



**Passaic County Sheriff's Office
CONTACT VISITOR AGREEMENT FORM**



Eligible adult visitors shall read this form and print and sign their name below. It is an acknowledgment of your understanding of the rules regarding contact visitation at the Passaic County Jail. **You must read and sign this form and then submit it to the Bureau of Criminal Identification seven (7) calendar days prior to the scheduled visit. It may be completed in-person during business hours or be sent by mail or facsimile.**

Address: Passaic County Sheriff's Office, Bureau of Criminal Identification, 11 Marshall St. Paterson, NJ 07501
Fax: 973-881-4607

1. I will follow all instructions provided by officers and be professional at all times.
2. I must check-in with the Officer in the lobby of the Marshall St. entrance of the facility thirty (30) minutes prior to the scheduled start time of the visit. This area is also the only opportunity to use a restroom.
3. A locker will be provided if you have any personal items such as purses, keys, electronic devices, etc. It is strongly recommended that you do not bring unnecessary personal belongings with you. You must be void of all personal belongings before entering the secure areas of the facility unless an item such as an asthma pump or a mobility aid is approved to be taken inside by the on-duty Tour Commander. Personal belongings that cannot be secured in a locker are not the responsibility of the Passaic County Jail.
4. If you bring an infant, you are permitted to have one infant carrier, one diaper, one baby bottle, one plastic container of baby food, one pacifier and baby wipes. All but the carrier must be placed in a clear plastic bag.
5. Mobility items and any special needs you may have must be listed on the CONTACT VISITOR BACKGROUND CHECK FORM. Mobility items must be approved by the on-duty Tour Commander.
6. All clothing attire worn upon entry into the facility must be worn throughout the duration of the visit. Coats, jackets and excess outerwear are not permitted inside and shall be stored in the locker provided to you.
7. Inappropriate clothing and clothing articles is prohibited. These include but are not limited to:
 - a. See-through clothing of any kind or clothing that inappropriately exposes undergarments.
 - b. Tops or dresses that expose the midriff or have open backs or open sides such as any sleeveless clothing, halter tops, tube tops, cropped tops, and tank tops.
 - c. Clothing that is provocative, suggestive, or revealing.
 - d. Open toe footwear.
8. No food, drink, candy or gum is permitted in the facility.
9. Visitors and their personal belongings are subject to search by metal detection and/or x-ray. Personal belongings are also subject to a visual inspection. A pat-search may be necessary if reasonable suspicion exists. If you refuse to be searched or fail a search, you will be denied entry and no visit will be conducted.
10. Only the person(s) pre-approved to visit will be permitted entry into the facility.
11. You are responsible for the supervision of any minors you bring with you.
12. Visitors will only be admitted with valid photo identification which includes a passport (*any non U.S Passport must have the Homeland Security seal to ensure authenticity*); Permanent Resident Card which must be accompanied with a secondary form of ID; U.S. Driver's License; or a County or State identification issued by a U.S. government agency. Minors must have an official birth certificate.
13. Visitors found to be unruly, under the influence of drugs or alcohol, performing actions that may pose a security threat, rude or inappropriate behavior, or any other violation of the facility including, but not limited to; the facility's no smoking policy, zero tolerance drug/alcohol policy, and the zero tolerance toward sexual activity policy will have their visit terminated.
14. Leaving the visiting area without supervision will terminate the visit.
15. All visitors will be escorted by staff. All visits are continuously supervised by an officer inside the visiting area.
16. Within the bounds of propriety, physical contact such as handshaking, embracing, and kissing are permitted only at the beginning and end of the visit. Contact may include hugging, kissing and/or handshaking as long as it is limited, not provocative or obscene. Limiting contact is necessary for security reasons. Failure to follow the limited physical contact requirement will result in the termination of all visiting privileges. As long as security is not compromised, children 2 years of age or younger can be exempt from this requirement.
17. A visit will be no less than 15 minutes in length and may be scheduled up to a period of 30 minutes.
18. During an emergency, disturbance or for security concerns or violations, your visit may be terminated.

Visitor (Print Name)

Visitor Signature