

Q: Where is Jail Visits?

A: Jail Visits is located adjacent to the Hall of Justice. You will use the Rochester City Courts entrance and then follow the signs posted in the lobby to Jail Visits.

Q: What are the hours of operation for professional visits?

A: Jail Visits is open Monday through Friday from 8:45 a.m. to 4:00 p.m. Between the hours of 12:00pm and 1:00pm, the visitation room is open for professional visits **only**. While you are welcome to meet with your client at any time during Jail Visits hours, visiting during the professional hour allows us to expedite your visit in a more timely manner while providing you with a quieter environment in which to conduct business.

*Please note that shift change for the security staff occurs from 2:30 p.m. until 3:15 p.m. daily. There may be a longer wait for unscheduled inmate visits during these times.

Q: How can I schedule a professional visit?

A: Professional visits may be scheduled in advance by emailing your request to JBVISITS@monroecounty.gov. Scheduling in advance will ensure that the inmate is transported to the visiting area prior to your arrival.

All clergy, caseworkers, probation, parole, and private investigators must schedule 24 hours in advance. Attorneys are encouraged to schedule in advance to ensure timely service.

Q: What type of ID will I need to enter the facility?

A: Everyone entering the Monroe County Jail must present valid government issued photo ID. These include state issued driver's licenses and ID cards, US Passport, Military ID, NYS Office of Court Administration ID, Law Enforcement ID, or Monroe County Employee ID. All ID must be current.

Q: Where do attorneys who must visit a client outside of Jail Visits hours go to see a client?

A: Attorneys who must see their clients outside of Jail Visits hours will use the Central Control Entrance located on Plymouth Avenue.

Q: If I am *not* an attorney or law enforcement agency can I visit an inmate as a professional visitor?

Anyone wishing to visit inmates at the Monroe County Jail who is not an attorney, Monroe County employee or law enforcement professional must be preapproved for entry by Jail Administration. This includes all clergy, counselors, mentors, school district representatives and case workers. Applications for clearance to enter the Monroe County Jail and Correctional Facility may be picked up at the Jail Visits registration desk of either facility.

* Family members of inmates will **NOT** be able to enter using their professional status. Any attempt to do so will result in a loss of clearance and possible restriction from either facility.

Q: Will I be able to bring in my Laptop/ Recording Devices/ camera etc....?

A: NO portable electronic devices are permitted inside of the facility without prior approval. Please notify staff in advance if you must bring an electronic device with you on a visit.

Q: What will I need to know for the jail screening process?

A: Everyone entering the Monroe County Jail is subject to screening. All loose items must be removed from your pockets and you will pass through a magnetometer. Jail staff will then screen you for any contraband that is not allowed inside the facility. Lockers are provided to store your non-allowable items. The following items, but not limited to, are not allowed: cell phones, tobacco products, food & drinks, lighters, handcuff keys, weapons, dental floss, umbrellas.

Q: What can I give to an inmate during a visit?

A: The Monroe County Jail and Correctional Facility enforce strict policies regarding the passing of any items through a visit. Attorneys and other law enforcement agencies are allowed to pass legal paperwork to the inmates they visit. All paperwork is subject to screening. Any other professional visitors wishing to pass paperwork to an inmate must obtain pre-approval by Visits staff. All unapproved item(s) are considered contraband. This includes, but is not limited to, the following: photos, books, magazines, pens, pencils, jewelry, food items, and stationary supplies. It is a violation of State law to introduce contraband into a correctional facility. Any professional visitor found in violation of contraband rules and regulations will have their clearance to enter the facility terminated and may face criminal charges.