

IF YOU ARE A VISITOR

Visits are limited to one hour. A maximum of two people may visit per hour. *Immediate family members under the age of 18 are allowed to visit with an adult who is on the visitation list.* A Birth Certificate to prove relationship is required.

Photo identification, such as a drivers license is required of each adult visitor.

Appointments can be made by contacting "Visitation" at least 24 hrs. in advance Monday through Friday, excluding holidays, between the hours of 8:00 a.m. and 4:00 p.m.

Call (386) 437-4116 extension 345 to make a video-visitation appointment.

Monday to Friday (All Housing Units)	9 a.m. - 10 a.m. 10 a.m. - 11 a.m. 1 p.m. - 2 p.m. 2 p.m. - 3 p.m. 3 p.m. - 4 p.m.
Monday to Friday Confinements & Juveniles)	3 p.m. - 4 p.m.

Inmate housing units and visitation days may change without notice.

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

All visitors are subject to search.

Visitation is done by video and is held at the Flagler County Detention Administration and Visitation Center at 1001 Justice Lane Bunnell, FL 32110.

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



VISITATION RULES

Inmate must submit a Visitation List to Reception, and will be permitted two (2) one-hour visits per week. Current and valid government issued photo identification (e.g. drivers license) with date of birth will be required to gain entrance.

All personal items must be secured in your vehicle prior to the visit. Visitors may not leave any property with a Deputy 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.

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 and failure to properly supervise children.

CHARGES & BOND INFORMATION

The best way to obtain information regarding an inmate's charges or bond is to call the Flagler County Detention Facility's Reception at (386) 437-4116 ext. 300.

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
- ◆ 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.

In addition, inmates have the ability to transfer/use commissary money to purchase phone time.

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 incoming telephone calls.

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 at (1800) 729-8355 or via email from their website www.paytel.com by clicking the link family & friends.

MAIL GUIDELINES

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 general mail, postcards, and brand new & soft bound publications and magazines which have been approved by the Detention Services Senior Director.

The mailing address for inmates is as follows:

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

MAIL GUIDELINES...CONTINUED

Incoming/Outgoing inmate postal mail will be returned to sender if it contains any of the following items or substances. Mail that is not returnable due to lack of return address will be placed in inmates' property.

- Threats:
 - ◆ Of physical harm against person;
 - ◆ Of criminal activity;
 - ◆ To the security of the jail;
 - ◆ Of blackmail or extortion;
 - ◆ Of plans for escape/maps;
 - ◆ Is in code;
 - ◆ Of activities in violation of Detention Facility rules;
 - ◆ Instructions for the manufacture of weapons, drugs, drug paraphernalia, or alcoholic beverages
- Perfume, lipstick, stickers, glitter, adhesive tapes, stamp or glue attached to the letter, postcard or privileged mail;
- 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);
- Polaroid/Instamatic Photographs; in excess of 20 photos; Photographs that contain nudity or are sexually explicit; Photographs larger than 5" x 7";
- Maps or diagrams pertaining to any Flagler County government building;
- Correspondence with inmates at other county, state or federal facilities unless approval is received prior from the receiving facility and the Flagler County Detention Services Director;
- Publications:
 - ◆ Hardbound and used books;
 - ◆ Content in violation of policy;
 - ◆ Not sent from the publisher;
- Does not have the inmate's correct name;
- Incoming postcards, letters or privileged mail that do not contain the inmate's full name;
- Loose postal stamps; more than (2) metered envelopes; more than (4) sheets of blank paper.

PROPERTY RELEASES

An inmate will be allowed to release property only once during his/her incarceration at the FCDF, and must release all property; nothing can be left behind. A release of property form must be submitted prior to the release.

HOW LONG WILL IT BE FOR RELEASES?

Detention Services 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.

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.

INMATE FUNDS—COMMISSARY

Money orders may be mailed or dropped off during regular business hours in the facility lobby. Money orders are made payable to Inmate Trust Fund; include the inmate's name and booking number. Cash or credit cards will be accepted at the facility through the lobby kiosk. Deposits may also be made online at www.MyCarePack.com or by telephone (866) 643-9557 option 2. **Money Orders must be received no later than 4:00pm Tuesday, for the funds to be available for use that same week. Cut-off days and time may change due to a holiday.** Subsistence costs will be subtracted from inmate's account.

INMATE ACCOUNTS

Money in inmate accounts and all personal property will be returned to the inmate less charges incurred while incarcerated at the Flagler County Detention Facility. All charges that remain unpaid after release will be billed by an independent collector, Advent Financial Systems. An invoice, which includes a \$25.00 processing fee, will be mailed giving the former inmate/addressee thirty days from the date of the letter to make payment and/or payment arrangements. The following payment options are available:

- ◆ **Deposit** at any Bank of America: Deposits can only be made for the full amount printed on the invoice. Cash, money order or certified check only.
- ◆ **Mail** full payment with the invoice to: Flagler County Detention Center, c/o Advent Financial Systems, P.O. Box 6333, Elizabethtown, KY 42702-6333. Money order or certified check only – allow 3 to 5 business days.
- ◆ **Credit Card** Call: 1-866-494-8556 Additional processing fees apply.

If unable to make full payment by the due date, please call 866-494-8556 to discuss other payment arrangements. You **must call prior to the due date** in order to be eligible for a payment plan.

Flagler County Detention Facility
1002 Justice Lane
Bunnell, FL 32110
Telephone Numbers: (386) 437-4116
(386) 586-4860

Flagler County Sheriff's Office

Rick Staly
SHERIFF

Accountability • Integrity • Respect



DETENTION SERVICES VISITOR INFORMATION

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