

## Visitation

Upon incarceration an inmate, at their request, may fill out a visitation card. They have up to 5 people that can be added to their visitation card who are of IMMEDIATE family to the inmate. The visitation card can take up to 10 days to be approved. The inmate may make changes to their visitation card once every 30 days.

\*IMMEDIATE family members of the inmate include the following:

- Mother or Father
- Brother or Sister
- Child of inmate
- Spouse – legally married to the inmate and can provide proof (marriage certificate)

\*common law marriage WILL NOT be approved for visitation\*

### What to expect:

The Gregg County Sheriff's Office houses inmates at the South Jail, North Jail, and Marvin A. Smith Facilities. Upon arrival at the facility you will need to check in with the officer working in the visitation lobby. You will need to sign in and hand your driver's license to the visitation officer to conclude your check in. Before checking in, know that only two children per adult and persons 17 years of age and older will be required to have proper identification and must be listed on the inmate's visitors card. When finished checking in the officer will tell you what group number you will be in after you have been confirmed for a visit. Each visit will last 20 minutes for each group and there will be no extensions unless preapproved by a Lieutenant, Captain, Chief, or the Sheriff prior to the visit.

### Location of Facilities:

#### **South Jail- (located on the 5th floor of the courthouse)**

101 East Methvin  
Longview, Texas 75601

#### **North Jail**

101 West Whaley  
Longview, Texas 75601

#### **Marvin A. Smith**

5424 FM RD 1252 West  
Gladewater, Texas 75647

**Visitation Hours:**

**South Jail**

Thursday 7:00 PM – 10:00 PM

Saturday 1:00 PM – 4:00 PM

**North Jail**

**Female Inmates**

Monday 7:00 PM – 10:00 PM

Saturday 8:00 AM – 10:00 AM

**Male Inmates (Last Name A-M)**

Tuesday 7:00 PM – 10:00 PM

Saturday 1:00 PM – 4:00 PM

**Male Inmates (Last Name N-Z)**

Thursday 7:00 PM – 10:00 PM

Saturday 7:00 PM – 10:00 PM

**Marvin A. Smith**

Thursday 7:00 PM – 10:00 PM

Saturday 1:00 PM – 4:00 PM

**Prohibited Items:**

The following items are not allowed in the visitation room during your visit. These items include cameras, purses, umbrellas, packages, mace, handbags, paper sacks, cell phones, pagers, cigarettes, cigarette lighters, matches, or any glass or metal containers. Prohibited items also include glass baby bottles, blankets, strollers, or toys for babies. Pocket knives and sharp objects, weapons of any kind, or other items which can be used either in its present form or by alteration as a weapon in the jail are prohibited.

**Jail Visitation Rules:**

- A parent or a legal guardian must accompany minors under the age of 17. Only two children per adult may visit.
- Visitors shall not give any items directly to inmates.
- Any disruption in the visitation process could result in visit termination and/or visit restriction.
- Persons who have been in jail will not be allowed to visit until the duration of six months has passed.

**Dress Code:**

All visitors must be in proper attire at all times. No one will be allowed entrance wearing the following:

- Transparent Clothing
- Seductive Clothing
- Tube Tops
- Halter Tops
- Strapless Tops
- Backless Tops
- Spaghetti Straps
- Short must be at knee length
- Skirts must be at knee length
- Visitors who are inappropriately dressed with gang related clothing, hairstyles or graffiti will be

denied visits.

**Identification:**

- All persons requesting visitation privileges must be in possession of a valid photo identification

including: ALL DOCUMENTS MUST BE THE ORIGINAL OR CERTIFIED COPIES!

- Valid state driver's license, paper license renewal must be accompanied by other photo

identification

- Texas Department of Public Safety photo identification card
- Jail Identification Card
- Official Government Issued Passport
- Military Identification Card
- Alien Registration Card or other valid photo identification card for the United States Government

**Special Visits:**

Special visits are allowed for persons living 4 or more hours away from Longview, Texas. A person seeking a "Special Visit" is not required to be on the inmate's visitor's card. The visitor must show valid proof of residence to qualify for a special visit. Visits for a person living more than 4 hours from Longview, may be at any time other than the regular visitation hours excluding feeding times or emergency conditions. These visits MUST be preapproved through a Lieutenant, Captain, Chief, or the Sheriff.

**Non-Contact Visitation:**

With the exception of "Special Visits" all visitors 17 years of age and older must be on the inmate's visitors card. All visits are non-contact visits. No exchange of paperwork, property, pictures, letters, books, legal work, or money will be allowed. These items, with the exception of books may be sent in the U.S. Mail. An inmate may receive books, but they must be sent directly from the publisher.

**Orderly at All Times:**

Any visitor, guest, or child of the visitor is expected to be orderly at all times. Visitor's children will not be allowed to run and or play in the visitation areas. A visitor will be warned that the children must be kept in control at all times. If, after the warning, the problem persists, a detention supervisor will be called to the floor. The supervisor, at their discretion, may allow the visitor to remain or ask the visitor to leave. No child may be left unattended while in the lobby area or during visitation. Visitors will not be allowed to conduct themselves in a manner which may be considered as lewd. Visitors may not become loud or obscene with their voice or language. Visitors that are disruptive or who violate jail security may be asked to leave by a jail supervisor. Visitors may be banned from future visits by the facility commander based on their actions during the visit. Once a visitor leaves the secured area of the jail they will not be granted return to the secured area during the visiting day.

For further information you may contact:

**Visitation Officer:**

Shallon Lasseigne

Phone: 903-236-1755

Hours: 8:00 AM – 5:00 PM/Monday – Friday

**North Jail:**

Lieutenant Luke Whitehead

Phone: 903-236-1782

**South Jail and Marvin A. Smith:**

Lieutenant Jeff Callaway

Phone: 903-236-1771