

Office of the Sheriff  
St. Mary's County, Maryland  
Corrections Division

## Visitor's Guide

**Cell Phones:** Cell phones are prohibited from the detention center during visiting hours.

**Inmate ID Number:** Inmate ID numbers may be found on the Sheriff's Office website:

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

↳ Division

↳ Corrections Division

↳ Inmate Lookup

**Telephone:** Incoming inmate telephone calls are not permitted; however, an inmate telephone system is contracted with ICSolutions Advanced Technology. Contact Information: Customer Service: 1-888-506-8407; Pre-paid Services (888) 506-8407, [www.ICsolutions.com](http://www.ICsolutions.com) or email [customer@ICSolutions.com](mailto:customer@ICSolutions.com) .

**Commissary Accounts:** Money orders are no longer accepted in the lobby drop box. Visitors may immediately deposit funds in an Inmate's Account utilizing:

- a. The Kiosk machine in the detention center lobby.
- b. Online at [AccessCorrections.com](http://AccessCorrections.com)
  - i. Inmate ID required
- c. Call [AccessCorrections](http://AccessCorrections.com) at 866-345-1884.
  - i. Inmate ID required
- d. Money Orders may be mailed to an inmate. Money orders are to be made payable to the St. Mary's County Detention Center (SMCDC) in care of Inmate's Name. Money orders received in the mail are deposited in the inmate's account with a ten (10) day hold. Inmates are notified and sign for its receipt.

Any cash or checks received in the mail are returned to sender.

**COMMISSARY ORDERS:** Commissary may be ordered by family and friends for inmates while in the St. Mary's County Detention Center. The commissary orders will be delivered on Fridays by Keefe Commissary Delivery Personnel. Commissary orders may be placed utilizing:

- a. Call Access SecurePak at 1-800-546-6283
  - i. Inmate ID required
- b. Online at [www.stmarysmdppackages.com](http://www.stmarysmdppackages.com)
  - i. Inmate ID required

All commissary orders for all inmates must be submitted by Wednesday evenings by 11:00 PM in order for delivery on Friday. You can call 1-800-546-6283 twenty-four (24) hours a day to check the status of your order. Customer Service hours are Monday – Friday 8:30 AM – 11:59 PM EST and Saturday 11:00 – 5:00 PM EST.

**VISITOR ATTIRE:** ALL VISITORS MUST HAVE SHIRT AND SHOES. BIKINI HALTER TOPS AND SHORT SHORTS ARE NOT PERMITTED.

**VISITING:** Visiting hours at the Detention Center are:

<b>SUNDAY</b> ICE Males/Work Release Work Incentive	<b>MONDAY</b> Females Behavioral Adjustment Unit (BAU) (Males)
11:30 AM – 1:30 PM Males	5:30 PM – 6:00 PM Male BAU
2:00 PM – 3:30 PM ICE Males	6:00 PM – 6:30 PM Protective Custody Females
	6:30 PM – 9:30 PM Females
<b>TUESDAY</b> Inmates A – F	<b>WEDNESDAY</b> Inmates G - L
6:00 PM – 6:30 PM Protective Custody	6:00 PM – 6:30 PM Protective Custody
6:30 PM – 9:30 PM Males	6:30 PM – 9:30 PM Males
<b>THURSDAY</b> Inmates M – Z	
6:00 PM – 6:30 PM Protective Custody	
6:30 PM – 9:30 PM Males	
<b>Note: Visitor's must be signed in 45 minutes prior to visitation ending.</b>	

Inmates may identify three (3) persons as visitors. Additions, deletions and changes to this list are permitted within the first 72 hours of incarceration and every 30 days thereafter, with the approval of the Shift Supervisor. Inmates are allowed one (1) visitor at a time and no more than three (3) visitors each visiting period. Visits are limited to ten (10) minutes per visitor. Visitors must be at least eighteen (18) years of age or the legal spouse of an inmate. Due to space and time constraints, visitors with children are requested to come alone. Unauthorized visitors and children under 18 years of age are not allowed inside the Detention Center during visiting hours.

**SPECIAL VISITATION:** The second week of each month is designated as Special Visitation Week. During that week, an inmate may elect to have two (2) of his/her minor children aged 17 or younger visit them while incarcerated. A parent or guardian who must be at least 18 years of age or the legal spouse of an inmate must accompany minor children. Children under the age of 17 must be under constant supervision of the parent or guardian named on the visitors list at all times while in the visitation area.

In the event (2) children register to visit an inmate, only one (1) child is allowed in the visitation area at a time. The first child is accompanied by the parent or guardian in the visitation area while the second remains in the lobby under supervision of an adult caregiver (aged 18 or older) designated by the parent/guardian. Under no circumstances shall any individual be allowed to visit an inmate who is not designated on the inmate’s Visitor List.

If an inmate does not have children, or chooses not to have his/her children visit while incarcerated, the Visitors List for Regular Visits applies to the second week Special Visitation as well.

**IDENTIFICATION:** All visitors must have positive photographic identification:

A.	State of Maryland Drivers License
B.	State of Maryland Identification Card (Issued by the Maryland Vehicle Administrative (MVA)
C.	Other State Driver’s License
D.	St. Mary’s County Government Employee Identification
E.	State of Maryland Employee Identification
F.	United States Military Identification
G.	United States Military Dependent’s Identification
H.	Identification cards issued by the St. Mary’s County Sheriff’s Office to include employees, volunteers, courts and contractual staff, etc.
I.	United States Passport/VISA

**PUBLISHER ONLY RULE:** All books, periodicals or magazines must be sent to the inmates by the publisher. All books must be soft bound, any hard back books will be returned to sender. Books publications or magazines received from any other source are returned to sender.

**POSTAL SERVICE:** Mail is defined as any written communication or parcel from one person or entity to another. There is no limit on the volume of mail an inmate receives or the length, language, content or source of mail with the following exceptions: **All correspondence must be written on plain white paper / stationery no larger than 8-1/2" X 11", contain no more than three (3) Photographs (up to 5" x 7"), hard core pornography, manuals for making weapons or explosives, greeting cards, coloring book pages / drawings/hand drawn pictures, scribbling, glitter, etc... or any other letters, books, magazines or periodicals that pose a threat to the order, welfare and/or security of the facility.** All mail (letter or packages) addressed to or intended for inmates or detainee's must arrive at the Detention Center via the United States Postal Service, the St. Mary's County Government Metro Mail, Federal Express, United Parcel Service (UPS) or any other regulated delivery service.

**ADDRESS EXAMPLE:**

John R. Doe  
St. Mary's County Detention Center  
41880 Baldrige Street  
Post Office Box 960  
Leonardtown, Maryland 20650