

Visitation Procedures

VISITING DAYS & HOURS

DAY	VISITING HOURS
Saturday	1:00–3:00 p.m.
Sunday & public holidays	9:00–11:00 a.m. 1:00–3:00 p.m.

VISITOR REQUIREMENTS

General visitors

Apply online at dcs.gov.jm using the Visitor Application Form for Relatives and Friends, at least two weeks before the requested visit date. A valid photo ID and a police record no older than three months are required; outcomes are sent by SMS. No walk-ins. Persons under 18 are not permitted, and a maximum of two visitors may see an inmate at any one time.

Visit length and frequency

Standard visits last 5 minutes. Convicted inmates receive one visit monthly.

Legal visitors

Attorneys, NGOs, CBOs and others apply via the Attorneys and Others form, with valid professional or government ID. Max three persons; declare all items; tape recorders need written approval.

Special visits

Superintendent (Officer in Charge) may approve 15-minute special visits for overseas or long-distance travelers.

Safety and searches

All visitors are frisk-searched before and after their visits; refusal results in denial of the visit. Female visitors and inmates are searched only by female staff. Every visit is supervised.

Dress code and orderly conduct

No sleeveless or off-shoulder tops, shorts, leggings, crop tops, or tight clothing.

Dress Code



Neat, modest attire is required; visitors who are not appropriately dressed will be refused entry.

Prohibited Articles



Items strictly prohibited on the premises:

- Weapons and ammunition
- Drugs, alcohol and other intoxicants
- Tobacco products
- Electronic communication devices
- Recording devices
- Unauthorized food (oats, cup noodles, etc.)
- Unauthorized medications
- Cash and valuables
- Parcels

Possession or introduction of prohibited articles will result in police action and possible charges.



SCAN FOR MORE INFORMATION

VISITOR & INMATE INFORMATION GUIDE

Richmond Farm Adult Correctional Centre, Jamaica,
Richmond Heights, St. Mary

876-992-0119

dcs.gov.jm

REFERENCES

Authoritative legal framework

- The Corrections Act, Laws of Jamaica (as amended).
- The Correctional Institution (Adult Correctional Centre) Rules.
- The Corrections Regulations.
- The Parole Act, Laws of Jamaica.

Please confirm current procedures with the institution before travel.



RICHMOND FARM

ADULT CORRECTIONAL CENTRE

EST. 1944 • 700 ACRES • CAPACITY 218 • MEDIUM SECURITY

INSTITUTIONAL OVERVIEW

Established in 1944, this 700-acre medium-security institution supports secure custody, agriculture, vocational training and reintegration.

OUR MISSION

We contribute to national security by securing, supervising, rehabilitating, and reintegrating offenders as productive and law-abiding citizens.

VISITOR & INMATE INFORMATION GUIDE



TEAM RICHMOND FARM



MEDICAL CENTRE



DCS NEXUS: SECURE RECORDS



REHABILITATION IN ACTION

Institutional Structure

Uniform institutional hierarchy

Superintendent 'A' — Officer in Charge

Superintendent 'B' — Administration

Assistant Superintendent — Operations

Overseer — Daily Supervision

Staff Officer — Specialist Duties

Corporal — Officer Supervision

Correctional Officer — Custody & Security

- Civilian Staff**
- Medical Doctor
 - Rehabilitation Manager
 - Teachers
 - Case Managers
 - Chaplain
 - Secretary
 - Farm Manager

Reception & Orientation

- Admission records and identity verified
- Risk and needs assessment guides placement
- Medical screening and healthcare referrals
- Property inspected and securely stored
- Orientation covers rules, rights and routines
- Sentence planning and program placement

Healthcare Services

- Medical assessment, treatment and dental care
- Emergency response and external referrals
- Chronic-disease management and follow-up care
- Mental-health referrals, infection control and sanitation oversight

Daily Routine

- **Meals** — breakfast, dinner and supper daily
- **Work** — agriculture, food services and maintenance maintenance
- **Programmes** — education, vocational training, training, counselling and worship
- **Security** — muster, accountability and controlled movement

Nutrition & Food Services

Balanced meals, safe water, and monitored food preparation. Special dietary accommodations are provided for inmates with medical or specific nutritional needs, with meals prepared and served in accordance with their dietary requirements.

Security & Public Safety

- Controlled entry, visitor screening and contraband prevention
- DCS Nexus supports controlled access and secure inmate records
- CCTV surveillance and security technology
- Emergency response, fire safety and disaster preparedness

Discipline & Grievance

Institutional rules support order and accountability. Inmates may answer disciplinary charges and use established complaint, grievance, review and appeal procedures.

Parole, Remission & Release

Parole: Eligibility is determined under Jamaican law and reviewed by the Jamaica Parole Board.

Remission: May be granted under applicable provisions.

Release: Pre-release planning supports rehabilitation, family reunification, employment links and community reintegration.

Rehabilitation & Reintegration

Rehabilitation pathways support safer reintegration:

- School programmes: literacy, numeracy, academic study and certification
- Agriculture: crops, piggery, layer chickens and food and food production
- Carpentry, welding, tailoring, barbering and practical work skills
- Counselling, spiritual support, life skills and release preparation



Rehabilitation does not end with release.

Post-Care Support

- Supervision by Probation Aftercare Officers
- Rehabilitation Grant for start-up or study

Accommodation Standards

A and B dormitories provide supervised accommodation, lighting, ventilation, and sanitary sanitary facilities in accordance with international international standards.