

## **DLM Visitor's Request Form Instructions and Visitation Rules**

Anyone wanting to visit an inmate incarcerated within the David L Moss Criminal Justice Center must submit this form. The information will be used to perform a background check on the applicant and a decision will be made to approve or deny this request within 10 days of receipt. . After receiving approval notification, the requestor may schedule a visit.

**ALL fields are required and must be filled-in. Any field that does not apply should be filled in with the reason why that information is not applicable. Any omission or inaccurate declarations will result in disapproval and the applicant will NOT BE ELIGIBLE to apply for visitation for a period of 120 days.**

The contact information (phone and/or email address) will be used to provide notification of approval or denial. After receiving approval notification, the requestor may schedule a visit.

The David L Moss Criminal Justice Center Jail Administrator will approve or deny all visiting privileges.

Visitors with mobility impairments may have their assistant accompany them. If the person requesting visitation approval will require assistance, that assistant will also be required to complete a Visitor's Request Form.

If you are on Probation or Parole, you must seek approval from your Probation/Parole Officer to visit with an inmate of the David L Moss Criminal Justice Center.

**IF YOU ARRIVE LATE FOR A SCHEDULED VISIT, THAT VISIT WILL BE CANCELLED.**

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### **PLEASE READ THE RULES AND REGULATIONS BELOW**

All visitors 18 years of age and older must have bona fide identification which includes their photograph when visiting any facility. State driver's licenses, state, federal, military or school I.D.'s are acceptable. For those who do not drive, acceptable identification cards can be obtained from the local offices of the Oklahoma Department of Motor Vehicles for a nominal fee. Correctional staff will not permit anyone to enter without identification as indicated.

**Under Oklahoma Statutes, Title 57, Chapter 1, Section 21:** A. Any person who, without authority, brings into or has in his or her possession in any jail or state penal institution or other place where prisoners are located, any gun, knife, bomb or other dangerous instrument, any controlled dangerous substance as defined by Section 2-101 et seq. of Title 63 of the Oklahoma Statutes, any intoxicating beverage or low-point beer as defined by Sections 163.1 and 163.2 of Title 37 of the Oklahoma Statutes, money, or financial documents for a person other than the inmate or a spouse of the inmate, including but not limited to tax returns, shall be guilty of a felony and, upon conviction, shall be punished by imprisonment in the custody of the Department of Corrections for a term of not less than one (1) year nor more than five (5) years, or by a fine of not less than One Hundred Dollars (\$100.00) nor more than One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment. Provided, the provisions of this subsection shall not prohibit any Department of Corrections employee who has a valid handgun license pursuant to the Oklahoma Self-Defense Act to keep a firearm in a vehicle on any property set aside for the parking of any vehicle, whether occupied or unoccupied, at any state-owned prison facility, provided the employee has provided annual notification to the Department of Corrections of the brand name, model, serial number, and owner identification information of the firearm, and the firearm is secured and stored in a locked metal storage container located in a locked vehicle. The storage container will be secured in the vehicle by a lockable chain or cable or by utilizing hardware provided by the manufacturer.

B. If an inmate is found to be in possession of any item prohibited by this section, upon conviction, such inmate shall be guilty of a felony and shall be punished by imprisonment for a term of not less than five (5) years nor more than twenty (20) years in the custody of the Department of Corrections.

C. If the person found to be in possession of any item prohibited by this section has committed, prior to the commission of an offense in violation of this section, two or more felony offenses, and the possession of contraband in violation of this section is within ten (10) years of the completion of the execution of the sentence for any prior offense, such person, upon conviction, shall be guilty of a felony and shall be punished by imprisonment in the custody of the Department of Corrections for a term of not less than twenty (20) years. Felony offenses relied upon shall not have arisen out of the same transaction or occurrence or series of events closely related in time and location.

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D. Any person who, without authority, brings into or has in his or her possession in any jail or state penal institution or other place where prisoners are located, cigarettes, cigars, snuff, chewing tobacco or any other form of tobacco product shall, upon conviction, be guilty of a misdemeanor punishable by imprisonment in the county jail not to exceed one (1) year, or by a fine not exceeding Five Hundred Dollars (\$500.00), or by both such fine and imprisonment.

E. Any person who knowingly, willfully and without authority brings into or has in his or her possession in any secure area of a jail or state penal institution or other secure place where prisoners are located any cellular phone or electronic device capable of sending or receiving any electronic communication shall, upon conviction, be guilty of a felony punishable by imprisonment in the custody of the Department of Corrections for a term not exceeding two (2) years, or by a fine not exceeding Two Thousand Five Hundred Dollars (\$2,500.00), or by both such fine and imprisonment.

F. Any electronic communication device which has no identifiable owner and which is seized as a result of a violation of this section may be disposed of or sold by the agency that seized the device.

G. "Electronic communication" means any transfer of signs, signals, writings, images, sounds, data, or intelligence of any nature transmitted in whole or part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system, and includes, but is not limited to, the transfer of that communication through the Internet.

Where there exists a reasonable suspicion or probable cause to believe that a particular visitor is attempting to introduce contraband into this institution, the Jail Administrator or his designee may order that the visitor be subjected to a more thorough search. The visitor may be subject to search by a certified drug dog. Any attempt to interfere or interact with the canine will be grounds for termination of the visit.

Everyone entering the perimeter of this facility will, at a minimum, be subject to a pat search. Bags, purses, boxes, etc., carried by persons entering this facility will be subject to search.

Should a visitor refuse to grant permission for the search, entry to the facility will be denied for this and all future visits, and may be grounds for appropriate action.

**David L. Moss Criminal Justice Center  
Visitor's Request Form**

\_\_\_\_\_

Inmate Name

\_\_\_\_\_

Inmate Number

**PLEASE PRINT ALL INFORMATION – EVERY SPACE MUST BE FILLED**

**Your Relationship to the Inmate:** \_\_\_\_\_

Visitor's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Your Date of Birth: \_\_\_\_\_ Your Place of Birth: \_\_\_\_\_  
(MM/DD/YY) (City, State)

Your SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Gender: \_\_\_\_\_ Race: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**A phone number is required. If you do not have an email address, complete the email field with "No email".**

Make/Model of Your Automobile: \_\_\_\_\_ Tag Number: \_\_\_\_\_

Your Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Have you or a family member ever been employed or a volunteer with the Tulsa County Sheriff's Office?  Yes  No

If yes, when? **Start** (Month, Year) \_\_\_\_\_ **End** (Month, Year) \_\_\_\_\_

Are you currently corresponding or visiting with any other inmate(s) incarcerated in the DLMCJC?  Yes  No

If yes, what is the inmate's name? \_\_\_\_\_ And your relationship: \_\_\_\_\_

Have you ever been arrested or charged for any crime or complaint?  Yes  No

If yes, please list below the following information (if more space is needed, please attach another sheet of paper):

Date of Arrest

County, State

Nature of Charge

Disposition/Outcome

\_\_\_\_\_  
\_\_\_\_\_

If you are on Probation or Parole, you must seek approval from your Probation / Parole Officer to visit with inmate. The Jail Administrator of the David L Moss Criminal Justice Center will approve or deny visiting privileges.

**CONSENT TO SEARCH/ACCESS TO CRIMINAL HISTORY INFORMATION**

I, THE UNDERSIGNED, DO HEREBY ACKNOWLEDGE THAT I UNDERSTAND AND I AM SUBJECT TO THE LAWS OF THE STATE OF OKLAHOMA AND REGULATIONS OF THE TULSA COUNTY SHERIFF'S OFFICE WHILE ON THE PROPERTY. I UNDERSTAND THAT MY ENTRY INTO THE DAVID L. MOSS CRIMINAL JUSTICE CENTER FACILITY AND GROUNDS IS PRESUMED CONSENT TO A PAT DOWN SEARCH. I FURTHER UNDERSTAND THAT BY MY SIGNATURE BELOW, I AM AUTHORIZING THE TULSA COUNTY SHERIFF'S OFFICE TO CONDUCT A CRIMINAL BACKGROUND CHECK.

Your signature below indicates you have read, or have had read to you and understand, the rules outlined in the "Visitor's Request Form" and the "Visitor's Rules of Conduct/Violations/Sanctions" form.

Name: \_\_\_\_\_  
(Print or Type)

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IF YOU ARE UNDER EIGHTEEN (18) YEARS OF AGE, YOU MUST HAVE YOUR PARENT'S OR LEGAL GUARDIAN'S SIGNATURE OR THIS REQUEST WILL BE DENIED.**

Parent / Guardian Printed Name: \_\_\_\_\_

Parent / Guardian Phone Number: \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ANY INDIVIDUAL WHO FALSIFIES INFORMATION OR PURPOSEFULLY OMITTS INFORMATION ON THIS VISITING FORM WILL BE DENIED VISITATION PRIVILEGES AND MUST WAIT 120 DAYS TO REAPPLY.**

A copy of your driver's license or state issued identification card, and documents substantiating your relationship with the inmate you have requested to visit, must be presented when you arrive at DLMCJC for your visit.

Official Use Only

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_