

St. Tammany Parish Sheriff's Office

PROFESSIONAL/ATTORNEY VISITS POLICY**VIDEO CONFERENCING POLICY****SOP.0700:06.345.01****REVISED POLICY FOR REQUESTING PROFESSIONAL/ATTORNEY VISITS****Hours of Operations for Professional/Attorney/Video Conferencing Visits are:**

8 am – 11 am M – F last visit will be scheduled for 10:30 am
1 pm – 4 pm M – F last visit will be scheduled for 3:30 pm
6 pm – 8 pm M – F last visit will be scheduled for 7:30 pm

Weekend visits are permitted for inmates that have court on of following week
Attorneys need to provide documentation regarding court

NO INMATES WILL BE SEEN BEFORE 8AM OR AFTER 8PM
ONLY EXCEPTION IS IF THE VISIT REQUEST IS DURING TRIAL

WE ARE NO LONGER RECEIVING REQUESTS VIA TELEPHONE CONVERSATIONS

Requests to see an inmate can be done by the following:

1) Walk-in Visits:

Come in person to Visitation during Operational Hours
 Present your ID and Bar Card to the Visitation Officer

2) Fax Request for scheduling the visit:

Fax must include –
 Must be on your Office's letterhead
 Bar Roll Number of the Supervising Attorney
 Inmate's Name
 Date & Time that you will be coming **Exact time needed**
 Your name & contact information

Professionals need to include agency information (credentials)

3) Video Conferencing- Limited Availability-Requests must be done during operational hours by Fax request to 985-276-1027 one day prior and no later than 4:00pm. Go to the Visitation Area and the Visitation Deputies will bring you down to Video Conferencing. See above for scheduling hours. Monday – Friday only

If the inmate is known to be an inmate worker submit the fax request one day prior, this way the inmate is scheduled not to report to work off location.

Fax the request to 985-276-1027

Attention: WARDEN'S OFFICE

Fax must be sent during Office hours:

Between the hours of 8am - 4pm, Monday thru Friday

For live attorney visits-Fax needs to be sent at least 1 hour prior to visit request*

***All fax request visits will be denied if the fax is not received –**

1 hour prior to scheduled visit time

ONCE THE REQUEST IS RECEIVED THE VISIT WILL BE SCHEDULED WITH THE SUPERVISORS

To check in:

PRESENT YOUR ID AND BAR CARD TO THE VISITATION OFFICER

- **During office hours** – go to the Visitation -
- **After office hours** – go to A Central Control to check in with the Shift