

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

Visitor's Guide

Cell Phones: Cell phones are prohibited from the detention center in the Visitation Area.

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 or email customer@ICSolutions.com.

Inmate 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.
 - i. Inmate ID required
- c. Call AccessCorrections at 866-345-1884.
 - ii. 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 **and Rehabilitation 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: Family and Friends may send care packages to inmates. There is a wide selection of drinks, snacks, etc... Orders may be placed at marylandpackage.com or 1-800-546-6283.

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.

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

Effective December 11, 2017

VISITING: Family and Friends wishing to visit need to go to the below website to create an account and schedule for visitation:

www.ICsolutions.com

- All visits have to be scheduled at least 24 hours in advance and up to one week in advance.
- All visits are 25 minutes long. Offsite Visits can be done by the Visitor at home using a computer or phone with a camera and a Windows or Android operating system. Currently, Visits cannot be done on an IPHONE.
- All visits are recorded and monitored. Any violations of the visitation rules may result in termination of your visit and / or suspension of your visitation privileges and the privileges of the inmate.
- Inmates and visitors must be on time for their visits. Inmates check the Kiosks daily to see if they have a visit scheduled. It is the inmate's responsibility to check to see if a visit is scheduled.
- Visitors log in to the Visitation Kiosk using the same visitor registration number established at registration.
- The Inmate Portal lists who is coming to see them and they can cancel the visit if they do not want to see the visitor.
- If family or friends have any issues scheduling or creating accounts, they can call IC Solutions Video Support @ 1 (888) 646-9437. Do not have the family call the detention center for issues with scheduling or registering.
- 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 visitation registration. Under no circumstances shall any individual be allowed to visit an inmate who is not designated on the visitation registration.
- Three (3) On-site Visits per week. Unlimited Off-Site Visits per week.
- It is important to give a valid email address when scheduling visitation as this is how notifications are made of canceled visitations.
- **CELL PHONES ARE PROHIBITED IN THE VISITATION AREA!**

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 Drivers 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

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, scribblings, 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
Post Office Box 960
41880 Baldrige Street
Leonardtown, Maryland 20650

Effective January 1, 2018:

**John R. Doe
St. Mary's County Detention and Rehabilitation Center
41880 Baldrige Street
Leonardtown, MD 20650**