

Detainee Mail Instructions

When writing to a detainee, address the envelope as follows:

Detainee's Name and Booking Number
37W755 IL Rt. 38, Suite B
St. Charles, Illinois 60175-7559

Mail items with glitter, electronic music devices, adhesives (glue or tape) or items of questionable taste will be returned.

No more than five photos are allowed in a card or letter. Photos of poor taste will be returned to the sender.

All mail will be opened and inspected for appropriate content and contraband. Items deemed inappropriate or contraband will not be allowed. Mail items may be photocopied or reproduced.

Large packages, cardboard envelopes and bubble wrap are not allowed.

Blank cards, paper envelopes and unused stamps are not allowed.

No cash or checks will be accepted through the mail. Money orders sent through the mail will be accepted for deposit on the detainees account. Money orders must be in increments of \$50 or less, all money orders of \$51 or more will not be accepted.

FAST AND CONVENIENT WAYS TO FUND DETAINEE ACCOUNTS

Our new automated TouchPay Payment System allows fast and convenient ways to fund detainee accounts 24-Hour/7 Days a week.

- By Telephone: Toll-Free 1-866-232-1899
- Online at: <http://www.touchpaydirect.com>
- On-site Kiosk located in the Lobby area

Facility Locator Number — 260101

Kane County Sheriff's Office Mission Statement

To work proactively with the community in our crime prevention efforts;

To maintain effective and efficient use of personnel and resources;

To provide the highest level of service and professionalism;

To guarantee the constitutional rights of all citizens;

To uphold the law and maintain peace and order;

To provide a safe and secure environment to those in our custody;

To foster public trust by holding ourselves accountable.

By Order of Patrick B. Perez, Sheriff

If you have any questions please visit us on the web at:

www.kanesherriff.com

Or contact us by phone at
(630) 232-6677



**KANE COUNTY
SHERIFF'S OFFICE**
www.kanesherriff.com

**ADULT JUSTICE
CENTER**



**DETAINEE
INFORMATION**

**PATRICK B. PEREZ
SHERIFF**

VISITATION PROGRAM

Detainees are responsible for the scheduling of all visitation appointments.

Detainees are allowed one visitation group per week (Sunday through Saturday). A visitation group may consist of

- One adult
- One adult and one child
- One adult and two children
- Two Adults
- Two adults and one child

Detainees may submit their visit requests on Mondays or Thursdays.

The detainee will notify you of the date and time of their visitation appointment. Staff will not give out information about the appointment (such as date or time) to any member of the public.

Detainees are required to submit a list of names of their immediate family members whom they wish to see. Only persons on the detainees list will be able to visit the detainee.

Only immediate family members are allowed to visit with detainees. Immediate family members are:

- Grandparents (grandmother and grandfather)
- Parents (mother and father)
- Siblings (brothers and sisters)
- Significant Other (one person not considered immediate family)
- Children (daughters and sons)
- Grandchildren (grandsons and granddaughters)

On the date of your visit you should arrive at least fifteen (15) minutes early in order to check in. You must possess a valid government issued photo ID, such as a driver's license or State ID card. All children (under 18 years of age) must be accompanied by an adult and must possess a copy of the child's birth certificate. You may also be asked to provide proof of relationship to the detainee. This can be done with a birth certificate, marriage license, adoption papers, or other legal documents.

VISITING HOURS

	Morning	Afternoon
SUN	X	
MON	X	X
TUES	X	X
WED	X	X
THUR	X	X
FRI	X	X
SAT		

Visiting Times as Shown:

MORNING

9:00 AM to 11:45 AM

AFTERNOON

2:30 PM to 5:15 PM

Visitation may be cancelled or altered on county appointed holidays.

GENERAL RULES

The Lobby rules will be followed at all times.

Children must be supervised at all times.

All persons and property on the Sheriff's Office grounds are subject to search.

Officers or civilian staff can deny, change, or cancel a visit at any time at their discretion.

All visits are subject to monitoring and recording.

No items of any kind (packages, pictures, letters, etc) will be accepted.

Gang members regardless of family status, or persons named in an Order of Protection, will not be allowed to visit.

You are permitted to visit only one detainee per day.

No cameras, cell phones, MP3 players or any other electronic devices are allowed. If it is discovered that you have taken any photographs in the facility the camera or photographic device may be confiscated.

Appropriate dress is required at all times.

Sitting, standing, kneeling, or lying on the countertops is not allowed.

Any item issued to you as part of the visitation program (elevator prox. card, lock, locker, etc.) is the property of the Kane County Sheriff's Office. You may be held responsible for any loss of or damaged to these items.

Do not linger after your visit has ended. Please return immediately to the front lobby to "sign out."