



Chuck E. Atkins
Sheriff

Welcome to the Clark County Jail. Please read this information about the facility and our expectations regarding your clearance carefully.

Professional visitor clearances are required to be used and updated by participants *at least* annually to remain active. Professional visitors are granted access to the facility and the inmates to conduct business related matters only. ANY personal visits to friends or family that are incarcerated in the Clark County Jail must be accomplished in accordance with standard inmate visiting rules and protocols. If a professional clearance is utilized for a personal matter outside the scope for which the clearance was granted, access privileges will be revoked.

DIRECTIONS FROM VANCOUVER:

Take I-5 South to exit 1C (WA-501/Mill Plain Blvd.) toward City Center/Port of Vancouver. Keep right, at the fork to go on WA-501 W. Turn Left onto Franklin ST. Turn Right onto W. 13th Street. 707 W. 13th Street, Clark County Law Enforcement Center is on the Left. We are adjacent to the Courthouse, connected via breezeway.

DIRECTIONS FROM PORTLAND:

Take I-5 North to exit 1C (WA-501/Mill Plain Blvd.) toward Port of Vancouver. Turn Left onto WA-501/E Mill Plain Blvd. Continue to follow WA-501W. Turn Left onto Franklin Street. Turn Right onto W. 13th Street. 707 W. 13th Street, Clark County Law Enforcement Center is on the left. We are adjacent to the courthouse, connected via breezeway.

PARKING:

The parking spaces in the North and South lots adjacent to the Clark County Law Enforcement Center and courthouse are reserved and will be ticketed without a parking pass. There are meters on most surrounding streets, and free street parking along Harney Street from 11th to 13th. There is also metered parking in the Public Service Center (located on 13th street), north of the Clark County Law Enforcement Center.

PROFESSIONAL VISITING HOURS

- Professional visiting hours are 0800-2200 daily.
- The jail is closed for meals between the hours of 1130-1300 and again 1630-1800. *If you are in the facility when a lockdown meal period begins, you are required to gather your items and exit the facility promptly.*
- All rooms are first come, first served - we do not reserve rooms for anyone.

ACCESS AFTER BUSINESS HOURS

- The North lobby entrance is locked after 1700 hours Monday-Friday and on weekends.
- After hours entrance is located in the breezeway on the East side of the building.
- If attempting to access the building on weekends *or* after 2000 hours Monday-Friday, the East entrance will also be locked. Press the button on the intercom next to the door and wait for an officer to respond and provide further instruction.
- If the reception area is closed, you will be required to check-in at main control directly. Press the button on the wall intercom outside the main control door and wait for an officer to respond and provide further instruction.

IMPORTANT INFORMATION

- **Volunteers, Interns and Interpreters –**
Must be accompanied at all times while in the secured areas of the facility.
- **Participants in programs –**
Access allowed on predetermined dates and times, in assigned areas only – NO EXCEPTIONS. Program members are to assemble in the lobby, and enter or exit the facility as a group.
- **Private Investigators, Polygraphists, Guardians, Victim Advocates, CASA, and Medical/Mental Health/Chemical Dependency/Treatment Professionals, Case Experts –**
A court order or letter from the case attorney is required for each inmate you intend to professionally visit. To expedite the entry process, please fax over required documentation validating your role in the case to (360) 397-6010 prior to your arrival at the facility. If you do not have access to a fax please have a copy to provide upon check-in.

GENERAL INFORMATION:

- Bring valid government issued photo identification.
- Only necessary personal items are allowed in the facility. All other items such as, coats/jackets, hats, head coverings, umbrellas, purses, cell phones and electronic devices must be left in your vehicle or at home prior to entering the facility.
- The Sheriff's Department is not liable for any lost or stolen property.
- No food, beverages or tobacco products are allowed in the building.
- Visitors suspected to be under the influence of intoxicants or drugs will be denied access.
- Disruptive behavior, obscene gestures or comments will not be tolerated.
- Knives, firearms and other weapons are not allowed in the Clark County Jail Facilities. If you require a weapons locker, notify staff at the reception area upon check-in.
- Introduction of contraband into Clark County Jail Facilities is a crime and punishable by law.
- Clothing must fit appropriately and shoes are required. Any visitors determined to be inappropriately dressed will be denied access. Dress code violations are at the discretion of staff.
 - Inappropriate clothing is as follows; any transparent, sexually explicit or revealing clothing. Tops/Shirts: tube tops, tops with less than 3" bands or sleeves, halter tops, cutoff shirts at the waist, or anything low cut or revealing. Shorts/Skirts: mini skirts, shorts and skirts higher than 3" inches above the kneecap.

HOW TO NAVIGATE

1. Enter the CCLEC building and proceed to the reception area.
2. Provide staff valid photo identification and state your business.
3. Staff will issue you a visitor pass in exchange for your identification - clip the pass to your person in a visible area.
4. Staff will direct you to the main control security door when room becomes available.
5. When you hear a "click" – push open the security door and proceed to the blue lockers in the foyer straight ahead.
6. Use the key attached to your pass to find the locker that corresponds to your pass number - **secure all items that are not essential to the visit in the locker.**
7. Proceed through the sliding door, opposite the lockers.
8. Once through the sliding door, face the door to the immediate left.
9. Wait until you hear the "click" - open the door and proceed to the elevator - advance to the second floor.
10. Wait outside the elevator until you hear another "click" - proceed through the door to the rover station immediately ahead.
11. Check in at the small window on the left side of the station.
12. An officer will direct you to a predetermined area for the visit. At that time, ask the officer how they would like to be notified when the meeting is complete. If paperwork is required for the inmate(s) to review/sign/have notarized/etc., please indicate this to the officer *prior* to entering the visiting area.
13. The inmate(s) will be brought to the area, one at a time.

DO NOT AT ANY TIME EXIT THE INTERVIEW ROOM AND LEAVE ITEMS UNATTENDED.

14. After the meeting, gather and account for all of the items you brought into the room. If an item is missing, notify an officer immediately.
15. Check-out at the rover station.
16. Wait outside the door to the elevator until you hear the "click" - proceed to the elevator - return to the first floor.
17. Wait outside the door until you hear the "click", then exit to the right.
18. The sliding door will open, and you may proceed to the blue lockers to retrieve your belongings.
19. Wait for the "click" then exit through the security door to the right.
20. Return your pass at the reception area in exchange for your identification.

Contact information is below If you have any questions.

Sincerely,

Jail Clearance Staff

707 W 13th Street,

PO Box 410

Vancouver, WA 98666

Ph. (360) 397-2273 or (360) 397-6014

Fax. (360) 397-6010

Email: cntysheriff.jailadministration@clark.wa.gov

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