

Putnam County Sheriff's Department Visitation Registration

Name: _____ Date of Birth: _____

Address: _____ Apt. No. _____

City: _____ State: _____ Zip Code: _____

Drivers License Number or I.D. Number: _____ Issuing State: _____

Phone Number: _____ Name of Inmate You Are Visiting: _____

Relation to Inmate: _____

If you plan to bring a minor to visit an inmate within the facility you will need to fill out an application for yourself and each minor you plan on bringing.

Visitation Rules:

- 1) Inmates are eligible for visitation after they have had their initial hearing.
- 2) Visits are held weekly to permit inmates to visit with family and friends.
- 3) Visits are restricted to family members and friends. Visits will be a minimum of 25 minutes. Visits may be longer if approved by the Sheriff, Chief Deputy, or the Jail Commander.
- 4) Visitors may confirm visitation times throughout the week with jail staff.
- 5) All visitors will enter the building through the main entrance.
- 6) All visitors are required to show proof of their identity and register.
- 7) All visitors are required to maintain control of their personal property (coats, hats, etc.) or store such items in their vehicle prior to entering the jail.
- 8) Visitors are prohibited to enter the facility with any personal items not essential for medical care or visitation requirements (I.e. ID, vehicle keys, diaper bag, etc.) The jail will not hold personal items for visitors.
- 9) Visitors will be scanned by a metal detector wand and/or be subject to a physical search if the jail supervisor determines it necessary.
- 10) A visitor register shall be kept which contains:
 - a) Name, address, DOB, and driver's license/ID number of the visitor.
 - b) Time and date the visit begins and ends.
 - c) Visitors relationship to the inmate.
 - d) Name of the inmate to be visited.

- 11) Visitors may be denied for, but not limited to:
 - a) Unacceptable attire
 - b) Disruptive behavior
 - c) Failure to control minor children
 - d) Failure to provide picture identification as established by jail policy
 - e) Visitors with a prior criminal conviction
 - f) Intoxication or otherwise uncooperative
 - g) Visitors who are on probation/ parole
 - h) Visitors who are on work release or home detention
 - i) Minors not accompanied by a parent or guardian
 - j) Visitors with a history of introducing or attempting to introduce contraband or prohibited property into the facility.
- 12) Visitors must be dressed in an appropriate manner. Attire shall be sensible in nature and not cause contention among jail staff and other visitors. Unacceptable attire includes (but is not limited to):
 - a) Any article of clothing deemed to be profane, visually offensive, or of sexual description or innuendoes,
 - b) Clothing made of transparent material,
 - c) Gang related clothing
- 13) The jail supervisor will allow visitors to leave the jail through the main entrance when visits are completed.
- 14) Inmates and visitors will conduct themselves appropriately at all times. If an inmate or visitor does not conduct him/herself properly, the supervising officer will discontinue the visit, ask the visitor to leave, and return the inmate to their housing area.
- 15) All visitors will leave the visiting area when told to do so by the supervising officer. Visitors are not allowed to enter any other area in the facility unless under escort by an officer.

Printed Name _____

Signature _____

Date _____