

PURPOSE: To describe the procedures that will be implemented in the jail to ensure proper control of inmates for attorney in-person visits, video visits, and in-court appearance requests.

IN-PERSON VISIT at Jail Facility

Attorneys will go to the Jail Lobby and inform the Lobby officer he/she is there for an attorney visit. Calling ahead to check visitation room availability is recommended.

VIDEO VISIT

Once the attorney profile is created in the Web-Ex Video Visitation System, the attorney will schedule &/or cancel appointments through the following steps:

- a. Go to URL <https://gcsovisitation.greenecountymo.gov/> and login.
- b. Two factor authentication is used to log in. Each time an attorney logs into the system, it will email them a six-digit code. They will be prompted to enter this code during the login process.
- c. Please note, the system will not let an attorney schedule a visit without more than 24 hours' notice.
- d. From the dashboard, the attorney will be able to select an inmate, date, and desired visitation duration. The system will provide the attorney a list of open time slots that meet these requirements.
- e. The attorney will select their desired time slot and click schedule.
- f. To cancel an appointment from an attorney account, the attorney will go to the 'Upcoming Visits' screen and click cancel next to the visitation that needs canceled.

IN-PERSON COURT

If an attorney wants their client added to the court list, they will need to do this with a 24-hour advance notice to the courts.

APPROVAL SIGNATURE:

Sheriff: Jim Arnott Date: 05/25/2022