

## **Personal Property**

### **Intake**

During initial intake into the Detention Center, all personal property is inventoried, secured and maintained by Corrections Staff until release.

### **During Incarceration**

No personal clothing will be accepted during visitation or through the mail with the exception of court clothing. All other items may be purchased through the Commissary.

### **After Release**

Any personal clothing remaining after release will be maintained in a secured area for up to a thirty (30) day period, it will be disposed of in accordance with Maryland Law.

## **Frequent Telephone Numbers**

Main Number 301-600-2550

Shift Commander 301-600-3012

## **Deposits in Inmate Accounts**

Any money an inmate has at the time of incarceration will be deposited into an institutional account in the inmate's name for commissary purchases.

To place money into an inmate's commissary account, it can only be deposited in their account via kiosks in Visitation via cash, debit card or credit card, or online at [www.smartdeposit.com](http://www.smartdeposit.com). No funds are accepted through the mail.

## **Use of the onsite Commissary Kiosks**

- Cash or Credit Card only
- No bills less than \$5.00 (NO COINS)
- The address on your driver's license must match the billing address on your credit card.

## **Mail**

All personal mail must be routed through the United States Postal Service. All mail is scanned and placed on the tablets that the inmates can use. Please send all mail to the following address

**Frederick County Adult Detention Center**

**Inmate Name, AR#**

**Facility #5294**

**PO Box 18247**

**Greensboro, NC 27419**

## **Requirements for Mail**

- Mail must be 10 pages or less per envelope
- Page size must be no larger than 8.5" x 11"
- Mail can include written or typed pages, photos, drawings or greeting cards. (No Polaroid photos)
- Any mail received with postage due, staff will refuse it and return it to the sender if possible
- No glitter, glue, tape, 3D elements, or electronic components (lights, music, animation)
- No items containing, depicting, or relating to sexually explicit activity, gang activity, illegal activity, violence, drug, or alcohol use, etc.
- No photos of nude or partially clothed persons
- No illegal substances or any other items considered as contraband
- No magazines, books, or packages mailed to mail processing center
- No cash, personal checks, or money orders mailed to the mail processing center
- No originals of important documents such as birth certificates, driver's licenses, social security cards, green cards, etc., as these items cannot be returned
- No original photos or other irreplaceable or valuable items.

# Frederick County Sheriff's Office Corrections Bureau



## Visitor and Family Information

[www.frederickcosheriff.com](http://www.frederickcosheriff.com)

*Please be advised that any information regarding an inmate's status, accounts, records, or incarceration is strictly confidential.*

## **Forward**

This brochure is intended to familiarize visitors and family members with Frederick County Sheriff's Office - Corrections Bureau procedures relating to Inmate Visitation, Telephone Calls, Personal Property, Mail and Inmate Accounts. If you have additional questions after reading this brochure, please ask a staff member for assistance.

## **Telephone Calls**

Telephone calls are outgoing collect calls only! Telephones are turned on at 6:00 a.m. and turned off at 11:30 p.m. daily. Family and friends can set up a pre-paid account with Pay Tel Communications at 1-800-729-8355.

Pay Tel Email: [CSR@paytel.com](mailto:CSR@paytel.com)

Pay Tel Communications Mailing Address:

Pay Tel Communications Inc.

Attn: Customer Service

P.O. Box 8179

Greensboro, NC 27419

The cost for calls are as follows

Local	\$0.07 per minute
In-state	\$0.14 per minute
Out of state	\$0.14 per minute
Canada, USVI, PR, Guam	\$0.14 per minute
Mexico	\$0.50 per minute
International	\$0.75 per minute

The cost for text messaging is \$0.25 per message

## **Video Visitation:**

Video visitation is through [www.Homeway.com](http://www.Homeway.com). These visits can occur either one time a week at the Detention Center for free or unlimited at your home or cell phone for \$0.30 a minute. Offsite video visits are unlimited. You can also send a 60 second video message to your loved one for \$0.60. **All calls are subject to monitoring and recording.**

## **Visitation**

**All visits are subject to monitoring and recording.**

### **Juveniles**

Thursdays 12:30 p.m. to 7:00 p.m.

### **Females**

Saturday 9:00 a.m. to 4:00 p.m.

### **Males**

Sunday 9:00 a.m. to 4:00 p.m.

### **Work Release**

Saturday 9:00 a.m. - 11:00 a.m.

**Registration will begin one half hour prior to the start of each visitation period and conclude one half hour prior to the end of each visitation period.**

All visitors must have photo identification and proof of age and be properly registered prior to entry into the visiting area. Visitors under the age of eighteen (18) must be accompanied by an adult (unless the visitor is the inmate's spouse). You are allowed one (1) - thirty (30) minute visit per week. You must terminate the visit as directed by Corrections Staff. The maximum number of visitors is four (4).

**Failure to follow the directions of Corrections Staff may result in the termination of your visitation privileges.**

## **Rules for Visitors**

1. Visitors must have proper/current photo identification. (No Photo Identification - No Visit)
2. No animals are permitted on Detention Center property or left secured in vehicles. Certified service animals are allowed in the facility during visitation.
3. No bags are allowed in the visitation area. All bags must be secured in your vehicle or secured in a locker. Lockers are located in the visitation lobby and cost \$0.25 per use.
4. Cell phones and cameras are not permitted in the visitation area. **Anyone caught using a cell phone or taking pictures in the visitation area will have their visitation privileges suspended.**
5. Any damage to the visitation area (i.e. lockers, phones, furniture) will result in criminal charges.
6. All visitors are subject to random searches of personal items and clothing.
7. All visitors' vehicles are subject to search.
8. Any visitor attempting to introduce contraband into the facility will be detained pending investigation by law enforcement officers. Subsequent arrest, criminal charges and revocation of visitation privileges will occur for this offense.
9. Obscene actions or gestures will result in immediate termination of the visit. You will be required to leave the visitation area immediately.
10. All visitors will have their photo taken prior to visiting. Refusal of this will result in loss of visitation privileges.