court Clothing (including dress shoes)	• 1 belt (small buckle – subject to Prison discretion)	• 6 photographs (laminated/polaroids not accepted)

- **Property** and money can be dropped off at the prison front foyer between **9am and 4pm, 7 days a week**.
- If the prisoner already has enough property in their possession, then additional items will not be accepted.
- Please note - **no offensive/gang affiliate/high visibility/uniform/trade or advertising clothing** will be accepted.

Telephone Calls

- To receive phone calls from a prisoner you need to be on his '**Phone List**'.
- If you are not sure that your name is on the list, you'll need to talk to him on your next visit or write directly to him (a mail box has been set up in the front foyer) as we are **not permitted to release any information**.
- A **12 minute time limit** applies to all calls to allow fair use of phones for every prisoner.
- **We cannot accept incoming calls.**

Money/Prison canteen

- You may deposit up to **\$140 each calendar month** into a prisoner's account.
- The prison will only accept either **cash directly over the counter**, or a **money order** (via mail is okay).
- **Personal or company cheques are not acceptable.**
- In the **first 7 days** of a prisoners' arrival at MAP, there is a 'grace' period for which any person may drop off clothing/leave money for a prisoner. After this time, the only person or persons who can deposit funds into the prisoner's account are those who are registered on the **prisoner's visit list**.

Ex-Offenders

Visitors who have a **CRN** (Correctional Reference Number) must **apply for permission** to visit from the prison's Operations Managers (ask the foyer staff for an application form). You will have a CRN if you have:

- been in prison and/or
- currently have contact with Community Correctional Services (CBO, Fine default, ie; community work, ICO) and/or
- have had contact with CCS in the past.

If you are unsure if you have a CRN, you may ask staff to check for you.

VACRO

The Victorian Association for the Care and Resettlement of Offenders can help you or the prisoner you are visiting with any family, welfare, property or banking matters. They have an office at the Melbourne Assessment Prison, so just ask staff at the reception desk to contact VACRO on your behalf. **Tel: 03) 9321- 4173 or 03) 9602 1366**). VACRO's head office is a few blocks away on the first floor, 116 Hardware Lane, Melbourne.

Prisoner in Distress

If you are concerned about the safety and welfare of a prisoner, please **contact the prison immediately** so the situation can be addressed by the Prison staff.

NEED MORE INFORMATION? Ask one of the staff at the Reception Desk in the front foyer.