

NO SMOKING

NO FOOD

NO DRINKS

MONROE COUNTY DETENTION FACILITIES

Attorney/visiting agency staff Rules and hours

Revised: 08/03/2023

Key West (305) 293-7311, **Marathan** (305) 289-2420
Plantation Key (305) 853-3266

ATTORNEY/VISITING AGENCY STAFF HOURS

LATEST TIME FOR ENTRY IN IS 1030, 1530, & 2230 HOURS

HOURS ARE THE SAME SEVEN DAYS A WEEK

0800-1100 hours

1300-1600 hours

1930-2300 hours

All attorneys and visitors will exit the secure envelope of all facilities by 1100, 1600, and 2300 hours daily

ATTORNEY/VISITING AGENCY STAFF RULES

Valid photo I.D. and Attorney Florida Bar Card are required prior to admission. The Florida Bar card will be checked each visit for active licensed in the State of Florida, via the internet at **www.floridabar.org**. or call The Florida Bar at **850-561-5600**, Hours: 8:00 a.m.-5:30 p.m., Monday-Friday.

Attorneys from other states must have a Florida Judge approve them to practice on a particular case in order to be considered the inmate's/detainee's attorney. You will be issued a visitor's tag. You shall wear this tag at all times while in the secured envelope. Public Defenders, Pre-trial Services, Health Department, Cleared Staff, etc. must sign in, be scanned and shall wear their ID badges at all times while in the secured envelope, and sign out when leaving. If you are given a visitor's tag, turn in your tag to retrieve your photo ID and/or Bar Card.

ALL PERSONAL PROPERTY (e.g., car/house keys, purses/wallets, cell phones, briefcases, medication, food, etc.) will be secured in your vehicle or a locker in the lobby (**lockers are .25 cent, quarters only**).

ALL ATTORNEYS/VISITING AGENCY STAFF are subject to a search.

All non-attorney legal visitors - authorized representatives (investigators, interpreters, stenographer, medical experts, notaries, etc.) must receive prior approval before being granted access to the secured envelope. The attorney or agency requesting access for the non-attorney visitor must do so on their firm's letterhead or by court order at **least 72** hours in advance and submit it to the Operation Captain's Administrative Assistant for review and approval. This does not include weekends or holidays.

No attorney/visiting agency staff will be allowed in less than thirty (30) minutes prior to facility being secured.

No attorney/visiting agency staff will be allowed to visit an inmate during meals or lockdown hours. Your visit may be terminated when extenuating circumstances exist within or outside the facility (e.g., riots, bomb threats, fires, weather).

Attorney/visiting agency staff will have the option of visiting with their inmate through a secure window with a two way speaker and slot to pass paperwork and view videos if needed. If another attorney is in the room, you will have to wait or go downstairs.

Attorney/visiting agency staff and inmates/detainees will sit where designated.

Attorney/visiting agency staff will refrain from physical contact with an inmate (e.g., kissing, hugging, holding hands, etc.) The Attorneys may offer a handshake as a way of greeting or saying goodbye to an inmate.

Attorney/visiting agency staff must be dressed appropriately (Business attire). If attire is not appropriate, entrance will not be permitted. See dress code below:

DRESS CODE: For the Safety and Security of this Facility

THE FOLLOWING ITEMS WILL NOT BE PERMITTED:

Trousers/Pants - HOT PANTS, SHORTS, PANTS WITH HOLES IN INAPPROPRIATE PLACES; ALL PANTS WILL BE WORN AT WAIST LEVEL; ANY SHOWING OF SHORTS, BOXERS, UNDERGARMENTS, BARE MIDRIFTS, SWIMSUITS AND SPANDEX WILL NOT BE PERMITTED IN THE SECURED ENVELOPE.

Shirts - SEE-THROUGH BLOUSES, TANK TOPS, LOW-CUT NECKLINES, SHIRTS/BLOUSES WITHOUT SLEEVES AND BRALESSNESS WILL NOT BE PERMITTED IN THE SECURED ENVELOPE.

Dresses/Skirts - MINI-SKIRTS, DRESSES MORE THAN 1 1/2 INCHES ABOVE THE KNEE AND SKIRTS WITH SLITS UP THE SIDE WILL NOT BE PERMITTED IN THE SECURED ENVELOPE.

Shoes - BARE FEET, BEDROOM SLIPPERS, SANDALS, FLIP-FLOPS, OPEN-TOED SHOES OR HEELS WILL NOT BE PERMITTED IN THE SECURED ENVELOPE.

Head Wear - HATS, BANDANAS, SCARFS, WRAPS OR HEADGEAR OF ANY KIND WILL NOT BE PERMITTED IN THE SECURED ENVELOPE.

No item of any kind will be given to or received directly from an inmate by an attorney except for legal paperwork required for the inmate's case. **DVDs or Flash Drives** are not to be given to or left with the inmates.

Attorney/visiting agency staff are not allowed to introduce money, cell phones, cameras, radios, tape players, MP3 players, or other electronic items into the facilities without prior permission.

The introduction of contraband or attempts to introduce into or upon facility grounds of weapons, drugs, medication, narcotics, alcoholic beverages or any other unauthorized items is a violation of Florida Laws, as stated in Florida Statutes 944.43 and 944.47.

Attorney/visiting agency staff under the influence of alcoholic beverages, narcotics or other drugs, or exhibiting irrational behavior for any reason will not be allowed to visit or remain on county property.

Any disturbances or emotional disruptive behavior exhibited at any time will result in your visit being canceled and you will not be allowed to remain on county property.

There will be **No Smoking, Eating or Drinking** in the secured envelope of any Monroe County Detention Facility.

The officer-in-charge may terminate a visit at any time if a rule violation warrants such action or for emergencies.

For clarification of any of the rules, please contact the administration.