

# PORT PHILLIP PRISON VISITOR INFORMATION



**Postal Address:**  
Port Phillip Prison  
PO Box 376  
Laverton VIC 3028

**Address:**  
Port Phillip Prison  
Corner Doherty's & Palmers Rd  
Laverton VIC 3028  
(Melway Reference 360, K12)

**Phone:** (03) 9217 7200  
**Fax:** (03) 9217 7218

## VISITING HOURS

**Anyone not processed before 3:30 pm will not have a visit on that day.**

***Processing hours are listed below:***

<b>MONDAY:</b>	<b>Mainstream</b> 09:00am to 11:30am <b>Mainstream</b> 1:00pm to 3:30pm
<b>TUESDAY:</b>	<b>Mainstream</b> 09:00am to 11:30am <b>Protection</b> 1:00pm to 3:30pm
<b>WEDNESDAY:</b>	<b>Mainstream</b> 09:00am to 11:30am <b>Mainstream</b> 1:00pm to 3:30pm (Please be advised that visits may be closed on Wednesday's due to lockdown training. Please ring before visiting the processing hours will be from 9:00am until 10:00am only on lockdown training days).
<b>THURSDAY:</b>	<b>SPECIAL NEEDS-Protection</b> 09:00am to 11:30am <b><u>NO CHILDREN UNDER 16</u></b> <b>SPECIAL NEEDS-Protection</b> 1:00pm to 3:30pm <b><u>NO CHILDREN UNDER 16</u></b>
<b>FRIDAY:</b>	<b>Mainstream</b> 09:00am to 11:30am <b>Mainstream</b> 1:00pm to 3:30pm
<b>SATURDAY:</b>	<b>Mainstream</b> 09:00am to 11:30am <b>Mainstream</b> 1:00pm to 3:30pm
<b>SUNDAY:</b>	<b>Protection</b> 09:00am to 11:30am <b>Mainstream</b> 1:00pm to 3:30pm

**LAST VISIT WILL BE PROCESSED BY 3:30PM AND ALL VISITS WILL CEASE AT 5:00PM.**

**PLEASE NOTE:** Space in the visits centre is limited. When the visits centre is full, processing will stop, until a table becomes available. When attending for a visit you may be required to take a ticket.

**PRISONER MONEY:**

A maximum of \$140 for canteen spend/phone account can be deposited each calendar month. Any additional phone money must be pre-approved in writing before a deposit can be made. Alternatively money orders can be sent in by mail, stating the prisoner's full name & CRN, sender's full name & address, and the account the money is intended for. Only visitors on the prisoner's visits list may deposit money into a prisoners account. This is deposited at reception, after the visit.

**PRISONER PROPERTY: BRAND NAMES, LOGOS, ZIPS, TOGGLES OR MOTIFS ARE NOT PERMITTED**

Reception only accepts property after the visit. There must be a valid request form from the prisoner at reception.

<b>PERMITTED WITH REQUEST FORM</b>	<b>QUANTITY PERMITTED</b>
<b>Plain t-shirt : WHITE ONLY</b>	<b>APPROVED</b> Request form required (4 x Items)
<b>Plain Shorts: BLACK ONLY</b>	<b>APPROVED</b> Request form required ( <b>NO CARGO'S, NO ZIPS, NO FLAP POCKETS</b> ) ( 4 x Items )
<b>Plain track pants: GREEN ONLY</b>	<b>APPROVED</b> Request form required ( 2 x Items ) ( <b>NO CARGO'S, NO ZIPS, NO FLAP POCKETS</b> )
<b>Plain cap: BLACK ONLY</b>	<b>APPROVED</b> Request form required ( <b>NO METAL HEAD ADJUSTERS</b> ) ( 1 x Items only )
<b>Plain windcheater: GREEN ONLY</b>	<b>APPROVED</b> Request form required ( 2 x Items ) ( <b>NO ZIPS, NO POCKETS, NO TOGGLES</b> )
<b>Towel: (Can not be blue or green)</b>	<b>APPROVED</b> Request form required ( 1 x Items )
<b>PERMITTED WITHOUT A REQUEST FORM</b>	<b>QUANTITY PERMITTED</b>
<b>Socks, Jocks and Singlets (white only).</b>	(6 pairs of each only)
<b>Court Clothes - (DRESS SHOES ONLY)</b>	(2 of each item only) <b>NO NAME BRANDS INCLUDING TIE AND SHIRT</b>
<b>PLEASE NOTE: MAGAZINES AND NEWSPAPERS ARE NOT ACCEPTED.</b>	

Reception can only accept goods with an **APPROVED** request form, which prisoners must organize.

**MOBILE PHONES ARE NOT PERMITTED TO ENTER PORT PHILLIP PRISON, OR THE RECEPTION AREA.**

### **TRANSPORT:**

A Public bus service runs from and to Laverton and Sunshine Railway Stations. This service runs 7 days per week. A timetable is available at reception.

### **CONDITIONS OF ENTRY INTO A PRISON**

All visitors must comply with staff instructions as a condition of entry into the Prison, any person refusing to comply may result in refusal. Reception staff are to contact their area Supervisor or Manager to seek approval to deny the visit  
**Only a Manager or Supervisor can refuse a visitor from entering the prison.**

### **PRISONER'S VISIT LIST:**

Visitors must be on the prisoner's visitor list. It is the responsibility of the prisoner & their responsibility alone to maintain their visit list. To add a name to their list, prisoners need to provide staff with the name, address and date of birth of the visitor on a Nominated Visitor Form. Staff can not provide verification of prisoner's Visitor Lists over the telephone.

### **IDENTIFICATION:**

**VALID PHOTO IDENTIFICATION IS A CONDITION OF ENTRY TO THE PRISON.**

**NO PHOTO IDENTIFICATION, NO VISIT.**

Acceptable photo identification is current Drivers Licence, Passport, Keypass, Law Institute card,

**[Proof of Age card = 25 points ONLY]**

All visitors 16 years of age & over must provide 100 points of current photo identification to the satisfaction of the Correctional Officer, every time they wish to enter the prison.

**Children** - Children under 16 years of age may only enter with a registered adult. A Birth Certificate or Proof of Age may be requested if a child is near or appears near the age of 16.

### **NUMBER OF VISITS PERMITTED:**

Prisoners are permitted a limited number of visits per week depending on their sentence status, contract level and IDU status. No further visits are permitted once a prisoner has used up his quota for the week. Prisoners are permitted a maximum of one visit per day. The visit week runs from Monday to Sunday.

<b>Contract Level</b>	<b>Base</b>	<b>Upper</b>	<b>Enhanced</b>	<b>Box</b>
Remand	3x60	3x90	4x90	2x30
Sentenced	1x60	2x90	3x90	1x30 minutes visits per week.

Weekend and public holiday visits will be limited to 60 minutes.

### **Number of visitors**

A maximum of three adults and a manageable number of children are permitted to visit at any one time.

### **CHARLOTTE (Management Unit):**

Visits to prisoners in Charlotte, **MUST BE BOOKED 24HRS IN ADVANCE.** All visits in Charlotte are box visits.

### **PRIOR CRIMINAL RECORD:**

Any person with a CRN (Correctional Reference Number) must have a letter of authorisation from the General Manager of Port Phillip Prison. **The letter must be produced at each visit.** To obtain permission, the applicant must write to the General Manager giving their full name, date of birth, name of the prisoner and their relationship to the prisoner they wish to visit. A written response will be forwarded as soon as all security checks are completed.

### **DRESS CODE:**

The visits centre is a family orientated area. Entry will be denied to any visitor, deemed to be inappropriately dressed.

### **ITEMS ALLOWED:**

Up to \$20 in coins, a prison issued locker key and Visitor card only are permitted for a visit. If a baby is entering with a visitor, **1 baby bottle** is permitted. No forms or documents will be permitted into the visit unless prior written approval has been granted. **No visitor is permitted to pass any article of any kind to any prisoner. Persons who deliver to a prisoner or introduce contraband will be banned from visiting.**

**Alcohol, drugs of dependence, firearms or weapons of any kind are prohibited from entering the grounds of the prison.**

### **SEARCHES:**

A visitor may be required to submit to a search. If a visitor refuses a search, they will be asked to leave the prison and may incur a ban prohibiting that person visitation rights to Port Phillip Prison and any Victorian prison.

### **VICTORIAN PRISONS Telephone Numbers:**

Ararat Prison	(03) 5352 0500	Loddon Prison	(03) 5471 1211
Barwon Prison	(03) 5220 8222	Margoneet Prison	(03) 5282 0600
Beechworth Prison	(03) 5728 0055	Melbourne Assess Prison	(03) 9321 4111
Dame Phyllis Frost Prison	(03) 9217 8400	Metropolitan Remand	(03) 9217 7777
Dhurringile Prison	(03) 5824 8800	Tarngower Prison	(03) 5479 8200
Fulham Prison	(03) 5142 3800	VACRO	(03) 9602 1366
Langi Kal Kal Prison	(03) 5349 2200	OMBUDSMANS Office	Toll free 1800 806 314