

### Deposits in Inmate Accounts

Any money an inmate has at the time of incarceration will be deposited into an institutional account in the inmate's name for commissary purchases.

If you would like to send money to an inmate, it must be done in the form of a Money Order or Cashier's Check. Money Orders must be made payable to the **Frederick County Adult Detention Center** with the *Inmate's Full Name and Identification Number* noted on the Money Order. Money Orders and Cashier Checks will only be accepted through the mail.

Additionally, you may deposit money into an inmate's account using one of the cash machines located in the Visitation or Work Release lobbies as well as on-line at [www.smartdeposit.com](http://www.smartdeposit.com). Deposits utilizing the machines or website may be made with cash, debit or credit cards and may be subject to additional fees depending on the transaction amount.

Monies received by the Detention Center will be credited to the inmate's account within forty-eight (48) hours (excluding weekends and holidays, and subject to restrictions and holds). All inmates will receive a receipt immediately for all deposits.

Cash and personal checks will **not** be accepted for any reason. Mail received containing cash, personal checks or incorrect cashier's checks/money orders will be returned to the sender.

### Use of the Kiosks

- Cash or Credit Card only
- No bills less than \$5.00 (NO COINS)
- The address on your driver's license must match the billing address on your credit card.

ABC EXPRESS MONEY ORDER	01/03/2009 MM/DD/YYYY	\$ 40.00	Jane Alice Doe (Your Signature)
Payable To: FREDERICK COUNTY ADULT DETENTION CENTER	Sample Only		
FORTY DOLLARS AND 00/100			
For: John H. Doe - Inmate # 123456 (Fill in Inmate's name and ID#)			

# Frederick County Sheriff's Office

## Corrections Bureau



## Visitor and Family Information

*Please be advised that any information regarding an inmate's status, accounts, records, or incarceration is strictly confidential.*

### Forward

This brochure is intended to familiarize visitors and family members with Frederick County Sheriff's Office - Corrections Bureau procedures relating to Inmate Visitation, Telephone Calls, Personal Property, Mail and Inmate Accounts. If you have additional questions after reading this brochure, please ask a staff member for assistance.

The Frederick County Sheriff's Office does not discriminate on the basis of race, sex, religion, creed, national origin or ancestry, age, marital status, veteran status, or physical or mental handicap. Harassment or discrimination of any kind will not be tolerated by or from the staff and/or inmate population of the facility.

### Telephone Calls

Telephone calls are outgoing collect calls only! Telephones are turned on at 6:00 a.m. and turned off at 11:30 p.m. daily. Family and friends can set up a pre-paid account with Pay Tel Communications at 1-800-PAY-TELL (800-729-8355)

Pay Tel Email: [csr@paytel.com](mailto:csr@paytel.com)

Pay Tel Communications Mailing Address:

Pay Tel Communications  
Customer Service  
P.O. Box 19290  
Greensboro, NC 27419

### Mail

All mail must be routed through the United States Postal Service. Family and friends should include the inmate's name, housing unit and identification number on all mail to help speed up the delivery process and avoid delays. The correct mailing address for the Detention Center is:

**Frederick County Adult Detention Center  
7300 Marcie's Choice Lane  
Frederick, Maryland 21704**

### Frequent Telephone Numbers

Main Number 301-600-2550  
Chaplain 301-600-3010  
Shift Supervisor 301-600-3012

### Onsite Visitation

#### **Females**

Tuesdays: 12:30 p.m. - 7:00 p.m.  
Saturdays: 9:00 a.m. - 4:00 p.m.

#### **Males**

Sundays: 9:00 a.m. - 4:00 p.m.  
Mondays: 12:30 p.m. - 7:00 p.m.  
Wednesdays: 12:30 p.m. - 7:00 p.m.  
Fridays: 12:30 p.m. - 7:00 p.m.

#### **Juveniles**

Thursdays: 12:30 p.m. - 7:00 p.m.

#### **Work Release**

Tuesdays & Saturdays  
9:00 a.m. - 11:00 a.m.  
8:00 p.m. - 10:00 p.m.

**Registration will begin one half hour prior to the start of each visitation period and conclude one half hour prior to the end of each visitation period.**

All visitors must have photo identification and proof of age and be properly registered prior to entry into the visiting area. Visitors under the age of eighteen (18) must be accompanied by parent or legal guardian (unless the visitor is the inmate's spouse). All inmates are allowed one (1) - thirty (30) minute visit per week. A week begins Sunday and ends Saturday. You must terminate the visit as directed by Corrections Staff. The maximum number of visitors is four (4).

**Failure to follow the directions of Corrections Staff may result in the termination of your visitation privileges.**

### Visitor's Responsibilities

- No animals are permitted on Detention Center property or secured in vehicles.
- The Frederick County Sheriff's Office utilizes Drug Detection Canines.
- No bags are allowed into the visitation area. They must be secured in your vehicle or lockers in the visitation lobby.
- All visitors are subject to random search of personal items and clothing.
- All visitors' vehicles are subject to search.
- Any visitor attempting to introduce contraband into the facility will be detained pending investigation by Law Enforcement.
- Any visitor may be subject to subsequent arrest and criminal charges for attempting to introduce contraband.
- Inappropriate behavior or attire could result in termination of your visitation privileges.

### Personal Property

#### **Intake**

During initial intake into the Detention Center, all personal property is inventoried, secured and maintained by Corrections Staff until release.

#### **During Incarceration**

No personal clothing will be accepted during visitation or through the mail with the exception of court clothing. Items such as sneakers, undershirts, socks, underwear, etc., must be purchased through the Commissary.

#### **After Release**

Any personal clothing remaining after release will be maintained in a secured area. If any personal property remains after a thirty (30) day period, it will be disposed of in accordance with Maryland Law.