



# Office of the Sheriff

MONROE COUNTY

"ONE TEAM"



Sheriff Todd K. Baxter

Undersheriff Corey K. Brown

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130 SOUTH PLYMOUTH AVENUE, ROCHESTER, NY 14614 | (585)753-4178

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## Jail Clearance Application Procedure

The Monroe County Sheriff's Office requires individuals to complete the clearance process, including a record check, in order to be considered for clearance to enter the Monroe County Jail facilities for the purpose of seeing individual inmates for professional, programmatic, or religious reasons.

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*** and ***Family-Friend Custody Form***, which are available online or from your program sponsor.

The two forms ***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](mailto: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. Please note you must turn in your clearance forms and sign up for the orientation one week prior to the orientation.

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.

