



Office of the Sheriff Monroe County

Patrick M. O'Flynn
SHERIFF
Andrew Forsyth
UNDERSHERIFF

130 SOUTH PLYMOUTH AVENUE, ROCHESTER, NEW YORK 14614 • PHONE (585) 753-4000
Jail Clearance Application Procedure

The Monroe County Sheriff's Office requires individuals to submit to a record check and clearance process to be considered for clearance to enter the Monroe County Jail and Monroe Correctional Facility for the purpose of seeing individual inmates for professional, programmatic or religious reasons.

Attorneys, Probation Officers, Parole Officers and law enforcement officers are permitted to enter for professional reasons upon presentation of Proper Identification without appointment or prior approval. In any case, clearance is for **professional and programmatic purposes**, and may not be used to visit family or friends. Misuse of clearance privileges will result in the loss of the privilege.

Process to request clearance to enter for any other purpose.

You must obtain and complete an ***"Application for Clearance to Enter Facilities"***.

Applications are available at either facility at Central Control, Administration or from your Program Sponsor. The application must be completed and returned to the Director of Rehabilitation:

- via Mail to: Director of Rehabilitation,

Monroe County Sheriff's Office,
130 Plymouth Ave., South
Rochester, NY 14614

- via Fax to 585-324-1733

- Delivered in person to either facility.

You **must** attach a copy of a valid driver's license or non driver's license photo identification.

You must attend the required Security Orientation prior to being cleared to enter the facility. Orientation sessions are approximately one hour and are offered 2 times per month. Schedules are available at either location.

Program Volunteers must be part of an approved and staff sponsored program. Applications for participation as a program volunteer should be returned to the staff program sponsor, their signature is required on your application. Questions regarding your clearance status should be directed to your program sponsor.



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MB-149-07



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Monroe County SHERIFF

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2017 VOLUNTEER ORIENTATION SCHEDULE

Location:

**Monroe Correctional facility
 750 East Henrietta Road
 Rochester, New York 14623**

Day	Date	Time	Day	Date	Time
	Saturday, January 14, 2017	10:00 AM		Saturday, July 08, 2017	10:00 AM
	Tuesday, January 24, 2017	6:30 PM		Tuesday, July 25, 2017	6:30 PM
	Saturday, February 11, 2017	10:00 AM		Saturday, August 12, 2017	10:00 AM
	Tuesday, February 21, 2017	6:30 PM		Tuesday, August 22, 2017	6:30 PM
	Saturday, March 11, 2017	10:00 AM		Saturday, September 09, 2017	10:00 AM
	Tuesday, March 21, 2017	6:30 PM		Tuesday, September 19, 2017	6:30 PM
	Saturday, April 08, 2017	10:00 AM		Saturday, October 14, 2017	10:00 AM
	Tuesday, April 25, 2017	6:30 PM		Tuesday, October 24, 2017	6:30 PM
	Saturday, May 13, 2017	10:00 AM		Saturday, November 04, 2017	10:00 AM
	Tuesday, May 23, 2017	6:30 PM		Tuesday, November 21, 2017	6:30 PM
	Saturday, June 10, 2017	10:00 AM		Saturday, December 09, 2017	10:00 AM
	Tuesday, June 20, 2017	6:30 PM		Tuesday, December 19, 2017	6:30 PM

**No prior appointment is necessary.
 Arrive at the appointed time.
 Staff will direct you to the designated area.**



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Professional Visitation Information

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 AM to 4:00 PM*. We are closed daily between *12:15 PM and 12:45 PM for lunch*. *Please also note that shift change for the security staff occurs from *2:30 PM until 3:15 PM 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, 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.



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

A: 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.



Monroe County Jail and Correctional Facility Application for Clearance to Enter Facilities

*Patrick M. O'Flynn
Sheriff*

*Andrew P. Forsythe
Undersheriff*

Name:		email address:	
Date of Birth: (***You Must be 18 years old or older to enter the facilities)			
Address: Street			
City	State	Zip	Telephone Number
Race (Circle One)	White	Black	Hispanic
Gender (Circle One)	M	F	Asian/Oriental
Agency or Organization you represent?		Phone Number:	
Your Program or Agency Supervisor and contact number?			
Clearance Type Requesting? (Circle One)	Clergy	Group Church Service	Rehab. Program
	Professional Agency	AA/NA	Other (describe)
Name of Sponsor (Must be Facility Staff member)			
Verification of Identification.			
***** Copy of Drivers License or Photo Identification with Date of Birth *****			
*****Must be attached ***** Application will not be processed without it.			
Do you have a criminal Record?	(Circle One)	Y	N
Have you ever been arrested?	(Circle One)	Y	N
Are you on Probation or Parole?	(Circle One)	Y	N
Have you ever been on Probation or Parole?	(Circle One)	Y	N
Do you have a disability that requires assistance?	(Circle One)	Y	N
Sponsor acknowledgement /signature- mandatory		date:	
Applicant's signature:		date:	
Office Use Only			
MoRis Record, Arrest & Warrant Check Completed	Y	N	who:
Denied / Approved	denied	approved	date:
Notified of clearance status	Y	N	date:
Attended orientation	(Circle One)	Y	date:
Approved By	Date:		
Date entered	by:	visiting area only	All access
One time visit w/staff member or cleared civilian	program only	Contractor Vendor ID	Denied

Please return the form to facility staff sponsoring your program or to the
Director of Rehabilitation, Monroe County Jail, 130 Plymouth Ave., S., Rochester, NY 14614