

General Visitor Information



Arrive at the Main Lobby at 950 Second Avenue at least one hour before you want to visit and register. If spaces for that time period are taken, you will have to wait for the next available visiting time. You need to have photo identification. If you have been an inmate of Allegheny County Jail within the past year, you will not be permitted to visit without pre-authorization from the Warden or a Deputy Warden.

In visiting the institution you agree to comply with the posted rules pertaining to visiting and follow the direction of correctional officers at all times. Failure to do so will result in termination of your visit. You will be expelled from the Jail and may lose your future visiting privileges.

Visitor Information and Schedule

Contraband

All visitors are subject to search for contraband before entrance to the institution. Anyone caught bringing contraband into the institution will be prosecuted to the fullest extent of the law and their visiting privileges will be revoked.

Contraband goods are defined as any letter, note, drugs, alcohol, tobacco products, weapon or any other article not authorized by the administration.

Parking

Visitors to the jail must secure their own parking. Parking meters are available on the street in front of the jail. The closest pay lots are adjacent to the jail on First & Second Avenues.

Inmate Visits

- Each inmate prepares a visiting list within 4-5 days of his/her admission to the institution. **All visitors 18 years of age and older must be on the inmate's visiting list.** (Children under the age of 18 are not required to be on the inmate's

visiting list but must be accompanied by a parent, grandparent or legal guardian for a visit.)

NOTE: It is the responsibility of parents/guardians to have their children under constant supervision. Parents who allow their children to run free may lose visiting privileges.

- **A maximum of 3 persons will be permitted per visit.** (This may be 2 adults/1 child or 1 adult/2 children.)
- **Inmates are permitted two visits/week, with the exception of inmates on disciplinary housing status, who are permitted one visit/week.** The visiting week for all inmates begins on Sunday and ends Saturday.
- **All visits are one hour long.** Inmates may only receive one visit per day.

Visitor Information

- Upon arrival, all visitors must:
 - Present a current photo I.D. that shows date of birth to the Front Lobby personnel.
 - Sign up for the visit one hour prior to the inmate's visiting hour.
 - Place all personal belongings in a locker before entering the Front Lobby. (This includes: all wallets, purses, money, keys, beepers, cellular phones, cigarettes, matches, lighters, food, drink, etc.) The only item permitted on your person during your visit is one baby bottle (when applicable). The lockers require a quarter deposit which is returned upon departure.
- **Each visitor will receive a Visitor's Pass in exchange for a photo I.D.**
- The photo I.D. will be returned to at the conclusion of the visit in exchange of the Visitor's Pass. If a Visitor's Pass is not returned (or if it is damaged in any way), visiting privileges will be suspended for an indefinite time.
- All visitors must dress appropriately.
- **Smoking is prohibited in this institution.**
- No outside food or beverages are allowed in the lobby. Vending machines are available in front lobby.
- Public pay phones only and restrooms are available in the front lobby for visitor use.
- While in the jail in the event a fire alarm is activated, proceed to the nearest elevator and await further instructions. **DO NOT BOARD AN ELEVATOR.**
- **Front lobby personnel are prohibited from disclosing an inmate's DOC# or the names of those on the inmate's visiting list.** This information must be secured directly from the inmate.

Visitor Regulations

- All visitors must remain in visiting booths for slotted visiting time or will face disciplinary action.
- Visits will be terminated if a visitor:
 - Defaces in any way the jail's waiting, visiting or adjacent rooms.
 - Wears inappropriate clothing or acts inappropriately.

- Ex-inmates are not permitted to visit for a minimum of one year.
- Any visitor suspected of being under the influence of alcohol or a controlled substance will not be permitted to visit.

Visiting Schedule

all visits are scheduled for one hour.

PLEASE NOTE: Visiting schedules are subject to change or cancellation. Please call 412-350-2000 for the latest information.

Level 1 (1A, 1B, 1C)

Mondays, Wednesdays, Fridays:

9:00-10:00AM, 10:00-11:00AM, 11:00-12Noon

1:30-2:30PM, 2:30-3:30PM, 3:30-4:30PM

6:00-7:00PM, 7:00-8:00PM

Sundays:

10:00-11:00AM, 11:00-12Noon

1:30-2:30PM, 2:30-3:30PM, 3:30-4:30PM

Level 2 (2A, 2B, 2D, 2E, 2F)

Tuesdays, Thursdays, Saturdays:

9:00-10:00AM, 10:00-11:00AM, 11:00-12Noon

1:30-2:30PM, 2:30-3:30PM, 3:30-4:30PM

6:00-7:00PM, 7:00-8:00PM

Pod 2C (Pod of HOPE)

Tuesdays, Thursdays:

12:45-1:45PM, 1:45-2:45PM

Saturdays:

2:30-3:30PM, 3:30-4:30PM

6:00-7:00PM, 7:00-8:00PM

Sundays:

11:00-12Noon, 1:30-2:30PM, 2:30-3:30PM,

3:30-4:30PM, 6:00-7:00PM, 7:00-8:00PM

Level 3 (3A, 3B, 3C, 3D, 3E, 3F)

Mondays, Wednesdays, Fridays:

9:00-10:00AM, 10:00-11:00AM, 11:00-12Noon

1:30-2:30PM, 2:30-3:30PM, 3:30-4:30PM

6:00-7:00PM, 7:00-8:00PM

Sundays:

10:00-11:00AM, 11:00-12Noon

1:30-2:30PM, 2:30-3:30PM, 3:30-4:30PM

Level 4 (4A, 4B, 4C, 4D, 4F-General Population)

Tuesdays, Thursdays, Saturdays:

9:00-10:00AM, 10:00-11:00AM, 11:00-12Noon
1:30-2:30PM, 2:30-3:30PM, 3:30-4:30PM
6:00-7:00PM, 7:00-8:00PM

Level 4E (Pod of HOPE)

Tuesday and Thursday

12:45-1:45pm, 1:45-2:45pm

Saturday

2:30-3:30pm, 3:30-4:30pm, 6:00-7:00pm, 7:00-8:00pm

Sunday

11:00-12:00pm, 1:30-2:30pm, 2:30-3:30pm, 3:30-4:30pm, 6:00-7:00pm, 7:00-8:00pm

Pod 4F (Female DHU Cells: 201-208; one visit/wk)

Sundays, Mondays, Wednesdays: (Pods 201 - 208)

8:00-9:00AM, 9:00-10:00AM, 10:00-11:00AM

11:00-12Noon, 12:45-1:45PM

Pod 5B (Infirmary)

(must be cleared for visits by jail physician in advance)

Mondays, Wednesdays, Sundays:

9:00-10:00AM, 10:00-11:00AM, 11:00-12Noon

12:45-1:45PM, 1:45-2:45PM, 6:00-7:00PM, 7:00-8:00PM

Pods 5C, 5D (Male Mental Health)

(must be cleared for visits by jail psychiatrist in advance)

Tuesdays, Thursdays, Fridays:

6:00-7:00PM, 7:00-8:00PM

Pod 5E

Tuesdays, Thursdays:

12:45-1:45PM, 1:45-2:45PM, 6:00-7:00PM, 7:00-8:00PM

Fridays, Sundays:

8:00-9:00AM, 9:00-10:00AM, 10:00-11:00AM, 11:00-12Noon

12:45-1:45PM, 1:45-2:45PM, 6:00-7:00PM, 7:00-8:00PM

Pod 5F

Tuesdays, Thursdays, Fridays, Sundays:

8:00-9:00AM, 9:00-10:00AM, 10:00-11:00AM,

11:00-12Noon, 12:45-1:45PM, 1:45-2:45PM

Pod 5MC (Drug & Alcohol Pod)

Saturdays:

6:00-7:00PM, 7:00-8:00PM

Sundays:

1:30-2:30PM, 2:30-3:30PM, 3:30PM-4:30PM

Pod 5MD (Female Mental Health)

(must be cleared for visits by jail psychiatrist in advance)

Mondays, Wednesdays:

6:00-7:00PM, 7:00-8:00PM

Sundays:

10:00-11:00AM, 11:00-12:00PM

Level 6 (6D, 6E, 6F-General Population)

Tuesdays, Thursdays, Fridays, Sundays:

8:00-9:00AM, 9:00-10:00AM, 10:00-11:00AM,

11:00-12Noon, 12:45-1:45PM, 1:45-2:45PM

NOTE: Pod 6F Protective Custody: Cells 101-126

Mondays, Wednesdays, Fridays, Saturdays 8:15-9:15PM

Level 7 (7D, 7E-General Population)

Mondays, Wednesdays, Saturdays:

8:00-9:00AM, 9:00-10:00AM, 10:00-11:00AM,

11:00-12Noon, 12:45-1:45PM, 1:45-2:45PM

NOTE: Pod 7D Protective Custody: Cells 119-124

Mondays, Wednesdays, Fridays, Saturdays 8:15-9:15PM

Level 8 (8D-two visits/wk)

Mondays, Wednesdays, Saturdays:

8:00-9:00AM, 9:00-10:00AM, 10:00-11:00AM,

11:00-12Noon, 12:45-1:45PM, 1:45-2:45pm

Also, Saturday and Sunday only;

6:00-7:00pm

Level 8E DHU (one visit/wk)

Mondays, Wednesdays, Saturdays:

8:00-9:00AM, 9:00-10:00AM, 10:00-11:00AM,

11:00-12Noon, 12:45-1:45PM

CASHIER INFORMATION

The new kiosk system is in place and accepts cash and credit cards. This system is provided under contract with KEEFE COMMISSARY NETWORK. The kiosk system charges a \$3.00 fee on each transaction. Limit \$300 cash & \$50 on credit cards. Money orders can still be mailed in with the inmate name and doc# on them. Remember that money orders totaling \$100 or more received on the same day will be placed on hold for "5" business days. Western Union Quick Collect is another option for sending funds. There are no changes to that system.

To pay an Attorney, bond, friends or family an inmate must fill out an authorization form and send it to the cashier's office. The lobby officers notify the cashier when a person arrives in the lobby to pick up a check.

The hours for friends/family transactions are from 8:30 am thru 2:00 pm. Hours for Attorney & Bond payments are from 8:30am thru 7:30 pm. The Cashier will notify housing units of any changes in these hours.

The cashier's office is notified when inmates that are released and waiting in the main lobby for their funds. Released inmates receive a check for any amount over \$10. In the evening after the banks are closed the inmate will receive partly cash with balance in a check. Hours for paying released inmates are 8am – 8pm, Mon thru Fri.

Please be patient because this is a new procedure for all of us.

KIOSK PROBLEMS

When the Kiosk Machines are not working properly or for other complaints related to deposit of funds through the Kiosks, please contact Keefe Group.

They can be reached @ 1-866-345-1884 or 1-800-541-1700.

Please do not call the Cashier's office about problems with the Kiosks.

Cashier's do not have any maintenance access or control over the Kiosks and can't fix any problems with them. Thank you for your cooperation.

Court Clothes & Glasses/Contacts

- Only persons on an inmate's visiting list or their attorneys/religious advisors are permitted to drop off court clothes for an inmate.
- Court clothes may be dropped off up to 3 days prior to the inmate's Common Pleas Criminal Court date. **Clothes drop off takes place evenings between 7PM-9PM only.**

Acceptable Court Clothing:

| | |
|------------------------|------------------------|
| For Men: | For Women: |
| Suit or Sport Coat | Dress/Skirt |
| Dress Pants, Shirt | Blouse, Blazer, Slacks |
| Black/Blue Socks | Dress Shoes & Socks |
| Dress Shoes, Belt, Tie | Pantyhose |

Unacceptable Court Clothing:

No Tennis Shoes

No Jeans - blue or other, athletic wear

No Sweat suits or outer clothing (coats, etc.)

No Athletic wear or clothing with a logo

- Eyeglasses/contacts may be dropped off at Allegheny Health Dept, 3333 Forbes Ave, Oakland
Attn: Dana Phillips. Questions - call (412) 578-8318
(No tinted contact lenses will be accepted)

Inmate Phone Privileges

Inmates may make collect calls only.

For questions regarding the inmate phone system or to block a number, call (412) 350-2312.

For inmate telephone problems/complaints, call 1-800-844-6591.

Acceptable Items via U.S. Mail

All mail must contain the inmate's DOC# on the envelope.

For questions regarding acceptable items, call the **Mailroom at (412) 350-2047**

Acceptable Items:

- Publications (paperback books, magazines, newspapers) SENT via the U.S. Mail DIRECTLY FROM PUBLISHERS ONLY (Not UPS or Federal Express)
- 7 maximum paperback books; 3 maximum photos at one time
- Money Orders (write DOC# on money order)

Unacceptable Items:

No publications from bookstores, distributors, clearing houses, catalogs; hardback books; catalogs

No stamps/stamped envelopes

No personal checks, paychecks, credit/phone cards

No hygienic, grooming or stationery products

No medication, clothes, jewelry, playing cards

No tobacco, food, powdered substances, wire, rope

No hair(s), metal/wood/plastic objects, weapons

No gang-related photos, pornography

Personal Property

Family members wishing to pick up an inmate's personal property (e.g. wallet, keys) must call (412) 350-2267 between the hours of 8AM-10AM. All items will be brought to the Front Desk for distribution at 1:45-2:00PM on the same day.

Bail Payment

Payment for an inmate's bond money – cash only – is done at the County Courthouse Building on Forbes Ave between Grant & Ross streets (lower level near courtyard entrance).