

### Video Visitation System Visitor Scheduling Instructions

- From Internet Explorer on your computer, go to the [www.ICSVideoVisit.com](http://www.ICSVideoVisit.com)
- Select the **Correct Facility Name**
- Click **How to Visit**
- Click the link at the bottom of the page to access **login** screen

- Enter your user name and password



- When you are ready click **Login**
- After you successfully login, you will see the Visitation Screen
- Click on **Schedule Visitation**
- Read Visitation Rules

#### Cogan Sheriff's Office Video Visitation Rules

Failure to adhere to any rule results in termination of visitation privileges.

- Visits are subject to monitoring and recording.
- Visits may be scheduled up to two weeks in advance but at least 24 hours prior to the visit.
- Visit duration is provided at the time of scheduling.
- Each inmate is allowed four visits per week with a maximum of two visits facilitated on-site.
- Contact the video visitation vendor for refunds.
- Visits that conflict with an inmate's court appearance or an inmate worker's work schedule are not honored.
- Displaying gang-related symbols, themes or colors is prohibited.
- Vulgar language and images are prohibited.
- Nudity is prohibited.
- Sexually explicit activity is prohibited.

#### On-site:

- Visitors must arrive 10 minutes prior to appointment to check in.
- Visitors must show a valid government issued photo ID, such as a driver's license, state ID card, or military issued ID.
- All children (under 18 years of age) must be accompanied by a parent or legal guardian and must show a copy of the child's birth certificate.
- Visitors and inmates must remain seated at all times during the visitation session.
- Visiting children, five (5) years old and younger, must remain on the visitor's lap at all times.
- Staff can deny, change, or cancel a visit at any time at their discretion.
- Any visitor with an outstanding warrant is not allowed to visit.
- Visitors are subject to search.
- On-site visitation is limited to the following schedule:
  - Tuesday, Wednesday from 1345 to 2045
  - Thursday, Saturday from 1345 to 1545

#### Off-site:

- Staff can deny, change, or cancel a visit at any time at their discretion.
- Off-site visitation is offered seven days a week. Specific times are determined at time of scheduling.

By clicking the "I Agree" buttons below you are stating that you have read, understand and agree to adhere to all of the above conditions.

I Agree

- Select **Visit Type**
- From the drop down box, select the name of the inmate
- Select **Visitation Center**
- Enter number of adults and children visiting
- Select the desired **visit date**
- Select **Visit Time** from list of available time slots,
- Click **Save**

#### Schedule Visitation

- Check and verify that all of the information is correct

- Note the Visitor Station you are assigned to
- Click **OK**
- All scheduled visits will show on your home screen as displayed below.

Home | Schedule Visitation | Relationships | Remote Visitation Information | Your Account

For facility visitations, please make note of the **Visitor Station** for your scheduled visitation so you can locate it when you arrive at the visitation center.

		Your Visitation History					No Show
Cancel	Visitation Location	Visitor Station	Inmate Name	Date/Time	Cancelled	Cancel Reason	
<input type="checkbox"/>	Onsite (South Placer Lobby)	V03	CARTER, JASON LAWRENCE	06/26/2015 12:00 PM	<input type="checkbox"/>		<input type="checkbox"/>

## VIDEO VISITATION

ICSolutions  
is providing visitation by **VizVox**.

Using video communication technology, friends and family can have an **Onsite** visit using the video terminals located at the visitation center.

**Remote** visitation is a fee based solution that allows friends, family, and professionals to conduct visits from their home or office computer.

This brochure provides complete instructions on how to register and schedule video visitation.

