

Personal Visitation Procedure

May 21, 2021

Personal visits will be starting on May 31, 2021. This will still be a modified visiting schedule, meaning only two (2) inmates visiting at one time and only two (2) visitors per inmate (2 adults or 1 adult and 1 minor).

Visits are Monday-Friday, 6pm-9pm.

Your visit will be 1 hour long.

To schedule a visit, your visitor will need to call in between the hours of 3pm-9pm. We are **not** scheduling for the same day. It needs to at least be the day prior to them wanting to come in.

To have a visit, you will need to turn in a request slip to the lobby with up to 10 visitors. It can be less, but it cannot be more than 10. This includes minors (17 and under).

You will not be able to add anyone to this list for 6 months. You will receive a copy of your request slip back with the date that you can submit a new one for adding or changing the names on your list.

First / Middle / Last names and Date of Birth- required. For those that have to hand write their request slips, please print clearly. If it is a minor (17 and under), please write 'minor' beside their name.

A birth certificate will be required for all minors (17 and under). Make sure you tell your visitors about this. If they do not have one for the child, they will be turned away.

Acceptable forms of ID for adults (18 and older) are:

- A State Driver's License
- A State ID card
- Passport with Visa (For Foreign Nationals)

NOTE: US Mail, utility bills, credit cards etc. will NOT be used to verify address or used for ID.

The ID must be valid, meaning it cannot be expired. If the ID is not valid the visit will be denied.

Please ask your visitors show up 15-30 minutes before their scheduled time so they can be checked in. If they show up late their time does not get extended. They can either choose to reschedule for another day or they can take the remainder of the hour that they have left.

Thank You.