

LACLEDE COUNTY SHERIFF'S OFFICE

DAVID MILLSAP – SHERIFF

INMATE VISITATION POLICIES

Visitation

- Facility visits – inmates may have one 30 minute visit a week. The day of the visit will be determined on their housing location. The following rules apply:
 - Inmates can only have six people on their visitation list.
 - Inmates cannot remove anyone from their list once it is complete
 - Inmates shall not list anyone under the age 17, excluding relatives, minor children, under 17 must be accompanied by an adult.
 - ALL visitors must have a valid picture ID, no outstanding warrants. Visitors on Probation or Parole they will need a letter from their officer stating they are permitted to visit.
 - Inmates are only permitted to change the visitation list once every 12 months.
- Facility Video visit – inmates can have one 30 minute visit a week on any day during the hours of 6:00 pm to 8:00 pm. Facility video visits must be schedule prior to the day of the visit.
- Online Video visit – inmates can have up to three thirty-minute visit's a week.
Video Visit – Family and friends can register online at www.icsvideovisit.com or in the lobby at the Laclede County Sheriff's Office.

Inmate Visitation Conduct:

- Inmates not scheduled for a video visit are not permitted to participate in a video visit. Violations may cause the loss of this privilege.
- Inmates causing loud, boisterous or disruptive behavior during or while in route to the visit will have the visit terminated. Such action may result in the loss of all visitation privileges.

Visitor Conduct:

- No revealing or provocative clothing will be permitted.
- Visitors will be responsible for their children. Unruly or unattended children will be cause for termination of the visit. Children are not to be left unattended in the lobby or in the vehicle parking lot.
- Loud, boisterous, or disruptive behavior will not be tolerated during visits and will be cause for the termination of the visit. This also includes lewd and provocative behavior.
- Visitors are not permitted to use another inmates name to video visit another inmate; this will be cause to terminate the visit and the visitor banned from using the video visitation.

Mail – All mail sent to inmates should be addressed as follows:

Laclede County Detention Center
Inmate's Name
240 N. Adams
Lebanon, MO 65536

All mail must be delivered by the U.S. Postal Service.

Both incoming and outgoing mail shall be inspected for contraband. Incoming legal mail will be opened and inspect in front of the inmate for any contraband. Magazines, oversized books and hard back books are not permitted unless approved by the Support Division Commander.

Legal mail is defined as mail from an attorney, or any county, state, or federal court. It is not considered legal mail when it is sent from family or friends, even if it contains legal papers, nor does it include mail to or from doctors, psychiatrists, Child Protective Services, or Social Security.

Inmates are permitted to received books and newspapers sent from the publisher.

The following will not be permitted: photos not printed on photo paper, mail with any foreign substances, provocative photos, cards or letters containing marker, crayon, glitter, or gel ink; mail with staples, extra stamps, paper, or envelopes; no 2nd or 3rd party mail. All unapproved mail will either be returned to the sender or placed in the inmate's property.

Inmates are not permitted to receive correspondence from other correctional facilities.