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## INGHAM COUNTY SHERIFF'S OFFICE VISITATION POLICY

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### **VISITATION SCHEDULE**

Visitation will occur five (5) days a week (Monday through Friday).

Each inmate who is not on discipline will be allowed one free visit. The duration of that visit is 20 minutes.

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

Monday – Friday	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.
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### **SCHEDULING VISITS**

All visits must be scheduled 24 hours in advance. Visits will be scheduled via the Internet or by using the video visitation kiosk located in the visitation booths at:

Jail Lobby	8:00 a.m. to 10:00 p.m.	Monday - Friday
Human Services Building	8:00 a.m. to 5:00 p.m.	Monday - Friday

### **PROFESSIONAL VISITATION**

Clergy, attorneys, medical social services, parole/probation, police personnel and other associated agencies may visit and/or interview inmates face-to-face during the course of normal working hours. Personnel using this privilege must be able to show proper identification.

### **REQUIRED INFORMATION FOR VISITS**

- 1) Valid driver's license, government issued identification card or other valid picture identification.
- 2) Children/infants are considered visitors and must show valid identification (examples: School identification, birth certificate, Social Security card or Amber Alert identification).
- 3) Home address
- 4) Valid telephone number

## **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, dependant 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.