

VISITATION ADMITTANCE PROCEDURES

- All visitors are required to sign-in on the "INMATE VISITATION SIGN-IN" form which is located on the counter next to the walk through metal detector.
- First time visitors will be required to complete a registration form.
- You may only sign in for one inmate at a time and you may only sign yourself in as the visitor.
- Once you sign in for visitation you need to remain in the visitation area until your name is called. If you are not in the visitation area when your name is called you will be skipped and the next name on the list will be called.
- You must have valid photo identification. All children under the age of 18 must be accompanied by a parent or legal guardian. An original copy of the child's birth certificate must accompany the child. If you are not the child's parent but are his/her legal guardian then you must provide documentation stating this.
- All personal belongings will need to be placed in the lockers located in the visitation lobby.
- You will be required to walk through a metal detector. If you have a pacemaker you will need to inform the officer working in the visitation lobby. If you have a pacemaker you must present a pacemaker identification card to the lobby officer. If you are unable to present the pacemaker identification card and cannot be screened by the magnetometer you will not be allowed to visit. Once the pacemaker identification card is presented to the officer you will be subjected to a pat search of your person by an officer of the same gender.
- At any given time all visitors may be subjected to a pat search of your person by an officer of the same gender.
- You are required to follow all posted rules and directives by facility staff.
- Inmates are subject to be moved within the facility at anytime. If their visitation times or housing location change then it is the inmate's responsibility to inform you of their change.