

**INGHAM COUNTY JAIL
FAMILY/FRIENDS/CLERGY/PROFESSIONAL VISITORS
INFORMATIONAL PACKET**



BLOCKING/UNBLOCKING PRISONER CALLS

Family/friends may block/unblock phone calls from the Ingham County Jail by contacting Securus (800) 844-6591 or http://securus.custhelp.com/app/answers/detail/a_id/81. There is no charge for this service.



BOOKS, MAGAZINES & NEWSPAPERS

Incoming reading material must be sent directly from an approved publisher (e.g. Amazon.com, BarnesandNoble.com) or recognized commercial distributor. All books must be paperback. The publisher's address must be imprinted on the package or mailing label. No exceptions.

The reading material shall not be related to weapons, explosives, incendiary devices, poison or illegal drugs. Publications will not be accepted if they advocate or promote violence, insurrection or are construed as anarchic in nature. Reading material will not be allowed that is sexually explicit or relating to any unlawful sexual acts. The Jail Administrator reserves the right to hold any publication in order to inspect the publication for contraband and suitability.

Magazines - Inmates may purchase magazines from the Commissary (store).

Newspapers - Inmates may receive newspapers provided they are pre-paid and are mailed directly from the publisher.

Each inmate is allowed three (3) books and four (4) magazines in their cell at one time. Newspapers will be disposed of daily. Items over and above the allowed amount may be confiscated and will become property of this facility.

All books received by mail will become property of the Ingham County Sheriff's Office upon an inmate's release from the Ingham County Jail.

This facility is not responsible for any book or magazine that is the personal property of an inmate.

A book cart, provided by the Ingham County Sheriff's Office, will visit each housing area on an irregular basis for inmates to select reading materials.



CELL PHONES

Cell phones are not allowed in the Jail Lobby, the Jail Visitation Room or during video visits.



CLERGY VISITS

Prior to being allowed to visit inmates, clergy members must provide the Jail Administrator's office with a copy of their driver's license or valid identification and proof of clergy status (such as a letter of appointment to the congregation as their pastor, a copy of an ordination certificate or clergy license). Literature such as a worship bulletin or monthly newsletter that identifies the person as clergy may also be used. The Jail Chaplain will then contact the clergy member for orientation and to advise them of the rules of the facility.

Clergy members are allowed one visit per week. Clergy visiting hours are:

8:30 a.m. to 9:45 a.m. (complete visit by 10:00 a.m.)

11:30 a.m. to 3:45 p.m. (complete visit by 4:00 p.m.)

No visits after 4:00 p.m.



COMMISSARY/CANTEEN

Inmates may purchase hygiene items, food, writing materials, magazines, etc. through the Commissary twice each week.

Funds can be deposited into an inmate's commissary account via Express Account at (866) 422-6833 or <https://expressaccount.com/SendWizard.aspx?TopmID=4&OrderType=3>.

I-Care is a service available for family/friends to order commissary items for inmates using a credit or debit card by contacting Canteen Services at (888) 634-0034 or <http://www.canteenservices.com/commissary-purchase-menu/>. There is a \$4.50 handling fee for phone orders. A list of the items available for purchase is listed on the Canteen Services website.

If the inmate has any outstanding debt owed to the jail, the I-Care order will not be processed by Canteen Services. Refunds will not be given for commissary orders that are delivered after an inmate has been released.



HEALTH CARE/MEDICATION QUESTIONS

Due to the confidential nature of health information, only the Medical Department can address and respond to health related concerns. The telephone number for the Medical Department is (517) 676-2431 option 2, then option 2, and then option 5.



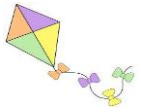
INMATE GUIDE

For access to the Inmate Guidebook click **here**.



INMATE/PRISONER INFORMATION

For **prisoner information** at InmateInfo.com, click [here](#). Information for juvenile inmates will not appear in the Automated Information System.



INMATE REQUESTS (KITES)

Inmates are advised to use kites (request forms) to request information/services or to report problems at the Ingham County Jail. Family members/friends who call the Ingham County Jail to inquire about the needs of an inmate will be advised that the inmate needs to fill out a kite to resolve any issues that he/she may have.



LAPTOPS

Attorneys and professional visitors must contact the Jail Administration office (517) 676-8319 or rbaty@ingham.org to obtain permission to bring a laptop into the jail. We require 24-hours advance notice.



MAIL

All incoming mail, other than postcards, will be returned to sender. Postcards must be 3" by 5" or 4" by 6." Photographs are not allowed. We will not accept postcards with stamps affixed to them – all postcards must be stamped with metered postage. Postcards should be mailed to:

Name of inmate
640 N. Cedar St.
Mason, MI 48854

Legal, governmental, state or local authorities may send sealed correspondence. Properly identified, incoming Attorney and Court mail will be opened in the presence of the inmate to whom it is addressed; confidentiality shall be maintained.



MESSAGES

Jail staff will not accept messages for inmates. Family/friends can leave messages for inmates via Securus (877) 949-4574 or <https://securustech.net/jail-voicemail>. The fee for this service is \$1.99.



MOBILE PATROL APP

Announcing a **FREE** app for your smart phone. You can view **live access to information**, including Detention Center (inmate info), News, Facility Locations, and much more.

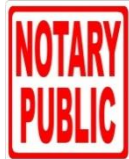
To download the free app to your iPhone, click [here](#).

To download the app to your Android phone, click [here](#)



MONEY

Family/friends may deposit money into an inmate's account by telephone (866-422-6833), online <https://expressaccount.com/SendWizard.aspx?TopmID=4&OrderType=3>, or at the kiosk in the vestibule of the Jail lobby Monday through Friday from 7:00 a.m. to 11:00 p.m. There are convenience fees for this service.



NOTARIZED DOCUMENTS

There is a \$10.00 fee for each incoming legal document that needs to be notarized.



PROFESSIONAL VISITATION

Attorneys, medical, social services, parole/probation, police personnel and other associated agencies may visit and/or interview inmates face-to-face during the below-listed hours.

Personnel using this privilege must be able to show proper identification.

8:30 a.m. to 9:45 a.m. (complete visit by 10:00 a.m.)

11:30 a.m. to 3:45 p.m. (complete visit by 4:00 p.m.)

5:30 p.m. to 9:30 p.m. (complete visit by 10:00 p.m.)



PROPERTY RELEASE

In order for an inmate's property to be released, the inmate must fill out a property release form releasing all of his/her property to a specific person. Once the property release form is received from the inmate, that person can come to the lobby of the Ingham County Jail, provide identification and obtain the property.



TELEPHONE CALLS

The current vendor for prisoner telephone services is Securus; they can be contacted at (800) 844-6591 or <https://securustech.net/phone-services>. Prisoners are allowed to make telephone calls using the following options:

AdvanceConnect – A prepaid calling account that puts family/friends in control of their spending and ensures that they can receive calls from correctional facilities.

Direct Bill - Allows family/friends to receive calls from inmates and have the call charges billed to them directly monthly.

Traditional Collect - Allows family/friends to receive collect calls from inmates and have the charges included on their monthly bill from their local telephone company.

Inmate Debit – A prepaid calling account gives inmates the ability to pay for their own telephone calls. Inmate Debit allows family/friends to add funds directly to an inmate's calling account without having to set up their own account.



TETHER

The current vendor for tether services is Sentinel Offender Services; they can be contacted at (517) 676-8283.



VISITATION INFORMATION

All visits at the Ingham County Jail are conducted via video.

All visits must be scheduled 24-hours in advance.

Each inmate who is not on discipline will be allowed one (1) on-site **and** three (3) at-home (remote) visits per week. The duration of each visit is 20 minutes. Information regarding on-site and at-home visits is listed below.

Visitation is on a first come, first serve basis and as scheduling permits.

No more than two (2) visitors will visit at a time.

SCHEDULING VISITS

All visits must be scheduled 24-hours in advance.

Visits can be scheduled in the lobby of the Ingham County Jail, 630 N. Cedar St., Mason, MI, the Ingham County Human Services Building, 5303 S. Cedar St., Door #3, Lansing, MI, or by clicking on this link: <https://securustech.net/visitfromhome>.

Jail lobby hours

8:00 a.m. to 10:00 p.m. Monday – Friday

Human Services Bldg. hours

8:00 a.m. to 5:00 p.m. Monday – Friday

ON-SITE VISITS (1 per week)

On-site visits occur at the following locations:

Ingham County Jail, 630 N. Cedar St., Mason, MI 48854

Human Services Building, 5303 S. Cedar St., Door #3, Lansing, MI 48911

On-site visits are free.

All visits must be scheduled 24-hours in advance.

On-site visits are available Wednesdays, Thursdays and Fridays.

Visiting hours: 8:00 a.m. to 10:00 a.m.
 12:00 p.m. to 4:00 p.m.
 5:30 p.m. to 10:00 p.m.

A valid e-mail address is requested for on-site video visitation registration in order for us to notify you of a change in your scheduled visit.

Each visitor must check in 15-minutes prior to the scheduled visit. Visitors arriving late will only receive the balance of the remaining visiting time or may not be allowed to visit, dependent on the circumstances.

Upon checking in for on-site visits, visitors will need to provide a home address, telephone number and a valid driver's license, government issued identification card or other valid picture identification.

Children/infants are considered visitors and must show valid identification (examples: School identification, birth certificate, Social Security card or Amber Alert identification).

AT-HOME (REMOTE) VISITS (3 per week)

At-home visitation enables family/friends to visit remotely with inmates using a computer with a web camera connected to the Internet (like FaceTime or Skype), a tablet or an Android Smartphone.

The cost for each at-home (remote) visit is \$5.00.

All visits must be scheduled 24-hours in advance.

At-home (remote) visits are available seven (7) days per week.

Visiting hours: 8:00 a.m. to 10:00 a.m.
 12:00 p.m. to 4:00 p.m.
 5:30 p.m. to 10:00 p.m.

A valid e-mail address is required for at-home (remote) visitation registration.

Each visitor must check in 15-minutes prior to the scheduled visit. Visitors arriving late will only receive the balance of the remaining visiting time or may not be allowed to visit, dependent on the circumstances.



VISITATION RULES

1. The Lobby has the ability to monitor all visits. Attorney visits will be monitored by video only.
2. Any misuse or abuse to the visitation machines will result in termination of the visit and possible **criminal/disciplinary** action.
3. The inmate and visitor must remain properly dressed. No underclothing shall be exposed. No nudity.
4. Inappropriate gestures, profanity, yelling, loud talking, excessive emotionalism or any type of disruptive behavior will not be permitted.
5. No more than two (2) visitors will visit at a time; this includes children of all ages. Visitors under the age of 17 must be accompanied by an adult.
6. Each visitor must check in 15 minutes prior to the scheduled visit. Visitors arriving late will only receive the balance of the remaining visiting time or may not be allowed to visit, dependent on the circumstances.
7. Visitors appearing to be under the influence of alcohol or drugs will not be permitted in the visitation area.
8. Cell phones or other similar recording or communication devices (audio or visual) are prohibited in the Jail Lobby or visitation rooms and while having a home visit.
9. Only those scheduled to visit will be allowed in the visitation area. Visitors are required to remain in the visitation booth during visits. If the visitor leaves the visitation booth than the visit will be terminated.
10. Any problems with audio or video reception must be reported to the staff immediately.
11. The Ingham County Sheriff's Office reserves the right to cancel any visitation times if it is in the best interest of the security of the facility.