



Office of the Sheriff Monroe County

Patrick M. O'Flynn
SHERIFF

William Sanborn
UNDERSHERIFF

130 SOUTH PLYMOUTH AVENUE, ROCHESTER, NEW YORK 14614 • PHONE (585) 753-4178

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: 130 Plymouth Ave., South, Rochester, NY 14614
- via Fax to 324-1733
- Delivered in person to either facility.

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



MCSO Lollarhead

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MB-149-07

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.



Office of the Sheriff Patrick M. O'Flynn
Monroe County SHERIFF

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2015 VOLUNTEER ORIENTATION SCHEDULE

Location:

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

Day	Date	Time	Day	Date	Time
Saturday	January 10, 2015	10:00 AM	Saturday	July 11, 2015	10:00 AM
Tuesday	January 20, 2015	6:30 PM	Tuesday	July 21, 2015	6:30 PM
Saturday	February 07, 2015	10:00 AM	Saturday	August 08, 2015	10:00 AM
Tuesday	February 24, 2015	6:30 PM	Tuesday	August 25, 2015	6:30 PM
Saturday	March 07, 2015	10:00 AM	Saturday	September 12, 2015	10:00 AM
Tuesday	March 24, 2015	6:30 PM	Tuesday	September 22, 2015	6:30 PM
Saturday	April 11, 2015	10:00 AM	Saturday	October 03, 2015	10:00 AM
Tuesday	April 21, 2015	6:30 PM	Tuesday	October 20, 2015	6:30 PM
Saturday	May 09, 2015	10:00 AM	Saturday	November 07, 2015	10:00 AM
Tuesday	May 26, 2015	6:30 PM	Tuesday	November 17, 2015	6:30 PM
Saturday	June 06, 2015	10:00 AM	Saturday	December 05, 2015	10:00 AM
Tuesday	June 23, 2015	6:30 PM	Tuesday	December 15, 2015	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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MB-149-07



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

**Patrick M. O'Flynn
Sheriff
William Sanborn
Undersheriff**

Name:		email address:	
Date of Birth: (***You Must be 18 years old or older to enter the facilities)			
Address: Street			
City	State	Zip	Home or Cell Ph. Num.
Race (Circle One)	White	Black	Hispanic
Gender (Circle One)	M	F	Asian/Oriental
Organization you represent?			
Your Program or Agency Supervisor?			
Clearance Type Requesting?		Group Church Service	Work Phone Number:
(Circle One)	Professional Agency	AA	Rehab. Program
Do you have a criminal Record?	(Circle One)	Y	NA
Have you ever been arrested?	(Circle One)	Y	If yes please explain on back.
Are you on Probation or Parole?	(Circle One)	Y	If yes please explain on back.
Have you ever been on Probation or Parole?	(Circle One)	Y	If yes please explain on back.
Do you have a disability that requires assistance?	(Circle One)	Y	If yes please explain on back.
Have you completed the required Security Orientation	(Circle One)	Y	If yes please explain on back.
Verification of ID, Drivers License or Photo ID attached	(Circle One)	Y	If yes - Date ?
Applicant's signature:	(Circle One)	Y	Yes
MCSO Staff Sponsor Signature	(Circle One)	Y	No
Office Use Only			
MoRis Record, Arrest & Warrant Check Completed	denied	Y	date:
Denied / Approved	in person	approved	date:
Notification of Clearance:	email	phone	date:
Attended orientation	(Circle One)	Y	date:
Approved By		N	Date:
Date entered	All access	Visiting area only	Denied
	Program only	Contractor Vendor ID	Reason

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