

## IF YOU ARE A VISITOR

Visits are limited to one hour. A maximum of two people may visit per hour. However, only one person will be allowed into the visitation room at a time. Children under the age of 12 are not permitted to visit. Children 12 to 17 are permitted to visit with an adult who is on the visitation list, and must be immediate family ONLY! A Birth Certificate to prove relationship is required. Photo identification, such as a drivers license is required of each adult visitor.

**Visitors must arrive 15 minutes before the appointment time or they will not be allowed to visit.**

**All visitors are subject to search.**

## IF YOU ARE A VISITOR

<b>Mon...A Block (Gen. Pop)</b>	<b>9 a.m. – 10 a.m. 10 a.m. - 11 a.m. 1 p.m. - 2 p.m. 2 p.m – 3 p.m</b>
<b>Tues...B Block (P/C no mix) (P/C)</b>	<b>9 a.m. – 10 a.m. 10 a.m. - 11 a.m. 1 p.m. - 2 p.m. 2 p.m – 3 p.m</b>
<b>Wed...H-Blk Juveniles Admin. &amp; Medical Isolation</b>	<b>9 a.m. – 10 a.m. 10 a.m. - 11 a.m. 1 p.m. - 2 p.m. 2 p.m – 3 p.m</b>
<b>Thursday...D Block</b>	<b>9 a.m. – 10 a.m. 10 a.m. - 11 a.m. 1 p.m. - 2 p.m. 2 p.m – 3 p.m</b>
<b>Friday...C Block</b>	<b>9 a.m. – 10 a.m. 10 a.m. - 11 a.m. 1 p.m. - 2 p.m. 2 p.m – 3 p.m</b>



## VISITATION RULES

An inmate must submit a Visitation List to Reception. An inmate will be permitted 2 one-hour visits per week and only 1 visitor will be permitted to visit at a time.

Current government issued photo identification (e.g. drivers license) with date of birth will be required to gain entrance.

All personal items must be secured prior to visit. Visitors will be issued a Visitors Pass with a locker number. Personal items will be secured in this locker, or locked out of sight in their vehicle. Visitors may not leave any property with an officer or the receptionist.

Children under the age of 18 shall not be left unattended in the lobby or in vehicles.

Vehicles must remain locked with the windows rolled up at all times the vehicle is left unattended. Pets are not permitted to be left in unattended vehicles.

All visitors are to present themselves in the attire suitable for the occasion. Any visitor that is not properly attired will not be allowed to visit. Footwear must be worn. The following attire will not be permitted: Skirt and shorts more than three (3) inches above the top of the knees; Spandex, halter tops, tank tops, sleeveless shirt or dresses; tops, tank tops, sleeveless shirt or dresses;

Sleeveless tops are permitted if they extend the shoulder area; Bathing suits and see-through garments; midriff or cleavage exposing tops (Shirts

must cover the upper body); No loose pants are to be worn; Neither underwear or buttocks may be visible. No article of clothing with profane pictures or language; no hats, caps or “do-rags”. Any person not properly attired will be asked to leave. Non-compliance to this will result in permanent loss of visitation privileges.

Tobacco products, weapons, cell phones, food or beverages are not allowed in the facility.

Visits may be terminated or denied and the visiting privileges suspended under the following circumstances: Visitor appears to be under the influence of drugs or alcohol, insufficient space available, refusal by inmate or visitor to submit to search procedures, creating a disturbance and leaving the visiting area for any reason.

## CHARGES AND BOND INFORMATION

The best way to obtain information regarding an inmate’s charges or bond is to call the Flagler County Inmate Facility “Reception” at (386) 437-4116.

## INMATE PHONE

You must open an account for an inmate to be able to place outgoing calls. There are two (2) ways this can be done:

- ◆ on the internet: [www.paytel.com](http://www.paytel.com)
- ◆ By phone: (1800) 729-8355

A minimum of \$25.00 account may be opened or funds added to an existing account with a Visa, MasterCard or Check Card by calling PayTel automated Phone System (1800) 729-8355.

Please note that PayTel is an independent telephone company and is not in any way a part/ subsidiary of the Flagler County Sheriff’s Office. As such, all inquiries/problems should be directed to PayTel.

The Flagler County Sheriff’s Office is an Equal Opportunity/Affirmative Action Employer with a commitment to a diverse workforce.

## GETTING MESSAGES TO INMATES

You may communicate with an inmate at any time via the U.S. mail. We receive deliveries Monday through Friday from the U.S. Postal Service. All incoming mail is searched for contraband. Legal and other privileged mail is opened only in the presence of the inmate to whom the mail is addressed.

Inmates may receive postcards, and publications which have been approved by the Corrections Division Director.

The mailing address for inmates is as follows:

Inmate's Full Name  
Booking Number  
Flagler County Inmate Facility  
1002 Justice Lane  
Bunnell, FL 32110

*Incoming/Outgoing inmate postal mail will be returned to sender if it contains any of the following item(s) or substance(s):*

Threats:

- Of physical harm against person;
- Of criminal activity;
- To the security of the jail;
- Of blackmail or extortion;
- Of plans for escape/maps;
- Of activities in violation of Inmate Facility rules;
- Instructions for the manufacture of weapons, drugs, drug paraphernalia, or alcoholic beverages

The postcard or legal letter is in code or any questionable mail to include obscene language, description or depiction of sexual acts/fantasies;

Perfume, lipstick, stickers, glitters, adhesive tapes or glue attached to the postcard or legal letter to include drawings of any kind;

Writing and/or drawings of any kind on the face of the postcard or envelope, other than the sender's and recipient's name and address;

No contact with victim or staff (other than through requests or appeals);

Photographs;

Maps or diagrams pertaining to any Flagler County location, business, government building or residence;

Postcard or general letter in an envelope;

Incoming postcard and legal letters that do not contain the inmate's full name, including booking number;

Stamps and/or writing materials;

Picture postcards, store-bought or home-made postcards;

***We are unable to deliver personal messages. Each housing unit has collect call telephones for inmate use for outgoing calls only. You must be willing to accept the charges if you are called.***

***Inmates cannot receive telephone calls.***

Revised 3.30.2011

## FIRST APPEARANCE COURT

All arrestees who do not bond out of jail will routinely appear before a judge within the first 24 hours of arrest. The judge will inform each arrestee of their charge (s) and bond, and will appoint legal counsel when necessary.

## HOW LONG WILL IT TAKE FOR RELEASES?

Corrections Booking Staff are dedicated to ensuring the prompt processing and release of individuals who have been arrested, however, the amount of time required may be affected by the number of people in Booking at any particular time.

## INMATE FUNDS—COMMISSARY

Only money orders will be accepted. "NO CASH". Money orders are to be made payable to "Flagler County Inmate Trust Fund." The inmate's name and booking number must appear on the money order. They may be mailed or dropped off during regular business hours in the facility lobby.

Deposits may also be made on-line at [www.inmatedeposits.com](http://www.inmatedeposits.com) or by telephone (866) 345-1884.

Subsistence costs will be subtracted from inmate's accounts.

## PROPERTY RELEASE

An inmate may initiate the release of property to you by signing a Property Release Form. You must have a photo ID to receive property.

## MAIL GUIDELINES

Effective January 15, 2011 postcards will be the only form of acceptable incoming and outgoing mail for inmates in custody at the Flagler County Inmate Facility. Postcards must be delivered through the U.S. Postal Service, or a commercially licensed mail carrier.

Plain pre-metered postcards can be purchased at any US Postal Office and must be no smaller than 3 ½ by 5 ½ and no larger than 4 ¼ x 6". Stick-on postage stamps are not allowed.

*Picture postcards are not acceptable.*

There is no limit to the number of postcards an inmate may receive.

There is no change to the guidelines for legal mail and religious publication, as well as books, newspapers and magazines.

Marriage certificates, birth certificates and other documents mailed to or sent from an official government agency/office will be accepted through the mail.

# Flagler County Sheriff's Office

Corrections Division

*Donald W. Fleming, Sheriff*



## VISITOR

## INFORMATION

**We would like to make your visit to the Flagler County Inmate Facility as pleasant as possible. Please take a few minutes to read this pamphlet where you will find the answers to many of your questions.**