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## INGHAM COUNTY SHERIFF'S OFFICE VISITATION POLICY

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### **SCHEDULING VISITS**

All visits must be scheduled 24 hours in advance of the selected date and time. Visits can be scheduled via the Internet ([www.visitfromhome.net](http://www.visitfromhome.net)) or at the video visitation kiosk located in the visitation booths at the Jail Lobby or the Human Services Building.

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

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

In order to schedule an at-home (remote) visit, you will need to do the following:

- 1) Create a Securus Online account by going to [www.visitfromhome.net](http://www.visitfromhome.net) and click on the "Sign Up" button. You will need a webcam. You will need to take a picture of a government issued valid photo identification (driver's license, passport, etc.).
- 2) Log in to your new Securus Online account and click on "Schedule a Visit." You will then be guided through the process of submitting your account for approval to the jail. You will receive an e-mail from the jail once your account is approved.
- 3) Once approved, log back into your Securus Online account, select "Schedule a Visit" and follow the prompts to schedule your at-home (remote) visit.
- 4) On the day of your scheduled visit, you will need to log into your account 15-minutes prior to the start time of the visit and click on the "Schedule a Visit" link to access your appointment.

### **ON-SITE VISITATION SCHEDULE**

Each inmate who is not on discipline will be allowed one free visit per week. The duration of that visit is 20 minutes. Visitation is on a first come, first serve basis as follows and as scheduling permits.

Visitation will occur three (3) days a week (Wednesday through Friday). These visits will occur at the Ingham County Jail or the Human Services Building.

Wednesday – 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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### **PAID AT-HOME (REMOTE) VISIT SCHEDULE**

Each inmate who is not on discipline will be allowed up to three (3) paid at-home remote visits per week. The duration of each visit is 20 minutes. Visitation is on a first come, first service basis as follows and as scheduling permits.

At-home/remote visitation will occur seven (7) days a week, Sunday through Saturday.

Sunday-Saturday	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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### **REQUIRED INFORMATION FOR ON-SITE VISITS**

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.

You will need the following items:

- 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

### **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.)

### **CLERGY VISITATION**

Clergy members must be able to show valid credentials. Clergy members are allowed one visit per week. Clergy visitation 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.

## **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.