

COUNTY of INGHAM
State of Michigan
SHERIFF'S OFFICE



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NOTICE TO VISITORS
At the Ingham County Jail

As of May 24, 2010, all persons entering the Secured portion Ingham County Sheriff's Office Correctional Facility are subject to a search with an electronic metal detector, and/or metal detector wand and/or physical (Pat) search. Any individual who refuses to be searched will be denied entry into the facility. To help prevent weapons and other dangerous objects from being introduced into the Ingham County Sheriff's Office Correctional Facility, a highly sensitive metal detector has been installed at the secured entrance.

The metal detector(s) used are safe and do not affect or interfere with the operation of pacemakers or defibrillators but may be more sensitive than those used at airports and other public applications. The following procedures will be in effect, effective on May 24, 2010:

In order to successfully clear the metal detector, you will need to be mostly free of metal objects. You will be asked to place all personal items on a tray for inspection. Be prepared to remove your watch, jewelry, belts, badges, suspenders, hair accessories, and/or eyeglasses. Buckles, metal stays, snaps and underwire bras may cause the detector to activate. It may also be necessary that your shoes be removed.

Please note that some medical devices that are worn or some medical implants may activate a metal detector. Orthopedic implants such as hip or knee replacements will almost always activate an alarm. In addition, implant plates, screws, wires, nails, rods or pacemakers may be detected as well.

If you have a medical condition that may prevent you from clearing a walk-through metal detector, you will need to provide the facility with written documentation from a physician stating the conditions that may possibly prevent you from clearing the metal detector. For persons unable to walk through the metal detector, non-ambulatory, written documentation from a physician will be required. Documentation must be provided prior to entry into the facility.

In order to expedite the entry process, all persons entering the facility should avoid excess jewelry, metal hair accessories and clothing with metal affixed, that means buckles, stays, snaps, etc.

Individuals will be given three opportunities to clear the walk-through metal detector. If a person has not cleared after three attempts a handheld metal detector may be used. A pat search of the area where a medical device is located may be required in order to determine that no other items are in that area. Persons needing handheld detection may have to wait until others are processed through the walk-through detector. Please expect a delay if you are unable to successfully clear the walk-through metal detector. Individuals who do not clear the walk-through metal detector and handheld detectors will not be permitted to visit on that day.

The Ingham County Sheriff's Office is committed to operating a safe and secure facility. While we understand that searches can be an inconvenience, they are critical to the mission of the Ingham County Sheriff's Office. We ask that you cooperate with our mission by reporting to this facility with as little metal or other items on your person as possible.

It is important to consider the information that was previously provided if you are planning on going into the secured part of the facility.

Several other rules that apply to all those who are visiting. They are as follows:

- 1) Visits shall be conducted in a quiet, orderly and dignified manner. Yelling, loud talking or the use of profanity during visits is prohibited.**
- 2) Visitors shall not deliver any items to inmates or other visitors during the course of the visit.**
- 3) Proper attire is required. Revealing, seductive, offensive clothing or attire that may present a safety and/or security risk may result in the visitor being denied access to or being removed from the visiting room.**
- 4) Children younger than 18 years of age shall be accompanied by an authorized adult, immediate family member on the approved visiting list, legal guardian or adult properly authorized by the Ingham County Sheriff's Office or the Department of Child and Family Services; being under supervision of the adult at all times.**
- 5) No child shall be left unattended anywhere on institutional grounds including the visiting waiting room.**
- 6) All visitors shall wait in the designated waiting room.**
- 7) The Ingham County Sheriff's Office Correctional Facility is smoke free.**
- 8) Visitors who appear to be under the influence of drugs and/or alcohol shall not be permitted to sign up or visit and may be reported to the Law Enforcement Division of the Ingham County Sheriff's Office.**
- 9) Visitors and inmates shall remain seated at all times during the visits unless otherwise directed or approved by a staff member.**
- 10) No personal items are permitted in the visiting room. Visiting space is limited. Visitors will be signed up on a first come, first served basis.**
- 11) Visitors shall be present when the visit is called or the visit shall be cancelled.**
- 12) Visitors who leave the visiting room during a visit shall not be allowed to re-enter the visiting room and the visit shall be terminated.**
- 13) Visits shall sign up at least 15 minutes before the visitation is expected to begin.**
- 14) Children shall be included toward the number of visitors allowed in the visiting room.**
- 15) Visitors will be responsible for the conduct of any person accompanying them to the Ingham County Sheriff's Office Correctional Facility. Violation of these rules by those persons may be subject to the visitor being removed from the visiting list.**
- 16) Visit termination. A single visit or all visits may be cancelled, denied or terminated by a supervisor or Command at any time as the institution requires for safety. The termination may occur due to reasonable belief that continuation of the visit could jeopardize the safety and order.**

Major Sam L. Davis
Jail Administrator