



# Office of the Sheriff

MONROE COUNTY

"ONE TEAM"



Sheriff Todd K. Baxter

Undersheriff Korey K. Brown

130 SOUTH PLYMOUTH AVENUE, ROCHESTER, NY 14614 | (585)753-4178

## 2020 VOLUNTEER ORIENTATION SCHEDULE

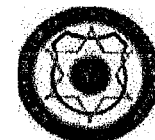
### Location:

**Monroe County Jail  
130 S. Plymouth Ave  
Rochester, New York 14614**

Date	Time	Date	Time
Saturday, January 4, 2020	10:00 AM	Saturday, July 11, 2020	10:00 AM
Tuesday, January 21, 2020	6:30 PM	Tuesday, July 28, 2020	6:30 PM
Saturday, February 8, 2020	10:00 AM	Saturday, August 8, 2020	10:00 AM
Tuesday, February 25, 2020	6:30 PM	Tuesday, August 18, 2020	6:30 PM
Saturday, March 7, 2020	10:00 AM	Saturday, September 12, 2020	10:00 AM
Tuesday, March 24, 2020	6:30 PM	Tuesday, September 22, 2020	6:30 PM
Saturday, April 11, 2020	10:00 AM	Saturday, October 10, 2020	10:00 AM
Tuesday, April 21, 2020	6:30 PM	Tuesday, October 20, 2020	6:30 PM
Saturday, May 2, 2020	10:00 AM	Saturday, November 7, 2020	10:00 AM
Tuesday, May 19, 2020	6:30 PM	Tuesday, November 17, 2020	6:30 PM
Saturday, June 6, 2020	10:00 AM	Saturday, December 5, 2020	10:00 AM
Tuesday, June 16, 2020	6:30 PM	Tuesday, December 15, 2020	6:30 PM

**AA Applicants should complete an application form and pick an orientation date. Submit both to the Intergroup Office, then wait to here from the Corrections Committee if you have been cleared to attend orientation.**

**Arrive 15 minutes before the start of orientation. Late arrivals will be turned away.**





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## Visit Instructions

Attorneys, Law Enforcement, and Monroe County Employees may schedule professional visits as needed. All others (clergy, caseworks, private investigators) must complete the Jail Security Clearance Process (submit a clearance application along with a copy of a driver's license or government photo identification card and attend a Security Orientation session) prior to being allowed to schedule professional visits. Family members and friends may not utilize clearance to schedule professional visits.

All visits will take place in the facility's visitation area. The Monroe County Jail visitation area is located adjacent to the Hall of Justice - utilize the Rochester City Court entrance and then follow the signs posted in the lobby to Jail Visits. After hour attorney visits may be conducted in the Jail by using the Central Control Entrance.

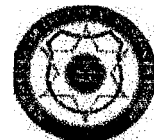
Once clearance is approved, you may schedule professional visits at the Monroe County Jail by emailing [JBVisits@monroecounty.gov](mailto:JBVisits@monroecounty.gov). Clergy, caseworkers and private investigators must schedule 24 hours in advance. Attorneys are encouraged to schedule in advance to ensure timely service.

Hours of operation for professional visits at the Jail are Monday through Friday 8:45 AM to 12:00 PM and 12:30 PM to 4:00 PM. Shift change at the jail is between 2:30 PM and 3:15 PM, and unscheduled visits at the Jail may be delayed during this time.

Everyone entering the facility must present a valid government ID. This includes a state issued Driver's License or ID card, Passport, Military ID, NYS Office of Court Administration ID, Law Enforcement ID, or Monroe County Employee ID. All IDs must be current.

Electronic devices, including but not limited to laptop computers, cellphones, recording devices, and cameras, are not permitted unless approved prior to the visit.

Attorneys and Law Enforcement personnel are permitted to give legal paperwork to the inmates with prior approval. Professional visitors may not give anything to an inmate without prior permission from visiting staff. It is a violation of NYS Law to introduce any contraband item into a Jail. This policy is strictly enforced.



WE ARE PROFESSIONALS  
[WWW.MONROECOUNTYSHERIFF.INFO](http://WWW.MONROECOUNTYSHERIFF.INFO)



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## Jail Clearance Application Procedure

The Monroe County Sheriff's Office requires individuals to submit to a record check and clearance process to be considered for clearance to enter the Monroe County Jail and Andrew P. Meloni: Star Academy for the purpose of seeing individual inmates for professional, programmatic, or religious reasons.

Attorneys, Probation Officers, Parole Officers and Law Enforcement Officers are permitted to enter for professional reasons upon presentation of proper identification without appointment or prior approval. In any case, clearance is for *professional and programmatic purposes*, and may not be used to visit family or friends. Misuse of clearance privileges will result in the loss of the privilege.

### Process to Request Clearance

Obtain an **Application for Clearance to Enter Facilities**, which is available at either facility in Central Control, Administration, or from your Program Sponsor.

The application *must* be completed and returned to the Director of Rehabilitation:

- via mail to:

Director of Rehabilitation  
Monroe County Sheriff's Office  
130 S. Plymouth Ave  
Rochester, NY 14614

- via fax to (585) 324-4263

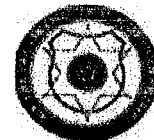
- via email to [JRivers@monroecounty.gov](mailto:JRivers@monroecounty.gov)

- delivered in person to either facility

You *must* attach a copy of a valid driver's license or non-driver's photo identification.

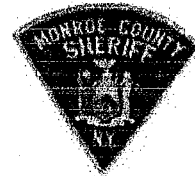
You *must* attend the required Security Orientation prior to being cleared to enter the facility. Orientation sessions are approximately one hour and are offered two times per month. Schedules are available at either location.

Program Volunteers must be part of an approved and staff sponsored program. Applications for participation as a program volunteer should be returned to the staff program sponsor, as their signature is required on your application. Questions regarding your clearance status should be directed to your program sponsor.





**Monroe County Jail and Andrew P. Meloni: Star Academy  
Application for Clearance to Enter Facilities**



\*COPY OF DRIVER'S LICENSE OR PHOTO ID WITH DOB REQUIRED\*

\*You must be at least 18 years old to enter the facilities\*

**Todd K. Baxter - Sheriff**

**Korey K. Brown - UnderSheriff**

**Matthew VanDuzee- Superintendent**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Gender: M  F  Race: White  Black  Hispanic  Asian  Native American  Other

Organization: \_\_\_\_\_ Organization Phone: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

Clearance Type you are requesting: Clergy  Group Church Service  Educational Program

Professional Agency  Rehab Program  AA  NA  Other  (describe): \_\_\_\_\_

Have you ever been arrested? Y  N  If yes, please explain: \_\_\_\_\_

Do you have a Criminal Record? Y  N  If yes, please explain: \_\_\_\_\_

Are you on Probation or Parole? Y  N  If yes, please explain: \_\_\_\_\_

Have you ever been on Probation or Parole? Y  N  If yes, please explain: \_\_\_\_\_

Do you need any special accommodations? Y  N  If yes, please explain: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Sponsor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Office Use Only**

Orientation Completed: Y  N  Date: \_\_\_\_\_

eJUSTICE: Y  N  Date: \_\_\_\_\_

MoRIS Completed: Y  N  By: \_\_\_\_\_ Date: \_\_\_\_\_

Clearance: DENIED  Reason: \_\_\_\_\_

APPROVED  Date: \_\_\_\_\_

Type of Clearance: All Access  Program Only  Visits Only  Contractor Vendor ID

Notified of Clearance: email  phone  mail  in person  Date: \_\_\_\_\_

Completed By: \_\_\_\_\_ PIN: \_\_\_\_\_

Please return this form and a copy of the required ID to facility staff sponsoring your program or to the Director of Rehabilitation, Monroe County Jail, 130 S. Plymouth Ave, Rochester, NY 14614

