

# KCSO

*Professional  
Visitor Handbook*



# **Kent County Correctional Facility (KCCF)**

703 Ball Avenue NE  
Grand Rapids, MI 49503

Administration:  
(616) 632-6400  
Inmate Information:  
(616) 632-6300

## **Kent County Sheriff's Office Headquarters**

701 Ball Avenue NE  
Grand Rapids, MI 49503  
Phone: (616) 632-6100

Hours: 8:00 AM - 4:30 PM, Monday – Friday



## Mission Statement

The mission of the KCSO is to preserve and protect the safety and security of the residents of Kent County and to provide fair, impartial, and humane treatment to those entrusted to our care.

## Values

Our team of professionals at the KCSO will serve with integrity, compassion, and empathy. We will strive to deliver equitable access to diverse services.

## Vision

The KCSO will be the guardians of the community. We will serve through vigilance, professional excellence, innovation, and empowerment.

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*All persons entering the Kent County Correctional Facility are governed by a set of guidelines that are designed to ensure the safety and security of the facility, staff members, visitors, and inmates. These guidelines enable the institution to function smoothly and provide participants with clear, safe operating parameters.*

## KCCF Building and Procedural Definitions

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- **Kent County Correctional Facility (KCCF):** The facility that houses multi-level-security inmates.
- **Lockdown:** The Jail is on lockdown between 11:00 am - 1:00 pm and 5:00 pm - 7:00 pm every day of the week. During this time there is to be no inmate movement. All visits in the jail must end before lockdown times.
- **A Building:** This is the lobby in the front of the jail where professional visitors check in with an officer or cadet. This lobby also leads to the processing office for bonds and releases.

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## **Code of Conduct for Personal and Professional Visitors**

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- Visitors will abide by the rules that are posted in the visitation area, or they will be subject to immediate dismissal from the facility and/or loss of visiting privileges.
- **No cell phone, recording device, or camera will be allowed into the personal visitation area.**
- Visitation will not be permitted if the visitor appears to be under the influence of drugs or alcohol.
- Visitors will adhere to certain rules of dress. High-cut shorts, halter tops, low-cut dresses or blouses, tank tops, and dresses with slits past the knee will not be allowed. Shirts and footwear must be worn.
- During the visit, the visitor will always remain seated.
- The use of gum, food, drink, matches, lighters, and/or all tobacco products is prohibited within the Correctional Facility.
- A supervisor can deny any visit when there are reasonable grounds to believe that the visit might endanger the facility's good order or security.
- A professional visitor cannot use the professional visiting privilege to visit a relative. The visit must occur and count as a regular visit.
  - EXCEPTION: If the professional visitor is the Attorney on record for the inmate, visitation in a professional capacity is permitted.
- Children will not be left unattended in the visitation or processing lobby area.

### **Special Notes**

- Visitation schedules are adhered to, but unforeseen lockdowns and/or other situations within the facility could delay or cancel visitation.
  - The professional visitor must successfully pass through the metal detector before being allowed into the facility.

- All non-essential personal items will not be allowed into the facility's secure perimeter. These items should remain in the visitors' vehicle or secured in a locker in A-building.
  - Non-essential items can be included but are not limited to car keys, toiletries, purses, oversized bags, weapons, etc.
  - Any business tote or briefcase will be searched for contraband before entering the facility's secure portion.
- Cell phones and other electronic recording devices are prohibited in the video visitation area. Lockers are available for the storage of personal items. Using a locker costs \$0.25, quarters only. Change is not available at the facility. The quarter will be refunded after the locker key is returned.
- If there are any concerns regarding an inmate's stability, such as suicidal statements, depression, or mental health issues, Correctional Staff should be notified.
  - Jail Mental Health Services Hotline: 616-632-6222
  - Inmate Information Line: 616-632-6300

### **Professional Visitation Overview**

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#### Obtaining Prior Approval for Professional Visitation:

- The Jail Administrative Assistant should be contacted at 616-632-6401 to obtain the necessary paperwork for professional visitation authorization. The following professional handbook and forms are required to be completed to process this request:
  - Receive and read the Professional Visitor Handbook
  - Complete the Professional Visitor Sign-Off Form
  - Complete the Professional Visitation Clearance Form
  - Complete PREA Training and the related PREA Training Form.
- All representatives of the agencies listed below will be required to present picture identification and a letter of introduction from the agency. If the agency has a formal type of I.D. card, that can be substituted for the letter of introduction.
  - Professional Visitors include: Juvenile Delinquency Staff; Child Protective Services Staff, Bethany, D.A. Blodgett, Catholic Social Service, and Kent County DHS worker, including social workers and Foster Care Agencies; Mitigation and Investigation specialists acting on behalf of an attorney; Clergy: Medical or Mental Health Professionals.
- Visitors must create an online profile at [smartinmate.com](https://www.kentcountymi.gov/963/Inmate-Visitation) to utilize remote or on-site video visitation and complete the required approval process through Jail Administration. Upon successful completion of both steps, the visitor will be able to schedule video visitations independently.

- The online profile will require visitors to upload a photo of both their driver's license and employee ID. If either of these documents is missing, the online visitation system will automatically reject the request.

Professional Visitors That Do Not Require Prior Authorization:

- The following approved identification will not require prior approval but must present the identified identification and a government-issued ID with the same name.
  - KCSO-issued cards.
  - Probation/Parole ID
  - Attorney Bar card
  - Police Agency ID
  - Court personnel ID

Visitation Information:

- While some degree of confidentiality is important, professional visitors are required to immediately report any indication of planned escape, violence, suicide, or anything that could jeopardize the safety and security of the facility.
- Professional Visitation Locations/Types:
  - **C1:** Direct contact visitation located near Central Control
  - **C1M:** In-Direct contact visitation with a pass-through slot for paperwork
  - **Video Visitation**
    - No charge is incurred for any professional visitors.
    - Can be conducted remotely or on-site in A Building
    - Video Visitation is recorded unless one of the following groups:
      1. Law Enforcement.
      2. Attorney.
      3. Mitigation and Investigative Specialist.
      4. Child Protective Services Staff.
      5. Adult Protective Services Staff.
      6. Juvenile Delinquency Staff.
      7. Any Medical or Mental Health Professional.
      8. Probation and Parole Staff.
      9. Clergy.
- Professional Visitation time frames:

- Attorney video visitation can be scheduled for the same day. The visits can last up to 60 minutes.
- All other professional video visitations must be scheduled 24 hours in advance. The visits are for 30 minutes.
- The Jail Administration must provide prior approval for professional visitation.
- If a professional visitor does not have an approved ID or prior approval from the Jail Administration, they will not be permitted to visit.
- All representatives of the agencies listed below will be required to present picture identification and a letter of introduction from the agency. If the agency has a formal ID card, it can be substituted for the letter of introduction.
  - Juvenile Delinquency Staff.
    - Visiting: Seven days a week, in C1 or C1M, except during lockdown periods.
  - Child Protective Services Staff, Bethany, D.A. Blodgett, Catholic Social Service, and Kent County DHS worker, including social workers and Foster Care Agencies.
    - Visiting: Seven days a week, except during lockdown periods, using a video visitation booth or in C1M if a signature is needed.
  - Mitigation and Investigation specialists acting on behalf of an attorney.
    - Visiting: Seven days a week, in C1, except during lockdown periods.
  - Clergy:
    - Visiting: Seven days a week, using a video visitation booth or in C1M, except during lockdown periods.
    - Visitation in C1 will be evaluated on a case-by-case basis and must receive prior authorization by the Jail Administration.
  - Any Medical or Mental Health professional seeking professional visitation clearance should coordinate directly with the Jail Administration in advance.
    - Visiting: Seven days a week, in C1, except during lockdown periods.
- A-Building staff must confirm that the professional visitor has been approved before scheduling any visitation. The visitor must produce a valid picture of government-issued identification.
- Once the staff has verified that the visitor is an approved professional visitor, they will sign in and be issued a visitor's pass.
- Professional visitors will be allowed to visit any time during regular operating hours, except during meal lockdown periods.

- Operating hours for the on-site visitation areas are between 8:00 AM and 7:00 PM, Monday through Sunday. The Sergeants will evaluate circumstances and determine whether any exceptions will be approved.
  - Offsite Video Visitation will be from 8:00 AM to 10:00 PM, seven days a week, excluding lockdown periods.
- Professional visits will not count against the inmate's weekly personal visits.

### **Procedures for Professional Visitation**

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- The professional visitor will enter the A Building lobby and fill out a visiting pass. The staff will verify the professional visitor's identification.
- Upon approval for visitation, the visitor will either:
  - Turn in a visitation sign-off form to be kept on file.
  - Or, receive a copy of the professional visitation handbook and required sign-off form. The handbook and form must be read and signed before visitation is permitted.
    - The handbook sign-off only needs to be completed once every five years. Visitation will automatically expire on the designated date, and the sign-off form must be completed again at that time.
- The professional visitor will be allowed to bring in electronic devices only if they are essential to the visit. Examples include laptops or cellular devices.
  - Visitors must document on the visitation pass what electronic device types they bring into the Correctional Facility each time they visit.
  - Visitors are prohibited from the following:
    - Making calls in the presence of inmates
    - Taking any photographs or video recordings while in the secure perimeter of the Correctional Facility.
    - Bringing contraband into the facility. This includes anything not issued to an inmate or explicitly approved by the Jail Administration. This can include, but is not limited to, pencils, pens, paper, paperclips, paperwork with staples in it, envelopes, stamps, food items, etc.
  - Visitors caught violating the above-outlined conditions will be immediately reported to a supervisor.
- The professional visitor will be given a professional visitor's ID tag. It must be worn above the waist and be visible to Corrections staff.
- The professional can visit with any number of inmates in the facility.
  - It is the professional visitor's responsibility to fill out a professional visitor pass for each inmate they want to visit before proceeding to the visiting area.

- They will take one pass at a time with them and present it to the visiting area staff upon their arrival.
- All weapons will be secured in the gun boxes provided behind the A Building Information desk. A gun box key will be given in exchange for the professional visitors' ID.
- The professional visitor must successfully pass through the metal detector before being allowed into the facility.
- All non-essential personal items will not be allowed into the facility's secure perimeter. These items should be kept in the visitors' vehicle or stored in a locker in A-building.
  - Non-essential items can be included, such as car keys, toiletries, purses, oversized bags, and weapons.
  - Any business tote or briefcase will be searched for contraband before entering the facility's secure portion.

### **Personal Visitation Guidelines**

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All visits can begin at midnight the night before the requested visitation date.

A visitor may schedule by:

- Scheduling online using the Smart Communications website ([www.smartinmate.com](http://www.smartinmate.com))
- For visitors who do not have access to a computer or have an e-mail address, a kiosk is available in the visiting lobby.
- To visit an inmate, a person must be at least 18 years old and provide a picture of government-issued identification.
- A child under 18 years old must visit with an adult.
- A maximum of two visitors is permitted to visit at a time. An infant or child does count as one visitor.
- Visitors must check in AT LEAST 20 minutes before their visit starts.
- All general population adult and juvenile inmates will receive one free weekly visit.
- Exceptions may be:
  - Inmates in designated special programs are eligible for additional visits.
  - Inmates on medical isolation, elevated suicide watch, or cell restriction.
  - Any other inmate, the Jail Administration determines for safety and security reasons.
- Inmates in the general population will be allowed to visit seven days a week.
- Onsite Visitation at KCCF will be as follows:

- Visitation hours are between 8:00 AM to 5:00 PM, excluding lockdown periods, Monday through Sunday.
  - Lockdown periods are from 11:00 AM to 1:00 PM and from 5:00 PM to 7:00 PM.
- The first video visits each week that occur on-site will be free.
- Visitation for trustees will be during regular visitation hours, seven days a week.
  - Working trustees will receive three free on-site video visits per week outside their scheduled working hours.
- Additional visits can be purchased and scheduled each week.
- Offsite Video Visitation will be from 8:00 AM to 10:00 PM, seven days a week, excluding lockdown periods.
- The public can purchase and conduct unlimited video visits each week. The cost per visit is \$0.12 per minute with a maximum visitation time of thirty minutes.
- Special/additional visitation may be allowed at a supervisor's discretion.

### **Restrictive Housing Unit Visitation**

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- Inmates in disciplinary restrictive, and administrative restrictive units, but not on cell restriction, are permitted one free personal on-site visit per week. Their visitation hours are between 8:00 AM and 9:00 AM on Friday, Saturday, and Sunday.
- Inmates on cell restriction will not be permitted personal visits for up to the first fifteen days of their restriction. If the inmate is in disciplinary restriction for more than one restriction consecutively, they will be allowed a personal visit every sixteen days upon request.
- They will be allowed professional visits following the previously outlined visitation time frames.

### **Inmates Requiring Approved Visitation**

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- When determined by the Jail Administration, an approved visitor list will be established for the following inmates
  - Juveniles
  - Inmates with Legal Guardian
  - Developmentally Disabled and without a Legal Guardian
- The Jail Administrative Assistant will enter an event in the visitation system, preventing these inmates from receiving personal visits until a list of approved visitors is established. This list will remain in effect for the duration of the inmate's stay unless otherwise determined by the Jail Administration or ordered by the courts.
  - The Jail Administrative Assistant will mail the approved visitors form to either the parents or the legal guardian. In cases where the inmate is developmentally disabled and lacks a legal guardian, the inmate will complete a visitor's form.

- Once the form is returned to the Jail Administrative Assistant, it will be entered into the visitation system.

### **Hospitalized Inmate Visitation**

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- An inmate who has been admitted into the hospital will not be permitted visitors without the approval of the Jail Administration.
- The Jail administration must approve attorney and/or emergency visitation due to serious medical conditions. These approved visits are also subject to the respective hospital visitation rules.
  - Deputies assigned to provide security will be aware of the visit before the occurrence. Upon arriving at the inmate's hospital room, the visitor must present a valid government-issued identification to the deputy to verify their identity.
  - The deputy may search any items brought by the visitor before admittance into the room.

### **Additional Visiting Information:**

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- Do not accept any gifts or favors from inmates and/or do not do favors for them. Do not send letters, relay messages on their behalf, or make purchases for them. Basic needs are adequately provided to all inmates.
- Do not bring contraband into the facility. Contraband is anything not issued to an inmate or explicitly approved by the Jail Administration. This includes, but is not limited to, any electronics, pencils, pens, paper, paperclips, stapled paperwork, envelopes, stamps, food items, etc. **Under Public Act 7 of 1981, it is a felony, punishable by up to five years' imprisonment and/or a maximum fine of \$1,000, for prisoners to possess or for anyone to furnish prisoners with weapons, alcohol, or controlled substances in a correctional facility.**
- Never interfere with facility procedures or become involved in an inmate's disciplinary proceedings.
- Do not engage in physical contact other than a handshake. Any contact beyond this is to be avoided.
- While some degree of confidentiality is important, professional visitors are required to immediately report any indication of planned escape, violence, suicide, or anything that could jeopardize the safety and security of the facility.
- This facility has a no-hostage policy. This means that the facility will not allow any inmate to barter or exchange hostages for certain non-negotiable demands such as drugs, weapons, transportation, and/or release from confinement. In a hostage situation, the life and well-

being of a hostage are of primary concern while emergency plans and negotiations are implemented.

## **Incoming Personal Mail**

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All incoming personal mail, including all paper correspondence such as letters, cards and photos, must be mailed to:

Smart Communications/Kent County

First and Last Name and Booking Number

PO Box 9216

Seminole, Florida 33775-9195

**Incoming personal mail will not be accepted at the correctional facility and will be returned to the sender.**

- At the Smart Communications mail processing facility, all mail is inspected for contraband and then converted to electronic form for delivery through provided tablets and kiosks.
- All mail is inspected for contraband, drugs, and biohazards before being scanned. The mail processing facility will reject mail containing these items, which will not be scanned.
- Incoming mail will be scanned and accessible on the tablets/kiosks up to forty-eight hours after receipt at the mail facility, excluding weekends, holidays, or emergencies.
- To access mail, you must establish a personal identification number (PIN) to set up an account through the tablet or kiosk.
- A copy of the envelope and all contents will be scanned. Objectionable portions of incoming or outgoing mail will not be blacked out, removed, or otherwise altered. Such correspondence will be delivered electronically unaltered, or it will be completely rejected.
- All digital correspondence is subject to review. If any mail is rejected, you will receive an electronic notice explaining why the correspondence was rejected.
- Any mail received for someone not in custody or housed at another facility will be returned to the sender.
- Electronic mail/correspondence will not be withheld for disciplinary reasons.

### **Items Not Permitted/Accepted at Mail Processing Center:**

- Any packages containing books or magazines.
- Pictures containing any type of drugs, firearms, gang signs, pornographic or are sexually explicit in nature.
- Inmate-to-inmate mail is prohibited. Any mail generated from an outside facility will be denied.
- Items other than those listed above may be denied based on the potential threat that they may pose to the safety and security of this facility.

## **Outgoing Inmate Mail**

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Inmates can purchase envelopes, paper, and postage stamps through commissary. According to the indigent kit schedule, indigent inmates will be provided with paper, stamped envelopes, and a writing utensil.

- All outgoing inmate mail must have a complete return address, including the inmate's first and last name and the Facility address.
  - Mail without the required return address will be left with the inmate until the inmate's name and Facility address are included.
- All outgoing mail from the facility will be stamped "Originates from the Kent County Correctional Facility" on the envelope.
- Mail sent from an inmate to an inmate within Kent County Correctional Facility is strictly prohibited. It will be considered contraband and not forwarded to the inmate.

## **Inmate Telephone Privileges**

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Telephone access is provided to the inmates between 8:00 a.m. and 10:00 p.m. Calls may be monitored and/or recorded at any time.

- All calls are outgoing only and billed at \$0.07 a minute through Smart Communications. The calls can be paid for through a prepaid account or through the inmate debit account.
- Accounts can be set up through [www.smartinmate.com](http://www.smartinmate.com) or calling customer support at 727-349-1561
- If you do not wish to be charged, do not accept the call.
- Telephones are in every facility housing unit and the booking area.
- Inmates are allowed access to the phones during their dayroom periods.
- The facility does not accept incoming calls or messages.
- If you have been receiving unwanted phone calls from inmates from this facility, you may request a "block" to prevent any more future calls from reaching you by calling (616) 632-6400 and selecting option 2 to speak to a supervisor.

## **Inmate Tablets**

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All messages and pictures are subject to monitoring and review.

- Tablet access is available between 8:00 AM and 10:00 PM.

- Incoming and outgoing costs are \$0.50 per message (30,000-character limit per message) and \$1.00 per picture. While tablets can receive pictures, they cannot send or take photos.
- Some content is free, but non-free content is accessible to the inmate at \$0.03 per minute.
- Each Saturday, the inmate will receive two free message credits (one incoming, one outgoing). They must be used before midnight on Saturday, or they will be canceled and do not carry over each week.
- Money can be transferred from their phone account to the tablet, but cannot be transferred from the tablet to the phone.
- If you have any questions about billing or accounts, you can direct them to Smart Communications at [www.smartinmate.com](http://www.smartinmate.com) or customer care at 727-349-1561.

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### Religious Services/Chaplains Programs

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Professional, pastoral visitation is for approved clergy only (Paid Staff for a Pastor, Rabbi, Priest, IMAM, Cleric, etc.). If you would like to visit an inmate who is a part of your congregation, you must speak with the Religious Coordinator for the necessary paperwork and background check. The Religious Coordinator can be reached at (616) 632-6377.

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### Medical Services

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KCCF contracts the jail's medical services through Vitalcore Correctional Healthcare. Nursing staff is on duty 24/7 to provide medical care.

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### Mental Health Services

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- Mental health assessments are provided by trained clinicians who work directly with jail staff in providing intervention and treatment to inmates.
- Family, friends, and/or significant others are encouraged to use the **Jail Mental Health Services Hotline: (616) 632-6222** if you have any concerns regarding the inmate's stability, such as suicidal statements, depression, or other mental health issues.
- **Inmate Information Line: (616) 632-6300** is also available to relay concerns, have questions answered, etc., regarding an inmate's incarceration.

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### Facility Emergencies

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At times, you may be asked to respond quickly to an officer's directions. Please obey these instructions immediately and without question, as they may be for your safety as well as others' safety. It is also very important that if there is an emergency, you stay out of the way of the staff response. Do not try to ask staff what is going on or interfere in any way.

- **Fire Alarm-** If you hear the fire alarm, stay where you are. Correctional staff will check your area and direct you to how to proceed.
- **Building Lock Down-** In the event of a serious incident, no one will be allowed to leave the building until the situation is stabilized and investigated. Officers will instruct you on how to proceed if this happens.
- **Hostage Situation**—In any correctional setting, there is the possibility, however small, of being held hostage. If you are taken hostage, try to remain calm, do not argue with or challenge your captors, and do not try to negotiate. If there is a hostage situation, jail staff will take steps to resolve the situation.

### **Prison Rape Elimination Act (PREA)**

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KCCF has a zero-tolerance policy toward all forms of sexual abuse and sexual harassment in our facilities, under the Prison Rape Elimination Act (PREA) 2003. We will enforce all federal, state, and local laws pertaining to the sexual assault, abuse, and harassment of inmates. All reports will be fully investigated, which includes both allegations of sexual abuse or sexual harassment, by KCCF and the Kent County Sheriff's Office Detective Bureau.

Under PREA, we have established uniform methods for prompt reporting and investigation of allegations of sex-related offenses or threats, identification of predators, protection of victims, and prescribing sanctions for substantiated sexual offenses, as well as false allegations. This standard is directed to all sexual acts relating to inmate to inmate and staff to inmate.

If you suspect that an inmate is the victim of sexual assault/harassment, it can be reported in one of the following ways:

- Contact the KCCF Administration Office during regular business hours at (616) 632-6401, and you will be directed to someone who can take the information.
- Inmate Information and request to speak with a Shift Supervisor to make a report at (616) 632-6301 (available 24 hours/day).
- Call Silent Observer at (616) 774-2345 or Toll Free at (866) 774-2345 with the option to remain anonymous.

### **PREA Training:**

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All Professional Visitors must complete PREA Training and a PREA Training Form. The PREA training can be located using the following link:

<https://www.kentcountymi.gov/DocumentCenter/View/2537/PREA-Presentation-PDF>

The training form can be located using the following link:

<https://www.kentcountymi.gov/DocumentCenter/View/2536/PREA-Training-Form-PDF>

## Frequently Asked Questions

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### **How do I get money to an inmate?**

There is a maximum deposit amount of \$1,500 per transaction.

Funds can be received at the Correctional Facility in the following ways;

- Cashier's check or money order can be mailed to an inmate. Checks are removed from the mail by Corrections staff, and the funds are deposited in the inmate's account. Checks must be made payable to Kent County Sheriff's Office. Personal checks are not accepted.
- In person and placed into the respective account via electronic kiosks located in both the visitor's and processing lobby.
- By phone: (866) 232-1899
- Electronic Deposit: [www.gtlfsonlinepay.com](http://www.gtlfsonlinepay.com), create a user profile and select Secure Deposits.

STATE AND FEDERAL REGULATIONS REQUIRE A VERIFIED ACCOUNT TO MAKE TRANSACTIONS AT ANY KIOSK.

### **Can inmates get commissary items?**

Upon entrance to this facility, commissary admission kits will be issued to the inmates. In addition, inmates in the Kent County Correctional Facility can purchase sundries and food items for their personal use.

- Inmates can purchase up to \$150 of commissary items per week.
- Inmates who are housed in a disciplinary segregation unit will only be permitted to order hygiene items, paper, envelopes, stamps, and writing utensils while in that unit.
- All inmates who are pre-arraigned or housed in pre-arraigned housing areas will not be allowed to order commissary until assigned to a regular housing unit.
- The commissary will be available to each housing unit at least one (1) time each week.

### **Can I order commissary items for an Inmate?**

- Family and friends may order care packages for inmates. These packages contain items deemed essential by the Correctional Facility. However, if an inmate has an outstanding balance with the facility, only the Stay Fresh Premium and Freshen Up packages will be available for purchase.
  - Online: [www.accesscatalog.com](http://www.accesscatalog.com)
  - Order by Phone: 1-877-615-3296

### **How does an inmate get a haircut?**

Haircuts are available on an ongoing basis in the Correctional Facility. They are free and provided by an inmate trusty on a rotating schedule.

### **Can inmates attend the funeral of a family member?**

- **Sentenced Inmates may** be allowed to attend the funerals of immediate family members (Grandparents, Parents, Spouses, Children, Siblings) if they are sentenced to the facility on all charges.
  - KCCF must have 48 hours' notice of the date and time of the scheduled funeral; the funeral service must be within the County of Kent.
  - Funeral leave will be for a maximum of 5 hours.
  
- **Un-sentenced Inmates may** be allowed to attend a private viewing of the body of a deceased immediate family member but will not be permitted to attend the funeral or have any contact with other family members or friends at the funeral home.
  - KCCF must have at least 48 hours' notice of the death before the scheduled funeral service, and the funeral home must be located within Kent County.
  - To determine eligibility and make necessary arrangements, contact a Supervisor at (616) 632-6408.

### **What if an inmate wants me to pick up their property/personal items?**

Inmates may release personal property, except money. The inmate must fill out a property release form indicating who is authorized to receive their designated property.

### **If an inmate goes to prison, what happens to their property?**

Any inmate being released to prison will sign a prison property release form indicating who they have authorized to pick up their clothing and personal property from the Correctional Facility. That property will be available for pick up for 45 days. Any property not picked up after 45 days may be destroyed.

### **What if an inmate needs clothes brought in for an upcoming trial?**

- KCCF will only conduct clothing exchanges for inmates who are scheduled for jury selection or trials or are currently in trials. A supervisor must approve of any exceptions.
- The inmate is responsible for requesting and completing a clothing exchange form before a clothing exchange occurs.
  - Clothing exchanges are allowed once per week for an inmate who is currently involved in a trial.
- The person designated by the inmate to complete the exchange may do so no more than two days before the inmate's trial date.

# KENT COUNTY CORRECTIONAL FACILITY

703 Ball Ave. NE Grand Rapids, MI. 49503  
(616) 632-6300 Fax: (616) 632-6412



Michelle LaJoye-Young  
**SHERIFF**

Bryan Muir  
**UNDERSHERIFF**

## Professional Visitor Sign-Off Form

I acknowledge that I have received, read, and understand the Professional Visitors Handbook.

**Name:**

\_\_\_\_\_ (please print)

By signing below, I acknowledge that I have received and read everything contained in the handbook listed above. I further acknowledge that I understand and agree to follow all guidelines, expectations, and rules set forth in this handbook.

**Signature:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

- **Please sign and return this form one of the following ways**
  - **Staff working in the visitation area (A-Building)**
  - **Fax: Attn: Administrative Assistant 616-632-6412**
  - **E-mail: Emily.Gates@kentcountymi.gov**
  
- **This form expires 5 years from the date above. It is the visitor's responsibility to renew all required forms before the expiration date.**