



Office of the Sheriff
Monroe County, New York
Sheriff Todd K. Baxter
Undersheriff Corey 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 only. Your clearance 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

1. Contact the appropriate jail program sponsor to obtain the ***Jail Clearance Packet***. Program volunteers must be part of an approved and jail sponsored program.

RELIGIOUS PROGRAMS

Joshua Lynd
Religious Activities and Programs Coordinator
jlynd@monroecounty.gov
(585) 753-3066

REHABILITATION PROGRAMS

Melissa Arena
Supervisor of Rehabilitation Services
melissaarena@monroecounty.gov
(585) 753-3046

For general questions about jail clearance or clearance for the professional visiting room only, please contact:

Jennifer Rivers
Director of Rehabilitation
jriver@monroecounty.gov
(585) 753-4793

2. Applications for participation ***must*** be fully completed, including a copy of your driver's license or other government issued photo ID (i.e. passport), and returned to your jail program sponsor:
 - via their email above
 - or
 - via mail or dropped off in-person to:
Monroe County Sheriff's Office
130 S. Plymouth Ave
Rochester, NY 14614
3. 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 Jail Clearance Packet and sign up for the orientation at least one week prior to the orientation.
4. 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 your letter to get fingerprinted.

Questions regarding your clearance status should be directed to your jail program sponsor.