

PROFESSIONAL VISITOR INFORMATION

BERKS COUNTY JAIL SYSTEM

Welcome

We offer this brochure in an effort to provide you with the basic information you may need to maintain contact with an individual you represent or to whom you offer guidance, and who is held in our jail. It is not intended to answer all of your questions, but does provide a framework as well as some additional resources for you to utilize.

Our visitation guidelines are outlined for you and were developed to maintain the security of our institution and ensure the safety and well-being of our staff, inmates, and visitors. In the **rare event** that you **require** and are **eligible** for a contact visit you **must** secure advance approval through:

- The shift commander (if you are law enforcement or an attorney) by calling the custody department or
- The treatment supervisor (if you are a social service agency) by calling the treatment department.

If you have not previously completed a "Professional Visitors Application" form, you will be asked to complete one when you arrive for your first visit.

We hope that you will find this information helpful. If you have any further questions, please contact a member of our administrative staff during business hours (Monday – Friday 8:00 AM to 4:00 PM; except county holidays).

Visits

All professional visits will be held in the private meeting rooms, located in the multi-purpose room.

- Visiting hours are available Monday – Sunday from 8:00 AM to 8:00 PM; except between the hours of 11:00 AM to 12:00 PM and 4:30 PM to 5:30 PM.
- Proper identification is required to establish identity. Only a photo I.D. card with a valid and current address is considered acceptable. (state driver's license, state I.D. card, military I.D. and passports.)
- There is a dress code for all professional visitors, a copy is attached. We reserve the right to deny anyone visiting privileges because of inappropriate attire. This is understood to be a subjective decision which will be made by the employee on duty in the lobby/reception area and which cannot be appealed.
- You are permitted to park in one of the three lower parking lots and must then report directly to the lobby desk. You are to wait in the lobby or in your car. You are not permitted to stand outside, at the employee picnic tables, in front of the jail, or to loiter in the parking lot. Doing so may result in you being asked to leave the premises.
- It is your responsibility to secure all non-permissible items in your vehicle or the lobby lockers. Our lobby officers will not hold keys, cell phones, garments, etc. for anyone.

Telephone Numbers

Berks County Jail	610-208-4800
Administrative Department	Extension 4009
Chaplaincy Department	Extension 4376
Custody Department	Extension 4827, 4831
Inmate Account Department	Extension 4011, 4017
Inmate Telephone Department	Extension 4775
Medical Department	Extension 4500
Records Department	Extension 4102
Treatment Department	Extension 4200

"Other County/State Offices"

Adult Probation	610-478-3400
Berks Connections/Pre Trial Services	610-478-6920
Children & Youth Services	610-478-6700
Clerk of Courts	610-478-6550
Court Administration	610-478-6410
Community Service	610-478-3480
District Attorney's	610-478-6000
Domestic Relations	610-478-2900
Public Defender's	610-478-6650
Sheriff	610-478-6240
Youth Center	610-376-6127
County Parole	610-478-3400
PA State Parole - Reading Office	610-378-4331
- Allentown Office	610-791-6157



Do not bring anything into the jail for an inmate, or take anything out of the jail for an inmate.

Do not distract staff from their duties.