**Checklist for Prison Visit**

**Driving to the Hardee Correctional**

Hardee Correctional is at: 6901 Florida 62, Bowling Green, FL 33834. When you drive into the driveway, turn left into the first driveway to the work camp. This is where the greyhound training is; graduation will also be held at the work camp.

**Central Florida Reception Center (CFRC)**

CFRC is at: 7000 H C Kelley Rd, Orlando, FL 32831. The facility is 10 miles east of the Orlando International Airport on SR-528 (Beachline). Our greyhounds are at the South Unit. This is the very first building you see when you turn onto H.C. Kelley Road and stop for the railroad tracks. The road goes left, the driveway goes essentially straight..

*Do not carry any firearms with you or in your car. Do not carry alcohol with you or leave any in your car. Do not carry a cell phone with you into the prison. Do not walk along the road outside the razor wire fence; this is a secure area.* Do not walk on the grass. There may be snakes in the grass. Lock your car doors. If you need to walk your greyhound, please walk *away* from the fence into the parking lot. Never talk to inmates across the fence. If you take photos of your greyhound, take the photo facing *away* from the fence; we are not permitted to take any photos of the fence or the prison.

**What Should You Bring?**

* You must wear a Greyhound Advancement Center shirt if you are going into the prison. This will easily identify you are part of the Greyhound Advancement Center. The cost of your shirt is $20. We prefer that visitors wear the Greyhound Advancement Center shirt while you are outside the prison visiting with the greyhounds.
* Do not wear jeans if you are going into the prison. Do not wear sandals; wear closed toe shoes. Do not wear shorts or tight fitting clothing even if you are not going into the prison. Your pants should be loose fitting and ideally, baggy. Do not wear anything with a camouflage print on it.
* Bring your license. (This is the only thing you should bring into the prison other than your car keys.)
* Do not bring your cell phone. It is a felony to bring one into a prison.
* Do not bring a smart watch, or anything that resembles one, into prison.
* Do not bring a camera. No photos are allowed even outside of the prison.
* Do not carry more that $20 in cash. You may be able to purchase water and snacks at the canteen.
* It is best not to wear a lot of jewelry.
* Never share anything with the inmate trainers. It must be approved in advance and then given to Joanne or Ken to give to the Officer in Charge.
* Your visit must be cleared through the Greyhound Advancement Center and Hardee Correctional in advance through Joanne.
* Any supplies you need to bring into the prison must be in writing and submitted to Joanne prior to your visit.
* Do not carry plastic bags into the prison.

**Greyhounds**

* Greyhounds need to be approved before bringing them into the prison.
* Remove dog ID tags if you are bringing your greyhound inside the prison.
* If you need to walk any greyhounds prior to going into prison, please walk them into the parking area or ***away*** from the prison.

**Inside the Prison**

* Do not leave any building unless you are accompanied by GAC volunteers or the officer in charge.
* If you have an occasion to bring your greyhound inside, please walk your greyhound before entering the facility. If there is a reason for a greyhound to take a potty break, an inmate trainer will take a greyhound outside. Do not go outside (or to any other area) by yourself. You must always have a ‘buddy’.
* The focus of your visit is on the greyhounds. ***You are not permitted to discuss anything personal with the inmate trainers. Discussion topics must be restricted to greyhounds and dog training.***
* You should address the inmate trainers as “Mr. Surname”. Do not address the inmate trainers by their first name, even if they introduce themself with it..
* A handshake is an appropriate greeting when meeting an inmate trainer. While you might be very happy to meet the inmate trainer and thankful to the inmate who has trained your greyhound, it is not appropriate to give any inmate a hug.
* Do not correct or offer suggestions to the inmate trainers on their training technique. Questions can be directed to Joanne and Ken.
* Keep reminding yourself that you are in a prison. While we have taken every precaution to ensure you will be safe inside the prison do not let your guard down. Please ask Joanne or Ken or the officer in charge if you ever have a security related question.

**If You See a Problem or Have a Suggestion**

* Whatever goes on inside the prison is confidential. If you see a problem that needs to be addressed, bring it to the attention of Joanne or the GAC leader in charge.
* If you have a suggestion, would like to donate an item or would like to bring an item into prison, please discuss this with Joanne or Ken before taking any action. Please do not discuss your suggestions with any prison officials as they most likely will not be able to address the matter without following the necessary protocol of going through the Greyhound Advancement Center.

**Can I Tell Others About My Visit?**

* You can discuss the greyhounds freely but should not disclose information about any inmate trainers or the prison facility. Blog emails should be sent to the Greyhound Advancement Center for posting.
* Never talk to the press.
* Do not post your visits on social media. We prefer photos of the faces of the inmate trainers are not posted through your social network out of respect for the victims of the crimes that have been committed by our inmate trainers. You are welcome to post photos of the greyhound grads. You can include parts of the inmate trainer in your photo, but nothing that would identify a particular inmate trainer.

Please refer to your orientation notes for more details. Ask Joanne or Ken if you have any questions.

**Meet and Greet**

***If you are going to the prison to meet the greyhounds available for adoption, you will not be going into prison.*** We frequently show greyhounds at Hardee on Wednesdays at 10:30 towards the end of our training session when we will be bringing the greyhound(s) out to meet you. We show greyhound at the Central Florida Reception Center on Wednesdays at 12:30. If you happen to have a green GAC shirt, please wear it so the officers will know who you are. When you arrive at the prison, park your car and bring your keys with you. Do not walk across the grass, since it is a secure area. Walk in the parking lot and go directly to the front office. The driveway around the perimeter of the razor wire is a secure area, so please do not walk there. Ask for the Officer in Charge to bring the greyhounds out for you to meet the greyhound(s).

**Attending Graduation**

***We need to have a list of everyone attending 4 weeks prior to graduation so we can get everyone approved.***  You must email the following information to Laurie: Full name, Drivers License Number, Address, Date of Birth, Gender and Race. Please tell Laurie what shirt size(s) you need and we will have your shirts ready for you at graduation (or before). Laurie’s email is: lracine1913@gmail.com

***We must have your name on our list along with your background information 4 weeks before graduation.*** If you have children who would like to attend graduation, we need their names on our list; you also need to bring their birth certificate with you to graduation. One of the parents named on the birth certificate must be present at graduation. Please bring a school ID if possible.

Everyone attending graduation must wear a Greyhound Advancement Center T Shirt. Let Laurie know what unisex size T shirt(s) you would like when you provide the background information.  We recommend going a size higher than you normally would wear.  The T shirts cost $20 each. ***Shirts will be handed out at 8AM for the Hardee graduation and at 12:30 PM for Central Florida Reception Center (CFRC). Everyone attending graduation must be present at this time to get processed inside for graduation.***

Many people inquire about ways to thank the inmate trainer for training their greyhound. If you are so inclined, you are welcome to bring a package of frozen hot dogs or US made stinky treats with you to graduation. Please do not bring any plastic bags. After you bring your greyhound home, the inmate trainers enjoy seeing photos of the greyhound they trained. They need to go through the normal chain of inspection and approval, so send to GAC and not to the prison. Please do not include personal information in either photos or thank you notes.

Plan to arrive for the Hardee graduation around 8:00 AM so you can get processed through security or plan to arrive by 12:30 for the CFRC graduation. Graduation will begin as soon as all adopters and volunteers get inside. Volunteers will help you get processed through security.

If you need to travel a distance to get to the prison and must bring your greyhound inside for graduation so they can meet the new greyhound you are adopting, please let Ken or Joanne know so we can get it approved. Please sit in the back of the audience at graduation so they do not distract the greyhound graduates when they are performing their commands.

At Hardee, please do spend time with the inmate trainers after graduation so they can demonstrate the commands with the greyhound you are adopting.

**Entering the Correctional Institution for Graduation**

Graduation can be a very memorable experience for adopters and their families. Plan to arrive for the Hardee graduation 8:00 AM sharp so you can get processed through security or plan to arrive by 12:30 for the CFRC graduation. It is imperative that you arrive at the requested time so we can begin graduation in a timely manner. The only time adopters and most volunteers will be going inside Hardee or Central Florida Reception Center is at graduation. We will have volunteers helping you get through security. Please ask a volunteer if you have a question when you arrive.

The sooner everyone gets inside for graduation, the sooner we can begin graduation. Since this is a very new experience to many, please do your best to help get through security in a thorough, but expeditious manner. Occasionally administration will modify security procedures, so always pay attention to the officer in command for instructions.

Please wait for instructions on when to show your drivers’ license. The Correctional Facility will hold your driver’s license while you are inside for graduation, often but not always in exchange for a visitor’s badge. You must pick up your drivers license on your way out when you leave the facility.

The line to go inside will be forming outside the metal door past the control room that has a glass window. The officer in the control room is the person who unlocks and locks the doors to get you inside. When you hear a loud snap coming from the door, it means the door has been unlocked. When you hear this sound, the first person waiting in line should immediately pull the door open and wait for instructions from the officer inside. The officer will tell you how many people are permitted to go inside the security screening area at one time. Usually only two or three people are permitted to go inside at one time. The officer may also specify whether a male or female should go inside, so be alert. They may do this depending on whether they have a male and/or female officer available inside to do the pat down. Once you are inside, please pull the door completely shut. No other door can be opened until this door is completely shut.

Shoes should be removed and put through the xray screener. Belts, wallets and coats should also be removed and put through the xray screener. Similar to airport screening, boxes may be available to put your belongings in to get them through the xray machine. If you have hot dogs or training treats for our inmate trainers, please leave them with the officer in charge or give them to Joanne or Ken. Just like airport screening, you will also be asked to walk through a screening device. If you have a joint replacement or heart pacemaker or other metal implant, please inform the officer and show your card. Men will be frisked by male officers and females will be frisked by female officers. You may also be asked to show the bottom of your feet.

The officer on duty will let you know after you are processed through security and direct you to the next door. Be sure the door behind you is securely closed so the door in front of you can be unlocked. Once you go through the door, please be sure the door behind you is securely closed so the next person can get through. If you need to get through a door and it is not opening, there may be a “door bell” to alert the offer in the control room that you need a door unlocked. You are being monitored via video and audio most of the time. Occasionally you may need to wait a moment for another door to open for an officer to get through, so you may need to wait a moment. Please be alert for the doors to unlock so you can get processed through security as quickly as possible.

If you have a greyhound who will be going inside, when asked, please give the greyhound to the volunteer who will be processing your greyhound through security and who will be bringing them inside. Once your greyhound is inside, your greyhound will be overseen by either our inmate trainers or our volunteers.

Entry at each institution is different both because of protocols and physical differences in the entry areas. The protocol is also frequently changed so that visitors with ulterior motives cannot guess what will be required.

In all cases, GAC volunteers will be available to help you through the process. If it is not obvious where to start, ask a ‘green shirt’. If you are early, wait for one. If you are late, go to the control window and request entry. Prison staff will process you through if you are on their list, but be patient and remember that you are not their priority.

If you are bringing hot dogs, treats, or any items that must go with an incoming dog, this is the time to give those items to a GAC volunteer. The same is true for the dog. There may be some circumstances where the volunteer will ask you if you are comfortable bringing the dog in -- if you are, you may do so but it does not relieve you of paying close attention and responding to prison officers’ requests.

In all cases, you will pass through a preliminary gate. You will typically need to pass through multiple steps, many of which resemble TSA procedures (on a bad day). If you have any metal in your body, let that be known to the first officer you encounter in the process, and provide your medical card. If you have any metal in your undergarments -- well, we warned you.

Expect to remove all items from your clothes, any overwear, and shoes and place them in a box or basket. Expect to go through one or more scanners. Expect to be patted down by an officer of your gender. This process will vary from visit to visit, so pay attention to GAC volunteers and prison staff to make things go smoothly and as quickly as possible. Once this process is started, it is likely that you will be broken down into small groups of two to five persons to be processed through the various stages and gates until you arrive at the graduation venue. At that point, please pay attention and direct any questions about what you should be doing to GAC volunteers.

If at any point you are found to possess contraband (anything that is not allowed), you will be asked to put it in your car and restart the process from the end of the line.

At Hardee, a volunteer will introduce adopters to their dog’s trainer. Remembering the guidelines for interaction, this is a chance to learn about your dog. Focus on likes, dislikes, idiosyncrasies, etc. during this period. *Your* training will take place during the formal graduation ceremonies, as each dog is presented. Please be alert for the announcement to be seated for the ceremony, and do so promptly -- we have limited time in the prison’s schedule.

At Hardee, after graduation adopters may have another brief period to speak with their dog’s trainer. This is a great time to ask training questions, since you have now observed all the commands multiple times. Again, please be alert to the announcement to leave (unless you want to stay in an isolated area inside the gates for an indefinite period of time).

You may or may not be exiting the way you entered. At Hardee, you will typically be pointed to a door with a doorbell. You must ring it, and no more than five visitors can be staged through the ‘airlock’. Any time a group is left in an area (like the ‘air lock’) without a volunteer or an officer, and finds itself ‘stuck’, look for a doorbell and push it briefly. At CFRC, visitors are generally guided through a chain link passage towards to control room where you entered, and gates opened and closed manually by staff from that point on.

Do not congregate and chat on the way out until you are all the way out past the control room and free to go to your vehicle. Even then, it is better to attend the post-graduation gathering at a local eatery. Please move you and your greyhound out of the way if any officer or prison official needs to pass by you. The prison staff has much to survey, and will appreciate your removing some of that responsibility.

Remember to collect your driver's license at the control room before you leave, returning the badge if you received one.

Graduation is usually over within two hours.  For Hardee graduations, we usually go to Woody's River Roo Restaurant afterward for a celebration lunch with the greyhounds.    5717 18th St E, Ellenton, FL 34222.  It is a casual restaurant along the Manatee River that is greyhound friendly.   The restaurant is along the way back to the highway.  Please join us if you can.

Graduation can be a very memorable experience for all. ***Be sure to limit your conversation to training and greyhound related topics.*** Please call Joanne if you have any last minute questions: 941-376-0305. We hope you enjoy graduation.

Let us know if you have any questions.