



# MCSO VISITATION GUIDELINES

## PUBLIC VIDEO VISITATION



**BY POSTED NOTICE, MCSO RESERVES THE RIGHT TO AMEND ANY VISITATION GUIDELINES AS DEEMED NECESSARY. ANYONE CONSIDERED TO BE UNDER THE INFLUENCE OF ALCOHOL AND/OR DRUGS WILL NOT BE ALLOWED TO VISIT. ANYONE ENTERING OR LEAVING THE FACILITY IS SUBJECT TO SEARCH AT ANY TIME WHILE ON FACILITY PREMISES. ANY ITEMS OR BEHAVIOR DEEMED INAPPROPRIATE BY MCSO STAFF IS PROHIBITED, AND VISITS WILL BE TERMINATED.**

**CONTRABAND WILL BE CONFISCATED**

### FACILITY SAFETY AND SECURITY

**ID REQUIRED:** VALID STATE-ISSUED ID, DRIVER'S LICENSE, PASSPORT, MILITARY, OR INTERNATIONAL ID. WE WILL **NOT** ACCEPT ANY STATE-ISSUED DRIVER'S LICENSE OR ID CARDS IF THEY ARE CRACKED, EXPIRED, TAPED, FADED, LAMINATED, OR APPEAR TO BE ALTERED.

**HOURS OF OPERATION: 8:00AM-11:00AM 1:00PM-4:00PM 8:00PM-10:00PM**

**VISITS MUST BE SCHEDULED NO LESS THAN 24 HOURS IN ADVANCE. VISITS WILL AUTOMATICALLY BE CANCELLED IF THE VISITOR ARRIVES 10 MINUTES AFTER THE SCHEDULED VISITATION TIME.**

**VISIT RESTRICTIONS:** EACH DETENTION CENTER RESIDENT IS ALLOWED ONE 25 MINUTE VISIT PER WEEK. VISITS MAY BE LESS THAN 25 MINUTES DUE TO FACILITY EMERGENCIES, LOCKDOWNS, OR FOR DISCIPLINARY REASONS.

TWO ADULTS, ONE CHILD, OR ONE ADULT, AND TWO CHILDREN (ADULTS 18 AND OVER) ARE ALLOWED TO VISIT.

PROHIBITED ITEMS INCLUDE, WITHOUT LIMITATION: BAGS, HANDBAGS, BACKPACKS, KNIVES, PEPPER SPRAY, NAIL FILES OR WEAPONS OF ANY KIND, FOOD, DRINKS, CELL PHONES, AND ALL OTHER ELECTRONIC DEVICES, TOBACCO PRODUCTS, MATCHES, AND/OR LIGHTERS. ALL CELL PHONES MUST BE TURNED COMPLETELY OFF BEFORE BEING PLACED IN LOCKERS. **ALL PERSONAL ITEMS MUST BE SECURED IN THE LOCKERS PROVIDED.**

**VISITATION DRESS CODE: ALL VISITORS MUST BE DRESSED APPROPRIATELY. PROHIBITED DRESS INCLUDES, WITHOUT LIMITATION:**

**NO HALTER, TUBE, BIKINI OR LOW-CUT TOPS, TEE STRAP, OR SMALL WIDTH TANK TOPS.**

**NO MINI-SKIRTS (MUST BE MID-THIGH LENGTH) OR SHORT-SHORTS (MUST BE MID-THIGH LENGTH).**

**NO JEGGINGS, LEGGINGS, OR TIGHTS (UNLESS WORN UNDER AN APPROPRIATE SKIRT)**

**NO HATS OR DO-RAGS; NO HOODIES OR FACE MASKS ALLOWED**

**NO EXPOSING OF BODY PARTS; FEET MUST REMAIN ON THE FLOOR AT ALL TIMES. PANTS AND SKIRTS MUST BE WORN AROUND THE WAISTLINE.**

**ANY ITEMS OR BEHAVIOR DEEMED INAPPROPRIATE BY MCSO STAFF WILL BE PROHIBITED, AND VISITS WILL BE TERMINATED.**



# MCSO VISITATION GUIDELINES

## ATTORNEY/PROFESSIONAL FACILITY VISITATION



**BACKGROUND CHECKS:** BACKGROUND CHECKS ARE REQUIRED FOR ALL PROFESSIONAL CONTACT VISITORS WHO ARE NOT LICENSED ATTORNEYS IN GOOD STANDING OR LAW ENFORCEMENT OFFICERS IN GOOD STANDING. THESE INDIVIDUALS MUST BE PRE-CLEARED BY SUBMISSION OF THE BACKGROUND CHECK REQUEST FORM FOUND ON MCSO'S WEBSITE, [HTTP://WWW.MECKSHERIFF.COM/BACKGROUNDCHK.PDF](http://www.mecksheriff.com/backgroundchk.pdf). GUIDELINES FOR THIS FORM ARE ALSO ON THIS WEBSITE.

**ID REQUIRED:** LEA AGENCY ISSUED BADGE, VALID STATE BAR CARD, VALID CURRENT ACCREDITED LAW SCHOOL ISSUED ID CARD, OTHER APPROPRIATE PROFESSIONAL LICENSE OR CERTIFICATION FOR DESIGNATED PROFESSION, OR, IN THE EVENT OF UNLICENSED PARALEGALS, INTERNS, INVESTIGATORS, OR OTHER LICENSED PROFESSIONALS HIRED BY A LEGAL ENTITY OR LEA, A LETTER ON THE SPONSORING ENTITY'S LETTERHEAD, SIGNED BY A SENIOR ADMINISTRATIVE LEO OR A LICENSED ATTORNEY, WHO ARE DIRECTLY RESPONSIBLE FOR THE CONDUCT OF THE VISITOR, STATING THAT THE PRESENTING INDIVIDUAL IS AN EMPLOYEE OF, OR LICENSED CONTRACTOR FOR, THE LEA OR LEGAL ENTITY, AND THE LEA OR LEGAL ENTITY ASSUMES FULL RESPONSIBILITY FOR THAT INDIVIDUAL WHILE IN THE JAIL FACILITY. MCSO WILL RECEIVE ONE ORIGINAL OF THIS LETTER, AND THE VISITOR MUST KEEP A COPY OF THE LETTER IN THEIR FILE AND AVAILABLE FOR REVIEW BY MCSO AT ANY TIME. **IN ADDITION, A STATE-ISSUED DRIVER'S LICENSE OR OTHER STATE-ISSUED PICTURE ID CARD IS ALSO REQUIRED.** WE WILL NOT ACCEPT ANY STATE-ISSUED DRIVER'S LICENSE OR ID CARDS IF THEY ARE CRACKED, EXPIRED, TAPED, FADED, LAMINATED, OR APPEAR TO BE ALTERED.

**AGE LIMIT:** ALL PROFESSIONAL VISITORS MUST BE AT LEAST 18 YEARS OF AGE FOR REGULAR/NON-CONTACT PROFESSIONAL VISITS AND AT LEAST 21 YEARS OF AGE FOR PROFESSIONAL CONTACT VISITS UNLESS AT LEAST 18 YEARS OLD AND ACCOMPANIED BY A SUPERVISING ATTORNEY/LEO FOR THE ENTIRE VISIT.

**HOURS OF OPERATION:** 8:00AM-11:30AM 1:00PM-4:30PM 5:30PM-6:30PM 8:00PM-10:00PM

**PROFESSIONAL CONTACT VISITS:** MUST BE SCHEDULED PER INSTRUCTIONS USING THE MCSO CONTACT VISIT FORM BY CLICKING THE FOLLOWING LINK: [PROFESSIONAL CONTACT VISIT REQUEST FORM](#), NO LESS THAN 24 HOURS IN ADVANCE.

**DRESS: ALL VISITORS MUST BE DRESSED APPROPRIATELY. PROHIBITED DRESS INCLUDES, WITHOUT LIMITATION:**

**NO** HALTER, TUBE, BIKINI OR LOW-CUT TOPS, TEE STRAP, OR SMALL WIDTH TANK TOPS.

**NO** MINI-SKIRTS (MUST BE MID-THIGH LENGTH) OR SHORT-SHORTS (MUST BE MID-THIGH LENGTH).

**NO** JEGGINGS, LEGGINGS, OR TIGHTS (UNLESS WORN UNDER AN APPROPRIATE SKIRT)

**NO** HATS OR DO-RAGS; **NO** HOODIES OR FACE MASKS ALLOWED

**NO** EXPOSING OF BODY PARTS; FEET MUST REMAIN ON THE FLOOR AT ALL TIMES. **PANTS AND SKIRTS MUST BE WORN AROUND THE WAISTLINE.**

**MCSO EXPECTS PROFESSIONAL DRESS BY PROFESSIONAL VISITORS.**

**FOR PROFESSIONAL CONTACT VISITS, CLOSED-TOE SHOES MUST BE WORN IN ADDITION TO THE ABOVE GUIDELINES. NO SCARVES, NECKTIES, BOWTIES, OR ANY OTHER ACCESSORIES THAT IN THE OPINION OF MCSO, PRESENT A SAFETY AND SECURITY RISK WILL BE ALLOWED.**

**ALL DETENTION CENTER RESIDENTS WILL BE SECURED IN RESTRAINTS, IN ACCORDANCE TO THEIR CLASSIFICATION, UNLESS THE VISITOR SPECIFICALLY REQUESTS OTHERWISE AND SIGNS A RELEASE AND HOLD HARMLESS AGREEMENT FOR THE RESTRAINTS TO BE REMOVED FOR THE VISIT.**

**DEVICES/EQUIPMENT:** UNLESS APPROVED BY MCSO ADMINISTRATION IN WRITING, IN ADVANCE, ONLY **ONE** LAPTOP/TABLET/IPAD PER LEO OR OTHER PRE-APPROVED AND PRE-SCREENED EMPLOYEE OF A LEA; OR PER ATTORNEY OR OTHER PRE-APPROVED AND PRE-SCREENED LEGAL PROFESSIONAL REPRESENTING A LAW FIRM OR LEGAL ENTITY, IS PERMITTED. PROHIBITED ITEMS INCLUDE, WITHOUT LIMITATION: BAGS, HANDBAGS, AND BACKPACKS; (A BRIEFCASE OR OTHER CARRYING CASE WITH LEGAL DOCUMENTS NEEDED FOR THE VISIT IS PERMITTED.) KNIVES, PEPPER SPRAY, NAIL FILES OR WEAPONS OF ANY KIND, FOOD, DRINKS, CELL PHONES, AND ALL ELECTRONIC DEVICES EXCEPT AS PERMITTED ABOVE, TOBACCO PRODUCTS, MATCHES, AND/OR LIGHTERS. ALL CELL PHONES MUST BE TURNED COMPLETELY OFF BEFORE BEING PLACED IN LOCKERS. **ALL PERSONAL ITEMS MUST BE SECURED IN THE LOCKERS PROVIDED.**



# MCSO VISITATION GUIDELINES



## DOCUMENTATION IN FACILITIES:

- MCSO FACILITY SAFETY AND SECURITY MEASURES GENERALLY REQUIRE THAT DISCOVERY AND ANY OTHER DOCUMENTATION BE RECEIVED BY RESIDENTS THROUGH THE USPS. THIS ENSURES ALL DOCUMENTATION, INCLUDING PACKAGES AND ENVELOPES CONTAINING PERMITTED READING MATERIALS ENTERING THE SECURED FACILITY, ARE SUBJECT TO HIGH VOLUME XRAY AND SCREENING PROCEDURES.
- **ASSUMING MCSO STAFFING & CIRCUMSTANCES PERMIT**, DURING VISITATION BY ATTORNEYS AND THEIR REPRESENTATIVES, MCSO STAFF WILL ASSIST IN PASSING **TO** A RESIDENT: 1) A REASONABLE NUMBER OF LEGAL DOCUMENTS REQUIRING THE RESIDENT SIGNATURE. MCSO WILL PROVIDE A PEN FOR SIGNATURE, AND MCSO WILL RETURN SIGNED DOCUMENTS TO THE VISITOR. VISITORS MUST PROVIDE ANY REQUIRED NOTARY/WITNESS SIGNATURE; AND 2) **ONE** PACKAGE OF **LEGAL OR DISCOVERY DOCUMENTS**, PROVIDED SUCH DOCUMENTS ARE ALL 8 ½ X 11 INCHES (MAXIMUM OF 500 PAGES) AND FIT INTO AND ARE PROVIDED IN ONE REGULAR AND UNALTERED, SEALED ENVELOPE. DOCUMENTS WILL BE SCREENED FOR CONTRABAND (INCLUDING STAPLES AND PAPER CLIPS) BY MCSO STAFF IN THE RESIDENT'S PRESENCE. RESIDENTS WILL BE PERMITTED TO BRING TO PROFESSIONAL VISITS 1) ONE NOTEPAD WITH QUESTIONS FOR THE PROFESSIONAL VISIT, 2) ONE PACKAGE OF LEGAL OR DISCOVERY DOCUMENTS, PROVIDED SUCH DOCUMENTS FIT INTO ONE REGULAR AND UNALTERED ENVELOPE (MAXIMUM OF 500 PAGES). RESIDENTS WILL BE PERMITTED TO RETURN UP TO 500 PAGES TO COUNSEL DURING A PROFESSIONAL VISIT. RESIDENTS WILL NOT BE ALLOWED TO RETURN TO THE POD FOR ADDITIONAL ITEMS.
- IN ADDITION TO PROVIDING DOCUMENTS THROUGH THE USPS AND WHEN VISITING A CLIENT IN CUSTODY (IF 500 PAGES OR LESS), ATTORNEYS AND THEIR REPRESENTATIVES MAY PROVIDE FOR HAND-DELIVERY OF **VOLUMINOUS DISCOVERY** DOCUMENTS (MORE THAN 500 PAGES) TO THEIR CLIENTS IN CUSTODY BY BRINGING SUCH VOLUMINOUS DISCOVERY DOCUMENTS TO THE VISITATION DESK OFFICER AT DETENTION CENTER CENTRAL, MONDAY-FRIDAY (EXCLUDING HOLIDAYS) BETWEEN THE HOURS OF 8:00 A.M. AND 4:00 P.M. AND ADHERING TO THE FOLLOWING PROCEDURES:
  - 1) HAND-DELIVERED VOLUMINOUS DISCOVERY DOCUMENTS MUST BE PROVIDED IN SEALED ENVELOPES ADDRESSED TO THE RESIDENT, INCLUDING THE RESIDENT'S FULL NAME AND P.I.D. NUMBER. DOCUMENTS PROVIDED IN BOXES MUST BE IN SEALED ENVELOPES WITHIN THE BOXES; BEST TO ENSURE THAT NO "LOOSE" DOCUMENTS ARE LOST OR MISPLACED. ALL BOXES MUST BE LABELED IN THE SAME FASHION AS THE INDIVIDUAL, SEALED ENVELOPES.
  - 2) PERSONS DROPPING OFF VOLUMINOUS DISCOVERY DOCUMENTS MUST SHOW PHOTO IDENTIFICATION AND "SIGN-IN" THE DOCUMENTS WITH THE VISITATION DESK OFFICER, WHO WILL RECORD THE DATE, TIME, NUMBER OF SEALED ENVELOPES RECEIVED, AND THE NAME AND TITLE OF THE INDIVIDUAL DROPPING OFF THE DISCOVERY DOCUMENTS.
  - 3) SEALED ENVELOPES MUST CONTAIN THE NAME, RETURN ADDRESS, EMAIL ADDRESS, AND TELEPHONE NUMBER OF THE ATTORNEY; AND
  - 4) ENVELOPES MUST BE FREE OF CONTRABAND, INCLUDING STAPLES AND PAPER CLIPS.

MCSO WILL MAKE ALL REASONABLE EFFORTS TO DELIVER VOLUMINOUS DISCOVERY DOCUMENTS HAND-DELIVERED TO DETENTION CENTER CENTRAL BY NO LATER THAN THE END OF THE FOLLOWING BUSINESS DAY.
- MCSO RESERVES THE RIGHT TO REFUSE TO DELIVER TO THE RESIDENT ANY ENVELOPE FOUND TO CONTAIN CONTRABAND OR ANY MATERIALS NOT PROVIDED IN COMPLIANCE WITH THIS POLICY, AND IN SUCH INSTANCE, WILL CALL AND/OR EMAIL THE ATTORNEY TO RETRIEVE SAID ENVELOPE OR MATERIALS FROM DETENTION CENTER CENTRAL ADMINISTRATION.

**VIOLATIONS OF FACILITY GUIDELINES/ RULES:** A VISITOR IS SUBJECT TO REMOVAL FROM THE FACILITY IMMEDIATELY IF THE SENIOR MCSO COMMANDING OFFICER ON DUTY DETERMINES THAT FACILITY SAFETY AND SECURITY GUIDELINES HAVE BEEN BREACHED BY THE VISITOR. VISITORS MAY BE FURTHER RESTRICTED FROM THE FACILITY UPON FURTHER REVIEW AND ORDER OF THE FACILITY MAJOR. VIOLATIONS OF FACILITY GUIDELINES/RULES INCLUDE, WITHOUT LIMITATION, UNRULY BEHAVIOR (EX. FIGHTING, ARGUING, REFUSING TO FOLLOW AN OFFICER'S DIRECT ORDERS, ATTEMPTING TO PASS CONTRABAND TO A RESIDENT OR ALLOW A RESIDENT TO PASS CONTRABAND TO VISITOR, **ALLOWING DETENTION CENTER RESIDENT UNSUPERVISED USE OF COMPUTER/TABLET OR IPAD. SUPERVISED USE MEANS THE PROFESSIONAL IS WATCHING WHAT THE DETENTION CENTER RESIDENT VIEWS ON THE COMPUTER/IPAD AT ALL TIMES.** PROFANITY WILL NOT BE TOLERATED. ANY ITEM CONSIDERED CONTRABAND WILL BE CONFISCATED.

**ANYONE CONSIDERED TO BE UNDER THE INFLUENCE OF ALCOHOL AND/OR DRUGS WILL NOT BE ALLOWED TO VISIT  
ANYONE ENTERING OR LEAVING THE FACILITY IS SUBJECT TO SEARCH AT ANY TIME WHILE ON FACILITY PREMISES**

**EXCEPT AS SPECIFICALLY PERMITTED HEREIN, ABSOLUTELY NO ELECTRONIC DEVICES ARE ALLOWED**

**ANY ITEMS OR BEHAVIOR DEEMED INAPPROPRIATE BY MCSO STAFF IS PROHIBITED, AND VISITS WILL BE TERMINATED**

**BY POSTED NOTICE, MCSO RESERVES THE RIGHT TO AMEND ANY VISITATION GUIDELINES AS DEEMED NECESSARY FOR  
FACILITY SAFETY AND SECURITY**