



**Office of the Sheriff**  
Monroe County, New York  
**Sheriff Todd K. Baxter**  
**Undersheriff Korey K. Brown**

## **Jail Clearance Application Procedure**

The Monroe County Sheriff's Office requires individuals to complete the clearance process, including a record check, in order to be considered for clearance to enter the Monroe County Jail facilities for the purpose of seeing incarcerated individuals for professional, programmatic, or religious reasons.

Clearance is for **professional and programmatic purposes**, and may not be used to visit family or friends. Misuse of clearance privileges will result in the loss of the privilege.

### **Process to Request Clearance**

Obtain the ***Jail Clearance Packet***, which is available online or from your program sponsor.

The two forms **must** be completed and returned to the Director of Rehabilitation, along with a copy of your driver's license or other government issued ID (i.e. passport).

- via mail to:

Director of Rehabilitation  
Monroe County Sheriff's Office  
130 S. Plymouth Ave  
Rochester, NY 14614

- via email to [JRivers@monroecounty.gov](mailto:JRivers@monroecounty.gov)

- delivered in person to MCJ

You **must** attend the required Security Orientation prior to being cleared to enter the facility. Orientation sessions are approximately one hour and are offered monthly. Please note you must turn in your clearance forms and sign up for the orientation one week prior to the orientation.

Individuals who are cleared to come into the jail, not just visits, must also be fingerprinted as part of the clearance process. Upon successful completion of the steps above, the Director of Rehabilitation will provide you with a letter to get fingerprinted.

Program volunteers must be part of an approved and staff sponsored program. Applications for participation should be returned to your program sponsor, who will turn in your application packet to the Director of Rehabilitation. Questions regarding your clearance status should be directed to your program sponsor.