

**INMATE MAIL:** Any item that can be purchased through the Inmate Commissary Program, cannot be accepted through US Mail. Newspapers and magazines will be accepted by subscription only. Books, including religious, will be accepted from the publisher or a book seller. Paperback only. Not larger than 5.5 inches by 8.5 inches by 2 inches. Any exception must be approved by the Chief Administrative Officer. There is a limit of 10 photographs no larger than 4 X 6. Polaroids cannot be accepted. Items containing staples, stickers, tape, glue, excess glitter, and/or paint, will be returned to sender. Oversized or musical cards are not allowed. This list is not all-inclusive.

**CLOTHING DROP OFF:** Inmates may have clothing brought in on visit days. Items must be plain, without logos and white in color\*. **For Females:** 3 sports bras with no wire, must have a shoulder straps, 4 pair of panties, 4 pair of tube / crew cut socks, 3 crew neck T-shirts. **For Males:** 4 pair of briefs, 3 pair of tube / crew cut socks, 3 crew neck T-shirts. **Males and Females:** 1 pair of new Velcro sneakers in packaging, white or tan\* in color. Sneakers must be generic in nature. No name brands, high tops or metal. All items must have the inmate's name written in permanent black marker. One set of dress clothes for trials, funeral and/or deathbed visits will be accepted. If an inmate is to be released, a clean set of clothes may be switched out with the clothes worn in.

**PROPERTY RELEASE:** At anytime, an inmate may release his/her property to a designated person. Personal property must be released in its entirety. Cell property may be released to visitors on visit days. Both the inmate and the person picking up property must sign the release form. Any inmate sent to State Prison, must have their property picked up within 10 days after their transfer to prison.

**MEDICAL:** Inmates are protected by HIPPA laws, which prevent the discussion of medical issues with another person. There are some exceptions applying to minors. The Medical Unit includes a Physician, a Nurse Practitioner, a Director of Nursing, and six full-time Nurses. Medical care and treatment is provided at the Community standard. Mental Health services are also provided. A dentist is on site once a month. All inmates are tested for Tuberculosis and optional HIV/AIDS testing is available.

**PHONE CALLS:** An inmate may call collect to anyone who is willing to accept the charges. Incoming calls for inmates are not accepted. Nor can staff pass along messages to the inmates. Inmates are unable to make collect calls to cellular telephones unless an account has been established ahead of time. 1-800-844-6591 or [www.securustech.net](http://www.securustech.net)

**TELEPHONE BLOCKS:** If you are having trouble receiving collect calls from an inmate, contact the following company to have the collect call block removed from your home phone: 800-844-6591

OCJ-642

# Ontario County Correctional Facility



## General Information Guide

Ontario County Correctional Facility

3045 County Complex Drive

Canandaigua, NY 14424

(585) – 396 – 1800

**VISIT SCHEDULING: Telephone/In Person: Monday – Friday between 5pm & 9pm. Saturday and Sunday, between 8am & 9pm.**

IN ACCORDANCE WITH PENAL LAW SECTIONS 205.20 AND 205.25, THE ONTARIO COUNTY SHERIFF 'S OFFICE WILL ARREST ANYONE WHO KNOWINGLY AND UNLAWFULLY INTRODUCES CONTRABAND INTO THE DETENTION FACILITY. NOTHING IS TO BE TAKEN INTO THE VISIT ROOM. THIS INCLUDES, BUT IS NOT LIMITED TO; DRUGS, LIGHTERS, MATCHES, CIGARETTES, GUM/CANDY, KEYS, PAPERS, PENS, CELLULAR PHONES, ETC. A MOUTH CHECK MAY BE PERFORMED TO ENSURE NOTHING IS BEING INTRODUCED INTO THE VISIT ROOM. ANYONE ENTERING THE FACILITY MAY BE SUBJECT TO A PAT SEARCH AT ANYTIME BY A SHERIFF 'S DEPUTY.

**OVERVIEW:** Visitors may only schedule a visit for themselves. You will not be allowed to schedule another visitor to see an inmate. Please remember that once a visit is scheduled, it CANNOT be cancelled. The visitation spot will be held until quarter to the hour. If the scheduled visitor does not show, another person will be allowed to visit, if at the facility by quarter to the hour. Visitors traveling 100 miles (one way) or more, are entitled a two-hour visitation, but must show proof of residency. Note: A two-hour visitation will take up an inmate's weekend of visitation in one day, rather than one hour per weekend day.

**AGE VERIFICATION/PROOF OF GUARDIANSHIP:** You must be 18 years of age or older to schedule an appointment for inmate visitation. Any visitor under the age of 18 must be accompanied by their parent or legal guardian. In such case, the parent of the minor must schedule the visit, and remain in the visit room throughout the entire visit. Any minor attempting to visit an inmate unattended by their parent will be turned away. A visitor, who is a legal guardian or foster parent, must produce the proper Legal Guardianship papers. If the parent is an inmate, the child must be accompanied by an immediate family member with permission from the parent. Proof of relationship will be required at each visit.

**INITIAL VISIT:** A newly committed prisoner is entitled to one 15 minute non contact visit within the first twenty-four (24) hours of incarceration.

**CHECKING IN FOR VISITS:** Upon check-in, you will be required to show photo identification (driver's license, benefit card, military ID, etc.). If you cannot provide photo ID, you will not be allowed to visit the inmate. You must be present in the Jail Lobby NO LATER than 15 minutes prior to your scheduled visit time. If you are late, you may schedule for another hour, if available for that pod.

**NON CONTACT VISIT OPTION:** Non-contact visitation can also be utilized for the one-hour visitation at request.

**VISIT RULES (Not all inclusive):** Food, candy, or drinks must be disposed of BEFORE entering the lobby. Only two people can visit with an inmate at one time. Inmates and visitors will be allowed a brief kiss and embrace at the beginning, and at the conclusion of visitation. Visit times are scheduled based on the inmate's housing assignment. Visitors must follow the instructions of the Officer(s) at all times, or the visit will be terminated. Disorderly behavior or horseplay will not be tolerated, and the visit will be terminated. Foul or obscene language is not acceptable. Visitors will only communicate with the inmate they are scheduled to visit, and must be seated at all times. Holding hands or reaching over the top of the glass is not permitted during the visit.

**METAL DETECTOR:** Each visitor will be required to pass through the metal detector. You will be given two attempts to pass through. If you set off the detector the second time, you will be denied access. Any item removed from a visitor, cannot be put back on. Appropriate pants, shorts, or shirt. Avoid wearing steel-toed shoes and brassieres with wire, as they will set off the detector. If you have surgically implanted metal, you must provide a note from your physician stating such. The same applies if you are aided with a walking device, such as a cane, walker, or crutches, or wheelchair.

**LOCKERS:** Are provided at a cost of 25 cents, for visitors to secure property items before entering the secure portions of the facility. If you choose not to secure a locker, the Jail is not responsible for lost, misplaced, or stolen items. Items cannot be left with the Lobby Officer while you are in your visit.

**DRESS CODE:** Only tasteful clothing will be worn into the visit room. Visitors wearing clothing that is considered by Sheriff's staff to be provocative will be provided a T-Shirt to wear during the visit or will be denied entrance into the visit room. This includes, but is not limited to; skin-tight clothes, shirts exposing the upper chest or waist, mini-skirts, and short shorts. Jackets or hats may not be worn into the visit room.

**CHILDREN:** If a child is accompanying the visitor, the child must remain seated on a stool or on the visitor's lap throughout the visit. Children will not sit on the counter. If a child fails to remain seated, the visit will be terminated. Toys and baby bottles cannot enter the visit room.

**INMATE FUNDS:** Funds will be accepted through the mail in the form of a money order made out to: Ontario County Jail Commissary for "Inmate Name". All blanks on the money order must be filled out. Money orders not completed properly will be returned to sender. Personal checks, cash or cashiers/bank checks will not be accepted. Funds may also be deposited using the Lobby Kiosk. There is a \$3.25 fee when cash is deposited and \$4.95 when a credit card is used.

**BAIL OUTS:** Bailing out an inmate can be done 24 hours a day. Cash, Bond, and Credit Cards are accepted. There is a surcharge imposed by the company that processes credit card bail transactions. The Ontario County Sheriffs Office/Ontario County Correctional Facility does not impose any fee associated with bail transactions. Also, please refer to your credit card company to view their policy for such transactions.