



Office of the Sheriff Monroe County

Patrick M. O'Flynn
SHERIFF

William Sanborn
UNDERSHERIFF

130 SOUTH PLYMOUTH AVENUE, ROCHESTER, NEW YORK 14614 • PHONE (585) 753-4178

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 Monroe Correctional Facility 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 to enter for any other purpose.

You must obtain and complete an **"Application for Clearance to Enter Facilities"**. Applications are available at either facility at 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 Plymouth Ave., South
Rochester, NY 14614\
- via Fax to 585-324-1733
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- Delivered in person to either facility.

You **must** attach a copy of a valid driver's license or non driver's license 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 2 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, their signature is required on your application. Questions regarding your clearance status should be directed to your program sponsor.



"Respect, Integrity, Teamwork, Excellence"

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