



**OFFICE OF THE SHERIFF  
ORLEANS COUNTY**

400 Public Safety Bldg.,  
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Albion, New York 14411-9386

**CHRISTOPHER M. BOURKE**  
**SHERIFF**

[Orleanscountyny.gov/sheriff](http://Orleanscountyny.gov/sheriff)

**DONALD DRAPER**  
UNDERSHERIFF

**ROBIN E. RIEMER**  
CHIEF DEPUTY

**SCOTT D. WILSON**  
JAIL SUPERINTENDENT

Administrative Offices :  
P-(585) 590-4142  
F- (585) 590-4178

911/Communication Center :  
P- (585) 589-5527  
F- (585) 589-6761

County Jail:  
P-(585) 589-4310  
F- (585) 589-2522

## **Incarcerated Individual Visitation**

### **Visitor Registration**

1. All visitors must register with [www.ICsolutions.com](http://www.ICsolutions.com) at least one week prior to the start of the visitation period. Inmates will be allowed one visit two times per week.
2. Visitation Scheduling can be done up to two weeks in advance.
3. All visitors shall be required to submit Photo ID prior to the start of the visitation period.
4. All personal property shall be left in a vehicle or in the secure lockers in the front lobby.
5. Visitors that gather in the front lobby shall only communicate quietly to prevent interruptions with jail operations.
6. Failure to comply with this rule shall result in you being asked to leave the front lobby.
7. Visitors shall be called by the last name of the person they are visiting prior to the start of the visitation period.
8. Once called the visitor shall pass through the lobby metal detector.
9. Visitors will have three attempts to successfully pass through the metal detector.
  - a. If a visitor cannot successfully pass after three attempts, the person will be screened using the hand held detector.
  - b. If the visitor cannot successfully pass the metal detection process, he or she will be denied access to the facility.

10. Upon enter the facility you will quietly line up in the main corridor until escorted into the visitation room for assigned seating.
11. Upon Completion of your visit you will be escorted out of the facility by visitation officers.
12. Secure lockers are available in the front lobby for small items. The Orleans County Jail will not be responsible for any personal property that is left in the front lobby.

**Visitation Schedule**

<u>Day</u>	<u>Time</u>	
	<b>Start</b>	<b>End</b>
Tuesday	13:00	14:00
	14:05	15:05
Thursday	13:00	14:00
	14:05	15:05
Saturday	13:00	14:00
	14:05	15:05
Sunday	13:00	14:00
	14:05	15:05

13. Visitors shall be allow to schedule visits on-line or using the visitation registration terminal in the lobby waiting area.
14. Visitation sessions are split into two groups which are one hour (1) in length. An inmate who receives a visit during the first visiting period of the day may not have another visit until his/her next visiting day.