

BUCHANAN COUNTY

BILL PUETT

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SHERIFF'S OFFICE

SHERIFF

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Inmate Visitation and Inmate Property Release – Policy Change

To improve efficiency and the services we offer to our citizens we are changing some of the inmate visitation policies and the way we intake and release inmate property.

Visitation

Effective July 31, 2017 inmate visitation will change. Inmate visitation will be expanded to both Saturday and Sunday.

All visitation rules and requirements will **not** change.

Scheduling a visit will **not** change - citizens wanting to visit an inmate will still be required to call and make an appointment for visitation. Inmate visitation is on a first come – first serve basis. You can only schedule (1) one visit per call – multiple visitation appointments per call will not be accepted.

An inmate will be allowed (2) two 20-minute visits per weekend – one visit each day. Any second visit cannot be from the same citizen that visited on Saturday.

All inmate's first visits are the priority of the Sheriff's Office. If it is not possible to accommodate all inmate's first visits the Sheriff's Office may cancel an inmate's second scheduled visit on Sunday. Second visits will only be granted as long as all inmates have received their first visits.

Inmate Property – Drop Off – NEW Procedure

White in color undergarments may now may be dropped off at any time during visitation for an inmate. The established number of items that can be dropped off for an inmate will **not** change. All white undergarment items must have the inmate's first initial and last name in permanent marker on each item. Accepted white undergarments are:

- Men's briefs, boxers, or boxer briefs
- Socks – pair
- Women's sports bra
- Women's briefs
- Long insulated underwear

Persons wanting to drop-off or pick-up property will be served on a first come-first serve basis. When the person enters the lobby they should take a number and wait for their number to be called. When the person's number is called they should go to the reception glass and speak to the Visitation Clerk. The Visitation Clerk will then assist the citizen with picking up or dropping off the property for the inmate.

Property will be accepted or released when the Visitation Clerk is not busy sending a group up to visitation or receiving a group back from visitation, and returning their identification cards.

Citizens dropping off or picking up property will be required to go to the reception glass when called. If a citizen is not present when their number is called the Visitation Clerk will move onto the next number. Citizens should be aware if they are having a visit, outside smoking, etc. the Visitation Clerk will not wait. The citizen will be required to take a new number when they return to the lobby.

Inmate Property – Release – NEW Procedure

Citizens who are picking up an inmate's property being released because the inmate was sentenced to prison or the inmate is releasing their personal property may pick up the inmate's property at any time during visitation if the citizen has scheduled a pick-up appointment for the property to be released.

All property will be released in accordance with Sheriff's Office policies and procedures.

Inmates who want to release their property must complete the "Inmate Personal Property Release Form" identifying who will be picking up the inmate's property.

When an inmate releases property the inmate must release all of their personal property – we will not do partial or one item releases – Exception: an inmate not being sent to prison will not be allowed to release their clothing to worn upon release from custody.

It is the inmate's responsibility to notify the person the inmate wants to pick-up their property.

The citizen identified on the form that will be picking up the inmate's property must call and schedule an appointment date with the Receptionist before they can pick-up the property. The inmate property pick-up will work the same as scheduling a visitation appointment. The citizen must call 816-236-8888 before Friday at 1:00 p.m. The citizen will need to give the Receptionist; their name, the inmate's name, and which date they will be picking up the property. Property **will not** be released to citizens who do not schedule an appointment.

An inmate that is sentenced to prison, must have the person picking up their property schedule an appointment to pick-up property by the third weekend, basically 21 days, after that inmate is transferred to prison or the property will be deemed abandoned and the property destroyed.

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Handwritten signature of Sheriff Eric Pruitt in blue ink.