

## IN-PERSON VISITATION HOURS AND INFORMATION

### Sunday/Tuesday/Wednesday/Thursday/Friday:

8:00 AM – 8:45 AM	2:00 PM – 2:45 PM
9:00 AM – 9:45 AM	3:00 PM – 3:45 PM
10:00 AM – 10:45 AM	7:00 PM – 7:45 PM
12:00 PM – 12:45 PM	8:00 PM – 8:45 PM
1:00 PM – 1:45 PM	9:00 PM – 9:45 PM

### Saturday:

12:00 PM – 12:45 PM
1:00 PM – 1:45 PM
2:00 PM – 2:45 PM
3:00 PM – 3:45 PM
7:00 PM – 7:45 PM
8:00 PM – 8:45 PM
9:00 PM – 9:45 PM

### ***No public visiting is scheduled on MONDAYS***

1. Incarcerated persons are allowed two (2) 45-minute IN-PERSON visits per seven-day period, no more than one in a day. The designated seven-day period for each incarcerated person may change depending on the most recent visiting date.
2. A maximum of three (3) visitors will be allowed per in-facility visit.
3. All visitors choosing an in-facility visit will sign-up by calling (650) 599-3000 and selecting the Maguire Correctional Facility visitation prompt a maximum of 1 day in advance to reserve a timeslot. You will need to provide the information contained on your **CURRENT/VALID** government issued picture identification and of those accompanying you to the visit. This needs to be the same identification all visitors will provide to the lobby staff at check-in on the visitation day. Examples of identification include: U.S. Driver's License, U.S. Identification Card, U.S. Immigration Identification, Military Identification, Valid Passport, or other government photo identification.
4. No person under the age of 18 will be allowed to visit without the accompaniment of an adult who is an immediate family member. An immediate family member is defined as a grandparent, father, mother, brother, sister, or legal guardian. Minor children should bring their current school identification, a U.S. identification card, or driver's license that includes a photo.
5. Any person that was released from custody in San Mateo County in the previous 6 months will not be allowed to visit for 6 months after their release date without prior approval from the Watch Commander or his/her designee of the facility. Additionally, any person with a prior felony conviction(s) who wish to visit must have the approval of the Watch Commander or his/her designee, prior to any visit being conducted (PC §4571).
6. Visitors must check in AT LEAST 15 minutes prior to their visitation start time and no more than 45 minutes prior to the scheduled visit. Visitors arriving after the scheduled visit start time will be considered late, have their visit cancelled, and can reschedule for the next available visit time on the same day.
7. Visitors are required to dress appropriately. For example:
  - a. Bottoms such as shorts, skirts, and dresses must be at least as long as the bottom of the fingertips when arms are placed at your side.
  - b. No bare midriffs, low-cut tops, tank tops, or any revealing/provocative attire.
  - c. No orange or red clothing, gang attire, or gang insignias.

- d. No bandanas, beanies, hairnets, hoods, or hats.
  - e. No steel-toed boots or shoes that will not clear the metal detector.
  - f. No “stiletto” type heels, as this would heighten the risk of injury within the facility.
8. Children may not be left unattended anywhere on the facility property at any time. A member of the Service League of San Mateo County may be available during certain hours to attend to children. You must contact the Service League at (650) 364-4664, prior to visitation regarding availability.
9. NO cell phones, electronic devices (including smart watches), gum, beverages, or food are allowed in the visitation area. Lockers are available for small items free of charge.

*ANY INAPPROPRIATE BEHAVIOR TOWARDS STAFF OR OTHER VISITORS OR NON-COMPLIANT ATTIRE WILL RESULT IN IMMEDIATE TERMINATION OF THE VISIT AND MAY RESULT IN THE LOSS OF FUTURE VISITING PRIVILEGES.*

## **U.S.P.S. MAIL PROCESS**

**SMCSO ID#** \_\_\_\_\_

You can obtain an SMCSO ID# at [www.smc-inmatelocator.org](http://www.smc-inmatelocator.org) . Personal mail must be processed as follows:

1. Mailing Address:
  - Smart Communications - San Mateo County Jail
  - Attention to (insert INMATE NAME-ID NUMBER)
  - P.O. BOX 9126
  - Seminole, FL 33775-9126
2. You must include your name and return address.
3. Envelopes may not be decorated in any way.

## **MONEY DEPOSITS**     [www.accesscorrections.com](http://www.accesscorrections.com) (636) 888-7004

If you would like to deposit money into their account, please visit the above website to complete the transaction using your debit or credit card or visit the kiosk in the facility lobby area.

## **SERVICE LEAGUE**     [www.servicleague.org](http://www.servicleague.org)     (650) 364-4664

They offer a variety of programs and services at all adult correctional facilities within San Mateo County.

## **PROPERTY RELEASE**

An incarcerated (MCF and MSCC) person’s property or clothing will not be released unless the incarcerated person has generated a “Property Release” form and it has successfully completed the approval process. Property will be released in the Maguire Facility lobby throughout the day as time permits if the approved form has been received by the Maguire Facility lobby. **Note:** An incarcerated person’s clothing will not be released, unless the incarcerated person has been committed to a state facility.