



# OFFICE OF THE SHERIFF

Chesterfield County, Virginia

Karl S. Leonard, Sheriff



## ATTORNEY STATEMENT OF UNDERSTANDING FOR OFF-SITE VISITATION

Chesterfield County Sheriff's Office is proud to offer pre-scheduled inmate off-site video sessions to attorneys who practice in this area. Each attorney who would like to utilize this service is required to read, sign and submit this form to Sergeant C Burroughs as confirmation of their intent. This form can be submitted electronically ([Burroughsc@chesterfield.gov](mailto:Burroughsc@chesterfield.gov)) or in person at the jail and must be on file before an off-site attorney video session is authorized.

- ☛ Approval for off-site attorney visitation is done explicitly through completion of this process:
  - Notice of intent to use this service
  - Sign statement of understanding
  - Verification of Attorney Status (Please send a copy of your State ID and Bar card with this letter)
- ☛ Once the above actions have taken place the following steps must be taken:
  - Attorney seeking to use this service must initiate an account at <https://www.gettingout.com/schedule-a-visit/> and select their client who is housed at our jail.
  - Your client must add you to their jail visitation list BEFORE you are approved to visit them.
  - Once account creation has been completed, contact Sergeant Burroughs directly for official approval.
  - Once approval has been completed, visits with your client can be scheduled.
- ☛ Attorney off-site visits are confidential and not recorded however, can still be live monitored by Sheriff's Office security staff.
- ☛ All off-site sessions are intended for the attorney and their client only (no family, friends, etc.)
  - If it is discovered that such activity *is or has been* occurring, your permission to utilize this service will be terminated.
- ☛ As a professional courtesy, all off-site visits are offered at no cost to the attorney.
- ☛ All off-site visit scheduling and signups must be scheduled by logging into your account at <https://www.gettingout.com/schedule-a-visit/>
- ☛ Any technical issues should be directed to technical support by clicking "CONTACT" on the GTL website or calling (855) 208-7349
- ☛ Issues directly related to visiting with a client currently housed in our jail can be directed Sheriff's Office jail security staff.

Attorney Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ State Bar #: \_\_\_\_\_

Firm Name (if applicable): \_\_\_\_\_