

**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 calling Securus (800) 844-6591. There is no charge for this service.

BOND FEES

When paying bond fees with cash, there is a transaction fee which is of 6% of the bond amount plus a \$4.00 service charge.

When paying bonds with a credit card, there is a transaction fee which is of 10% of the bond amount plus a \$10.00 service charge.

Bond fees can be paid via the kiosk in the vestibule of the Jail Lobby, online at expressaccount.com or by calling Express Account at (866) 422-6833.

BOOKS & 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.

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

Each inmate is allowed three (3) books 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 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 Visitation Room or during video visits.

CLERGY VISITS

Prior to being allowed to visit inmates, clergy members must contact the Jail Chaplain's office (517) 676-8216, and provide them 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:

11:30 a.m. to 3:30 p.m. Tuesdays and Thursdays

Clergy members who wish to visit a family member who is incarcerated must do so via Video Visitation.

COMMISSARY

Inmates may purchase hygiene items, food, writing materials, etc. through the Commissary twice each week (Mondays and Wednesdays).

Funds can be deposited into an inmate's commissary account via Express Account at (866) 422-6833 or expressaccount.com

Commissary orders can be placed by calling Express Account at (888) 634-0043 or online at expressaccount.com. There is a convenience fee for telephone orders. Menus are located at www.canteenservices.com.

Orders must be received on Monday for Wednesday delivery

Orders must be received on Wednesday for Saturday delivery

There is a limit of one order for each inmate per week whether it be on-line or by phone. The spending limit is \$100.00.

Effective 1-1-19, all collectible debt, with the exception of medical debt, must be paid in full, prior to receiving ICARE (commissary) or a Securus tablet. Collectible debt includes booking fees, bond fees, work release room and board, admission packs, indigent kits and inmate destruction fees, etc. There will be no change in the collection rate of medical debt.

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) 676-8348 option 2 and then option 5.

INMATE ACCOUNT DEPOSITS

Family/friends may deposit money into an inmate's account by telephone (866-422-6833), online at expressaccount.com, or at the kiosk in the vestibule of the Jail lobby Monday through Friday from 7:00 a.m. to 10:00 p.m. There are convenience fees for this service.

INMATE/PRISONER INFORMATION

For information on currently incarcerated prisoners, visit inmateinfo.com. 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.

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 a voice mail message for inmates by calling (866) 949-4574 or visiting securustech.net. The fee for this service is \$1.99.

NOTARIZED DOCUMENTS

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

PROFESSIONAL VISITATION

Attorneys, medical, social services, parole/probation, police personnel and other associated agencies may visit 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.)

Attorneys may sign up for video visitation with clients by visiting securustech.net, following the "Getting Started" instructions and selecting attorney as the user type. Attorneys will be asked to provide pictures of himself/herself, a government issued ID and a bar card which will be reviewed and approved by the Ingham County Jail. These sessions will not be recorded or monitored. There is a fee for this service.

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

Family/friends can set up a prepaid calling account for inmates by calling (800) 844-9591 or visiting Securustech.net.

TETHER

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

VICTIM INFORMATION AND NOTIFICATION (VINE)

VINE is a solution that lets victims of crime and other concerned citizens access timely and reliable information regarding offenders. It is offered free of charge to registrants, is completely confidential, and features multiple language support.

Offering peace of mind, the VINE service lets victims call a toll-free number (866) 277-7477, visit www.vinelink.com, or use the VINELink™ mobile app to anonymously check on an offender's custody status.

VISITATION

All visits are conducted via video.

All visits must be scheduled 24-hours in advance.

The duration of each visit is 25 minutes.

Each inmate who is not on discipline will be allowed one (1) on-site **and** three (3) anywhere (remote) visits per week.

On-Site Visits

On-site visits occur at the Ingham County Jail Lobby or the Human Services Building, Door #3, Lansing, MI. On-Site visits occur on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays. On-site visits are free.

No On-Site visits will occur on major holidays.

Visiting hours: 8:00 a.m. to 10:00 a.m. (Ingham County Jail Lobby and Human Services Bldg. Door #3)
12:00 p.m. to 4:00 p.m. (Ingham County Jail Lobby and Human Services Bldg. Door #3)
5:30 p.m. to 9:30 p.m. (Ingham County Jail Lobby)

Anywhere (Remote) Visits

Anywhere (remote) visits enables visitors to remotely visit inmates using a smart phone, laptop or tablet. Anywhere (remote) visits are available seven (7) days per week. The fee for each anywhere (remote) visit is \$5.00.

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 9:30 p.m.

Visits can be scheduled via Securustech.net, the Ingham County Jail Lobby or the Human Services Building, Door #3, Lansing, MI.

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

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

A valid e-mail address is requested for 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.

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.