

4301 E. Parham Road
Richmond, VA 23228



HENRICO COUNTY SHERIFF'S OFFICE
JAIL WEST INMATE VISITATION

Jail West Reservation Visitation Schedule (Letters represent first letter of male inmate's last name)

A-G Saturday Afternoon Session Wednesday Morning Session Afternoon Session	H-M Sunday Morning Session Tuesday Morning Session Afternoon Session	N-Z Sunday Afternoon Session Thursday Morning Session Afternoon Session	ALL FEMALES Saturday Morning Session Monday Morning Session Afternoon Session	PROTECTIVE CUSTODY Friday Females 0900-1015 Males 1055-1240
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Jail West Reservation Group Schedule

Morning Session		Afternoon Session	
Group	Time	Group	Time
1	9:00-9:25	7	12:55-1:20
2	9:40-10:05	8	1:30-1:55
3	10:15-10:40	9	2:10-2:35
4	10:55-11:20	10	2:50-3:15
5	11:35-12:00	11	3:30-3:55
6	12:15-12:40	12	4:10-4:35

Visitation must provide the following information when making reservations:

- Number and full names of all parties, (4) persons per visit
- Date of Birth of all visitors
- Inmates full name
- Contact Telephone Numbers

Between 8:00 AM and 5:00 PM, Monday through Friday (non-holidays), reservations may be made one (1) week in advance, based on availability. The time frames above highlight the schedule of visitation for Jail West. Call 501-4581 to make reservations.

In order to allow time for identification verification, visitors are requested to arrive (15) minutes prior to their scheduled reservation. Depending on availability, late arrivals may constitute cancellation of their reservation.

All rules, regulation, policy, procedures and laws governing inmate visitation must be strictly adhered to during this process, unless otherwise indicated by competent authority.

An inmate's relocation after reservations have been made will affect their scheduled reservations.

General Information

Money

Cash, money orders or a certified cashier's check will be accepted at the Jail West Property Room window, Monday-Friday (exception of County Holidays) from the hours of 7:30-3:30 pm. Money orders or certified checks may be deposited on Saturday, Sunday or holidays at the front desk in a depository safe box between 7:30 AM and 5:00 PM. A drop deposit will not be credited to the inmate's account until next business day. **NO PERSONAL CHECKS or TWO PARTY CHECKS WILL BE ACCEPTED.** Money orders are to be made payable to the inmate using the inmate's full committal name, date of birth, or prisoner identification number (PIN) to ensure that money is credited to the correct account. Cash money should NEVER be sent through the mail. Authorized currency will be accepted at either Jail regardless of the inmate facility location.

Personal Property

Personal clothing such as undergarments, gym shorts, and tennis shoes are available for purchase in the inmate canteen store. These items will not be accepted unless approved because of the unavailability of size. A variety of hygiene products are also available. Clothing for Circuit court will be accepted three working days before court. The inmate must notify Quartermaster that he/she is expecting court clothing. An inmate may release funds, clothing or other property after completing an "Authorization to Release Form"

Correspondence

The addressed envelope should include the inmate's full committal name and prisoner identification number (PIN), if known. All incoming correspondence is opened and screened for contraband. Newspaper, magazines, and books will be accepted only if they are mailed directly from the publishing house to the jail. Then family photos are accepted with a maximum size of 4x6 inches. Polaroid and explicit pictured will not be accepted.

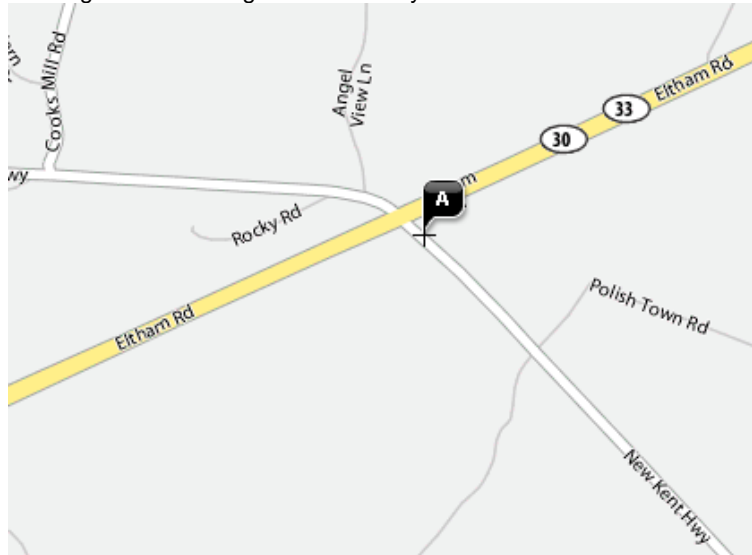
Address for Correspondence

Henrico County Jail West
Inmate's Name & Pin
Henrico County Jail
P.O Box 3368
Henrico, VA 23228-9768

Henrico County Jail East
Inmate's Name & Pin
Henrico Regional Jail East
17320 New Kent Highway
Barhamsville, VA 23011

Directions to Henrico County Regional Jail East

- From I-64 west, take West Point exit 220. Proceed approximately 3.5 miles on Route 33 to the stop light. Turn right on to New Kent Highway. Take the second left into the Regional Jail East facility.
- From I-64 east, take West Point/Barhamsville exit 227. Bear right off the exit and continue on New Kent Highway for approximately 6.5 miles. Turn right in to the Regional Jail facility.



Directions to Henrico County Jail West

- Driving I-95 South, merge onto East Parham Road 73S via exit 83B. Go approximately 3.8 miles. After crossing over Staples Mill Road, you will see signs for the Henrico County Government Complex. Turn left at the light onto Prince Henry Drive. **Continue in this direction following the signs toward the courts and the jail. After passing the parking deck, turn right into the open parking lot and continue around to the last building.
- Driving I-95 North, merge onto I-64 west via exit 79 toward Powhite Parkway – Charlottesville. Merge onto Staples Mill Road (US33) via exit 185. Turn left onto East Parham Road. Turn left on to Prince Henry Drive at the traffic light. Follow above directions. **
- Driving I-64 West, merge onto I-295 N via exit number 200 toward Washington. Merge onto US301S (Chamberlayne Road) via exit number 41B toward Richmond. Turn right onto E. Parham Road. Follow above directions. **
- Driving I-64 East, take the Parham Road exit 181. Turn left onto N. Parham Road. Continue approximately 2 miles and turn right onto Prince Henry Drive. Follow above directions. **

