



**Scott D. Hess**  
**SHERIFF**



**COUNTY OF ORLEANS**  
**Office of the Sheriff**  
Orleans County Jail  
26 Platt Street  
Albion, New York 14411  
County Jail – (585)-589-4310  
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Steven D. Smith  
Undersheriff

Thomas L. Drennan  
Chief Deputy

Scott D. Wilson  
Jail Superintendent

## **INMATE Visitation**

### **Visitor Registration**

All visitors must register with the Jail Control Room prior to the start of the visitation period. Inmates will be allowed one visit two times per week.

1. Visitor sign-in shall commence 30 minutes prior to visitation. Any attempts to sign-in after the 30 minute period shall be instructed to attend the next scheduled visitation group.
2. Visitors shall be required to sign the visitation log prior to the start of the visitation period.
3. All visitors shall be required to submit Photo ID. (Current Drivers License, Non-drivers Identification, Valid U.S. Passport or Military Identification).
4. All personal property shall be left in a vehicle or in the secure lockers in the front lobby.
5. Inmates that gather in the front lobby shall only communicate quietly to allow the control room officer to sign in visitors without interruption.
  - a. Failure to comply with this rule shall result in you being asked to leave the front lobby.
6. Visitors shall be called by the last name of the person they are visiting prior to the start of the visitation period.
7. Once called the visitor shall pass through the lobby metal detector.

- a. Visitors will have three attempts to successfully pass through the metal detector.
  - b. If a visitor cannot successfully pass after three attempts, the person will be screened using the hand held detector.
  - c. If the visitor cannot successfully pass the metal detection process, he or she will be denied access to the facility.
8. Upon enter the facility you will quietly line up in the main corridor until escorted into the visitation room for assigned seating.
  9. Upon Completion of your visit you will be escorted out of the facility by visitation officers.
  10. The Orleans County Jail will not be responsible for any personal property that is left in the front lobby.

### **Visitation Schedule**

All inmate visits shall be scheduled according to the alphabetic schedule as follows:

A – J - Tuesday and Saturday

K – Z – Thursday and Sunday

First Group 1:00pm – 2:00pm

Second Group 2:00pm – 3:00pm

Visitation sessions are split into two groups which are one hour (1) in length. An inmate who receives a visit during the first visiting period of the day may not have another visit until his/her next visiting day.

### **Visitation Rules - General**

1. Only two adults and one child may visit during the specified visitation period.
2. No person under the age of 18 shall be admitted to the facility without a parent or legal guardian.
3. No personal Property shall be allowed into the facility.
4. No jewelry is allowed with the exception of a wedding ring.
5. No bobby pins, hair pins or other items affixed to your hair will be allowed.
6. No provocative or inappropriate clothing will be worn.

7. No Candy, Food or Gum is allowed.
8. No Cellular Phones are allowed.
9. No medication of any kind.
10. Visitation may be terminated under the following conditions:
  - a. Failure to follow any of the facility rules and regulations.
  - b. Persons suspected of being under the influence of drugs or alcohol

### **Visitation Rules – Contact**

1. You may have a short embrace or kiss at the start and end of the visit.
  - a. There will be no contact with the inmate during the visitation period. (Strictly Enforced).
2. You must remain seated at all times this includes children.
3. Inmates will not be permitted to hold their children during the visitation period.
4. Your hands must remain in sight at all times.
5. You must speak quietly and not disturb other visitors.
6. There will be no cross visitation with other inmates.
7. Nothing will be given to an inmate without the expressed permission of the visitation officer.
8. Your visit may be terminated at any time for unacceptable or inappropriate behavior.
9. Passing contraband (any unauthorized item) is a violation of the New York State Penal Law 205.20. YOU WILL BE ARRESTED.

### **Visitation Rules – Non-contact Visitation**

1. You must remain seated in front of the person you are visiting.
2. You must speak quietly not to disrupt other visitors.
3. No Cross Visitation
4. Under no circumstance will there be any contact between the visitor and the inmate.
5. Passing contraband (any unauthorized item) is a violation of the New York State Penal Law 205.20. YOU WILL BE ARRESTED.