



ORANGE COUNTY SHERIFF'S OFFICE

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Visiting Rules and Procedures

The Visiting rules and procedures of the Orange County Correctional Facility have been instituted with the purpose of providing the inmates in our custody with the maximum opportunity to be visited by friends and loved ones, while promoting a safe and secure environment for staff, visitors and inmates. Because of the nature of this facility these rules are strictly enforced. Any questions that you may have while at the facility can be answered by the Visiting Officers or the Sergeant. You may also call the Visiting Lobby desk during scheduled visiting hours, before coming to the facility at 845-291-7713 or 845-291-7715 if you have any questions.

The Orange County Government website is:

<http://www.orangecountygov.com>

Once on the website, click on County Departments, then click on Sheriff's Office. From there scroll down to the bottom of the page and click Corrections. Visiting rules, directions to the facility and bail information can be found there.

1. Visiting is open Tuesday through Saturday. Visiting will be closed on legal holidays. The Orange County Correctional Facility has 4 visiting sessions that are conducted on a scheduled visitation day. There will be two sessions in the morning and two in the afternoon.

Session #	Visitor Sign In Times	Visitation Session Times
1	7:15 am to 7:45 am	8:15 am to 9:15 am
2	8:45 am to 9:15 am	9:45 am to 10:45 am
3	12:00 pm to 12:30pm	1:00 pm to 2:00 pm
4	1:30pm to 2:00 pm	2:30 pm to 3:30 pm

You may sign up for any session 30 minutes prior to the start of that session. The times are listed above for your convenience. Visitors may only attend **one** visiting session per day. Each inmate may only attend two visiting sessions per day. Visiting sessions will be limited to 50 inmates. Each inmate is allowed up to 3 persons visiting at a time. Seating is on a first come first served basis. You may not get in during busy visiting days.

Visitors will not enter the visiting room until all inmates are seated in the visiting room. The visiting hour will commence once the visitors enter the room. Visitors or Inmates will be allowed to leave at the 30 minute mark of the visitation session if they choose to and the visit is concluded. The visitor will not be permitted to re-enter for that visiting session.

2. All visitors must provide valid and proper identification in order to be admitted. The following items of identification will be accepted:
 - a. Valid driver's license with photograph.
 - b. Valid non-driver's identification with photograph issued by Department of Motor Vehicle.
 - c. Valid passport with photograph and date of birth.
 - d. Valid Department of Social Service card with photograph and date of birth.
 - e. Valid County or Local Municipality Senior Citizen card with photograph and date of birth.

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- f. Valid School Identification or Employment Identification with photograph and date of birth accompanied by an original or certified copy of birth certificate.
 - g. Temporary non-photograph driver's license must be accompanied with birth certificate and legitimate photograph identification.
 - h. Certified Birth certificates for newborns must be presented. (Crib cards or other documents will not be accepted.)
3. **Order of Protections- If a visitor is named in an active order of protection, the order of protection must specifically state that visitation is allowed during incarceration.**

4. Sign-in Procedure:

- a. Visitors will print their name and the name of the inmate to be visited on the Visitor Sign up Sheet. (Visitors are permitted one visit per each visiting day, except in cases where more than one immediate family member is incarcerated in the facility.)
- b. You will then be called up to the counter and your visit will be entered into the computer system. Be sure to have your ID ready.
- c. After being signed in, your ID will be taken.
- d. Secure all your belongings in the lockers provided. Locker fees are a quarter which will be returned after the key is replaced in the lock. Please be advised we do not have change and we cannot hold items for you.

***All valuables, purses, wallets, loose change, keys, coats, jackets, hats, ties, sweaters, hair accessories (to include beads, barrettes, ties, bobby pins), jewelry with the exception of wedding bands and religious medals, must be secured in the lockers. Medical alert bracelets/necklaces will be permitted in the Visiting room.*

- e. After signing in, you are to have a seat until the officer directs you to line up to be scanned. All visitors are subject to search and will be required to successfully complete the scanning process in order to enter the visiting room. Visitors will line up in an orderly fashion and wait along the glass wall to be scanned. Please proceed to scanning area one at a time. Parents are to remain with children. Children are not permitted to run around in the lobby or visiting rooms.
- f. All Visitors are subject to random checks by a drug detection device. Failure to pass will result in loss of visiting privileges.

**NOTE: IF YOU HAVE A PACEMAKER PLEASE INFORM
THE OFFICER AT THE LOBBY COUNTER.**

- g. All visitors, one at a time, will be directed to walk through the metal detector, be scanned with a hand held scanner, have your mouth visually checked, turn your pant pockets inside out, unroll your pant legs and sleeves and then proceed to the visiting room. Prior to entering the visiting room you will be assigned your visiting seat.
- h. Hairpieces, wigs, kufis and yarmulkes will be subject to search.
- i. You may be turned away if you are unable to be cleared through the metal detection devices.
- j. Upon exiting the Visiting room you will pick up your ID from the Front Lobby officer and remove your belongings from your locker. Please remember to replace the key. We will not be responsible for IDs or property left behind.

5. Persons under the age of 18:

- a. At no time will children or pets be left unattended in the facility lobby, parking lot, or in a car.
- b. Must be accompanied by a parent or person with proof of guardianship.

- c. Must provide an original or certified copy of birth certificate.
6. All visitors must be appropriately dressed. Clothing with excessive metal (buttons, zippers, etc.), overalls, hooded sweatshirts, sleeveless shirts, halter tops, tank tops, mini skirts, (skirts must reach below the knees), underwire bras, see through or mesh style garments, or tight-fitting clothing (to include shirts and spandex-type pants) are prohibited. Shirts must be long enough to completely cover you while seated, leaving no exposed skin. Pants must adhere to your waistline (nothing too loose). All hair items must be removed before entering the scan area. (Scrunches/ hair ties/bobby pins, beads etc.)
7. Visitors must supervise all children in their care. Children are to remain with the parent or legal guardian while waiting in the lobby and when entering the Visiting room. If your children become disruptive while in the facility, you may be asked to leave.
8. Visitors may pass children two years of age and under to the inmate to hold during the visit only one time. Once the inmate passes the child back to the visitor, the child must remain with the visitor for the remainder of the visit.
9. A limit of three persons may visit with one inmate at the same time.
10. Food, beverages, gum or candy are **not** permitted in the visiting room. No baby bottles, pacifiers or bibs are permitted inside the Visiting Room.
11. Visitors may briefly embrace, kiss and shake hands with the inmate they are visiting **one time** at the beginning of the visit and again at the end of the visit.
12. Open mouth kissing is strictly prohibited.
13. Visitors must remain in their assigned seats. Hands must remain above the counter and in view at all times.
14. Do not deface the seating numbers or counters. Intentionally damaging Jail property is a crime and will be prosecuted.
15. If you are wearing a wig, prostheses, kufi, etc. and need to make a move towards it, you must inform the officer first or your visit will be subjected to termination.
16. Hand holding or raising of hands across the top of the counter during a visit is strictly prohibited.
17. Children must remain seated on the bench during the visit. Children are not allowed to sit on counter or run around the room. Children must keep clothing, shoes on or visit will be terminated.
18. Loud, vulgar or obscene language is not permitted in the visiting lobby or visiting room.
19. Locker keys are to remain in your pocket or in view on the bench when inside visiting room. Inmates and children may at no time be in possession of locker keys.
20. Cross-talking/gesturing is not permitted in the visiting room with either inmates or other visitors.
21. Visitors must use the restroom prior to entering the visiting room. If the visitor requests to leave the visiting room for any reason, the visit will be terminated.
22. At the conclusion of the visit, an officer will approach you and permit you to say your goodbyes at that time. Then the visitors will be directed to the exit sallyport, where a second officer will be waiting to escort you back to the lobby. During this time all inmates must remain seated, facing forward in your assigned seat until instructed by the Officer to proceed into the visiting vestibule. There will be no talking once the visiting session is concluded.
23. Walkers, crutches, canes and other items needed to aid a medical condition are permitted. Such items will be visually checked and secured by the Officer once you are seated.
24. Visitors may not attempt to introduce any contraband into the facility. Absolutely nothing shall be given to any inmates inside the Visiting Room. This is a crime and will be prosecuted.

25. No loitering in the Lobby or outside the front of the building before 7:15 AM, between 11:00 AM- 12:00 PM and after 4:00 PM. There is no littering on Facility grounds. Except for seeing-eye dogs, pets are not permitted on the premises.
26. Please adhere to all Parking Regulations.
27. During an emergency please remain quiet, calm and seated until given direction by the Officers.

IMPORTANT: If any visitor has knowledge, either direct or indirect, regarding an inmate threatening to harm themselves or commit suicide you are to immediately notify an Officer at the Orange County Correctional Facility or call 845-291-7720.

***FAILURE TO COMPLY WITH ANY OF THE
RULES LISTED ABOVE WILL RESULT IN
THE TERMINATION OF THE VISIT AND/OR THE SUSPENSION OF VISITATION.***

PACKAGES

The following items will be accepted through visiting:

1. A total of three soft covered books, coloring books, puzzle books, newspapers not issued by the facility or magazines. Magazines that are not on the approval list to enter the facility will be forwarded to the Media Review committee for review. If approved the magazines will be delivered to the inmate, if not approved they will be placed in the inmate's property. Reading materials will only be accepted in and/or exchanged once a week.
2. One set of 12 non-toxic colored pencils and drawing paper of standard size.
3. Two sets of white/off-white thermal underwear will be permitted.
4. Three each of the following: socks, underwear, tee shirts (no pockets or tank tops). These items must be white in color. Females may receive three white bras (no underwire). These items may be received once every 30 days.
5. Prescription eyeglasses, reading glasses, or contacts (sealed) will be accepted. Sunglasses are not allowed.
6. Religious items accepted: one small prayer rug, one kufi, one Yarmulke or one set of rosary beads (ALL WHITE or ALL BLACK only). Any other religious items must be requested by the inmate in advance and will be accepted with the approval of the Visiting Sergeant.
7. Money will be accepted in the front lobby from 7:45 AM to 1:30 PM and from 3:15 PM to 9:30 PM. Persons leaving money must show a valid ID.
8. Packages will only be accepted in on Tuesday thru Saturday during scheduled visiting hours. Packages must be received before 3:00 PM.
9. Court clothing will be accepted in exchange for the clothing held by property. Property Release forms must be completed by inmate 24 hours in advance.
10. Footwear must be plain black or white sneakers, under \$50.00 in value. No high tops, air cushions, wheels, flare, zippers, excess metal permitted. Boots will only be authorized for outside detail trustees.
11. Gel insoles (new in package) will be accepted through visiting.