

## DETENTION CENTER FAQs

### How do I get to your facility?

Take I-55 to exit 150. Take Hwy 32 east approximately 5 miles to Casey's Gas Station. Turn right onto Basler Drive (just past Casey's Gas Station). The Sheriff's Office is ¼ mile down Basler Drive on the right.

### When may I visit a detainee?

- General Population Detainees: Wednesdays and Sundays 12:00pm to 4:00pm. Visitation blocks are scheduled for a period of 30 minutes. If either the detainee(s) or the visitor(s) delay the start of the visit, the remainder of the 30 minute block will conclude the visit; the lost time will not be made up. Visits are conducted on a first come, first served basis. The last visitation session is seated at 3:30pm. Please arrive 15 minutes early for required paperwork and security check. **No purses, cell phones, food/drink, bags of any kind or electronic devices are allowed inside of visitation. The only item you may bring into visitation is your set of car keys.**
- Civil Detainees: Saturdays 12:00pm to 4:00pm. Please arrive 15 minutes early for required paperwork and security check. **No purses, cell phones, food/drink, bags of any kind or electronic devices are allowed inside of visitation. The only item you may bring into visitation is your set of car keys.**
- All Detainees: If a detainee receives a visit and another visitor arrives for that same detainee on the same visitation day, the second / subsequent visitor(s) will be turned away unless one of the visits is a Clergy visit by an Authorized Clergy member. If a detainee is on Disciplinary, Compliance or Medical Lockdown, they will not be allowed visitation.

### What are the rules for visiting a detainee?

- Persons on Parole or Probation (whether supervised or unsupervised) will not be allowed to visit any detainee. This is our facility policy; the person's PO has no bearing on this policy.
- Persons that have active warrants will not be allowed to visit any detainee. If the warrant is not within extradition limits you will be turned away; if the warrant is within extradition limits, you will be taken into custody.
- Persons 16 years of age and older must produce a federal or state issued photo I.D. and fill out a questionnaire. (See Visitor Questionnaire under Additional Information for printable form).
- A responsible parent or guardian must accompany persons under 18 years of age. Children must be with the parent or guardian at all times. It is the responsibility of the accompanying adult to ensure the minor behaves in a way that is not disruptive to others in the visitation area or lobby.
- No one is allowed in the visiting area with personal property (i.e. cell phone, purse, food recording devices, cameras, diaper bag, packages, etc.). These items must be secured in your vehicle. The only item you may bring into the visitation area is your set of car

keys and your identification. Anyone found with these items will forfeit the remainder of their visit.

- Proper conduct by visitors and detainee is expected. Improper conduct by either party will terminate the visit. Conduct is deemed proper or improper by facility staff.
- Visitors must be appropriately dressed. Shoes and shirts are required. No form-fitting, suggestive, or revealing clothing will be permitted. Persons inappropriately dressed will be refused a visit. Attire is deemed appropriate or inappropriate by facility staff.
- We will not release any property during visitation. To transfer property on a visitation day, a property release form must already have been filled out by the detainee and you must arrive one hour before visitation begins or stay one hour after visitation has ended to receive the property (before 1100hrs or after 1700hrs).
- We will not pass any type of paperwork or mail items. Any type of paperwork or mail items will need to be mailed into the facility following our mail guidelines. See Detainee Mail Policy under Additional Information.

### **What is an Authorized Clergy Visit?**

- Clergy, for the purpose of Clergy Visitation, is defined as: priests, pastors, elder, Rabbi, Imam, etc. of a "brick & mortar" establishment with a verifiable physical address. No internet churches or social media churches are acceptable. Clergy member must be able to produce certifiable documentation upon request.
- As we do not currently have any religious leaders that are able to perform religious services that meet our criteria, we offer the following in lieu of religious services. All detainees will be allowed a second visit on any given normal visitation day IF one of the visits is a clergy member that is on the Approved Clergy List maintained by this facility. Clergy must visit during regular visitation hours/days. Clergy visit will be as any other visit: 30 minutes in duration, no contact visits, first come/first served.
- Only one clergy visit is allowed per visitation day however the visit may include multiple members of clergy as long as all clergy members are on the Approved Clergy List, no other persons may visit during the same time as clergy (no family/friends in booth at same time as clergy).
- Absolutely no items, booklets, paperwork, reading or religious materials, etc. will be passed during visitation; such items will need to be mailed in to the attention of the detainee, following normal mail protocols. Detainees may bring their materials into visitation with them from the block for study with the clergy member however nothing will be passed.
- For a member of clergy to be added to the Approved Clergy List, the clergy member must contact Jail Administration & provide documentation proving their clergy status. Once the clergy member has been cleared through Administration they will be added to the Approved Clergy List and qualify for a Clergy Visit.

### **What may I bring a detainee?**

For security reasons only money and prescription medications are allowed to be brought in to the facility. Funds may be applied to the detainee's account utilizing the kiosk in the rear visitation lobby. This kiosk accepts both cash & credit/debit cards with either a Visa or MasterCard logo. Any prescription medications will be given to our medical staff for assessment/clearance.

**How do I add funds to a detainee's account?**

Detainee deposits are handled by Access Corrections / Cybersuite Correctional Services. You may add funds to a detainee's account by utilizing the kiosk in the rear visitation lobby, by visiting [www.inmatedeposits.com](http://www.inmatedeposits.com) or by calling toll free 1-866-345-1884. Funds must be applied by 9:00am Tuesday to be credited to a detainee's account and be available for the detainee to use on commissary that week.

**May I have a contact visit?**

For security reasons contact visits are not allowed.

**May I give a message to a detainee?**

We do not relay messages to a detainee unless it is a verifiable medical emergency such as a death in the family. Please be prepared to provide staff with the information needed to verify said emergency.

**How do I obtain a Letter of Incarceration?**

If you are in need of a Letter of Incarceration and you are no longer incarcerated in our facility, you must mail your request in writing along with a self-addressed stamped envelope to the attention of Cpl. P. Karol, Custodian of Records – Jail Division. All requests must come from the individual that was incarcerated, not from a third party. If a subject is still currently incarcerated in our facility, that individual must submit an Inmate Request to Cpl. P. Karol requesting a Letter of Incarceration and it will be provided. We will not mail items out for detainees, nor will we fax.

**How may I have a document signed by a detainee and notarized?**

We do not pass any type of documents. You will need to mail the item in to the detainee. The detainee must then submit an Inmate Request stating he/she needs to have an item notarized. We will notarize the document upon their request. The detainee is then responsible for mailing the item back out to the appropriate person.

**How do I bond someone out of your facility?**

- CASH ONLY - You may come to the Detention Center and post the bond with cash. You will need the exact amount as we have no way of making change.
- CASH OR SURETY – You may come to the Detention Center and post the bond with cash or acquire an approved bondsperson to post a surety bond. Ste. Genevieve County is part of the 24th Judicial Circuit and all bondspersons must be approved by Judge Thomas Ray in St. Francois County. See Approved Bond List under Additional Information for a list of bondspersons.
- CIRCUIT CLERK'S OFFICE ONLY - You will need to post the bond in the Ste. Genevieve County Courthouse, Circuit Clerk's office between the hours of 8:00am and 4:30pm Monday through Friday; the clerk's office phone number is 573-883-2705. Ste. Genevieve County is part of the 24th Judicial Circuit and all bondspersons must be approved by Judge Thomas Ray in St. Francois County. See Approved Bond List under Additional Information for a list of bondspersons.