



## Franklin County Jail

1804 Opportunity Avenue  
Chambersburg, PA 17201

May 17, 2021

On Monday May 31, 2021, FCJ will begin moving into the next phase of our Covid-19 recovery plan. This phase allows us to begin social visiting for inmates. The procedures on visitation are listed below. Inmates on the quarantine units will not be permitted visits. Once inmates clear quarantine they will be available for visits.

The success of FCJ keeping the social visiting is the responsibility of inmates and visitors. We need to continue to maintain our cleanliness, masking and social distancing.

Thank you

### **Procedures to Follow:**

- I. Inmates will only be permitted one (1) visit per week.
- II. Visits will be for an hour (60 minutes) in length.
- III. Visits can be scheduled by calling the Lobby between 3:00 pm to 9:00 pm (1430-2100).
- IV. Visits will be Monday thru Friday from 6:00 pm to 9:00 pm (1800-2100) with the last visit scheduled at 8:30 pm (2030).
- V. There will be two (2) visits per housing unit every half hour (30 minutes).
- VI. Each visit will be limited to two (2) visitors.
- VII. Only the two (2) visitor phones on the end will be used. The three (3) remaining phones will not be used for visits.
- VIII. Inmates and visitors will be responsible for sanitizing the visitor stations they use before and after their visit.
- IX. Inmates and visitors are required to wear a mask during the visits.

### **Visitor Procedures:**

- 1) When the visitors arrive for their visit they will remain outside the Lobby until requested by the Lobby Officer to enter. When the Lobby Officer allows the visitor to enter they will sign in and provide the Lobby Officer with their ID.
  - i. Any minor visiting will be asked to provide a birth certificate (or copy) as their form of ID.
  - ii. Visitors will be asked to provide a contact number that can be used to call them when the visitation room is available.
  - iii. If the visiting room is unavailable at that time they will leave the Lobby and be told to remain onsite in their car or outside.

- iv. When the room is available the Lobby Officer will call the visitor and inform them to enter the Lobby for their scheduled visit.
- v. Normal clearance procedures for visitors will be followed including temperature checks and answering the screening questions.
- vi. Masks will be worn correctly at all times inside FCJ.

**Scheduling a Visit:**

- 1) A calendar/log will be created for scheduling of inmate visits
  - a. Visitors can schedule visits in advance by calling in and talking to the Lobby Officer. The visitor can schedule visits by calling Monday through Friday between 3:00 pm (1500) through 9:00 pm (2100).
  - b. When a visit is scheduled the Lobby Officer will document the names, contact number of the visitors.
  - c. Lobby Officers will document the information in the visitation calendar/log provided.