

NO SMOKING

NO FOOD

NO DRINKS

## ATTORNEY/VISITING AGENCY STAFF RULES AND HOURS

### MONROE COUNTY DETENTION FACILITIES

Revised: 02/01/2019

Key West (305) 293-7311

Key Vaca (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 by  
1100, 1600, 2300 hours**

### **NOTE:**

**ICE DEPORTATION OFFICERS CAN VISIT AT ANY TIME**

## ATTORNEY/VISITING AGENCY STAFF RULES

Valid photo I.D. and attorney Florida Bar Card is required prior to admission. 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, etc. Cleared staff must sign in 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 you 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 cents).

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

**All non-attorney legal visitors** (investigators, interpreters, stenographer, Medical experts, Notaries, etc.) must receive prior approval before being granted access to the secure 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 48** hours in advance and submit it to the Operation Captain

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 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 down stairs.

**Attorney/visiting agency staff** and Inmates/detainee's 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 THEM IN APPROPRIATE 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 SECURE ENVELOPE.

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

**Shoes** - BAREFEET, BEDROOM SLIPPERS, SANDALS, FLIP-FLOPS OR OPEN TOED SHOES OR HEELS WILL NOT BE PERMITTED IN THE SECURE ENVELOPE.

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

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

**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.**