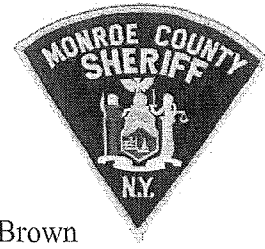




Office of the Sheriff

MONROE COUNTY

"ONE TEAM"



Sheriff Todd K. Baxter

Undersheriff Corey K. Brown

130 SOUTH PLYMOUTH AVENUE, ROCHESTER, NY 14614 | (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

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

- 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.

