

VISITATION  
HOURS

7 days a week

**8:00am- 12:00 pm**

**1:00pm - 2:30 pm**

**4:00pm - 9:00 pm**

■ ■ ■ ■ ■  
INTERNET  
CONFERENCES

VISITOR SUPPORT –  
ACCOUNT SETUP:

**(855) 208-7349**

[passaic@renovosoftware.com](mailto:passaic@renovosoftware.com)

■ ■ ■ ■ ■  
ATTORNEY CONFERENCE  
IN-PERSON SCHEDULING:  
[pcsoconference@pcsheriff.org](mailto:pcsoconference@pcsheriff.org)



PASSAIC COUNTY

SHERIFF

RICHARD H.  
BERDNIK



Powered By  
**RENOVO**  
SOFTWARE

PROFESSIONAL  
INMATE  
CONFERENCE  
SCHEDULING

ONLINE & ON-SITE VIDEO CONFERENCING

**FREE Attorney-Client video conferences**



**Passaic County  
Sheriff's Office**

Professional visitors can now speak with inmates housed in the Passaic County Jail confidentially from any location with an internet connection without having to travel to the jail.

Please review the details inside.

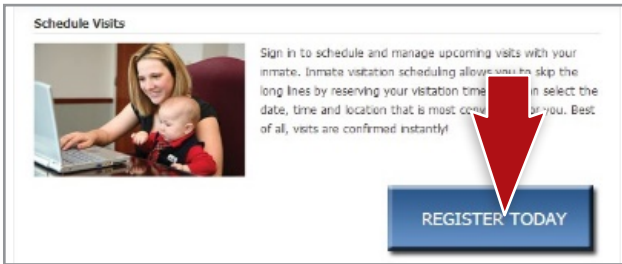
<https://visitation.pcsheriff.org>

Professional visitors are defined as attorneys and representatives from their offices (e.g. paralegals, investigators, and translators).

**NOTE:** To schedule a face-to-face visit at the jail, **DO NOT** schedule the appointment online. Online scheduling is currently only for non-contact video conferences via the internet. To enter the jail to visit an inmate, you must email your request to the jail at [pcsoconference@pcsheriff.org](mailto:pcsoconference@pcsheriff.org).

# 1. REGISTER

Register at the website listed on this brochure.



Be sure to register as a professional visitor. After you set up your account send an email to [visitation@pcsheriff.org](mailto:visitation@pcsheriff.org). After confirmation your account will be approved as a professional visitor.

**Each person representing your office who will be on the conference must be registered.** For security reasons, they must be listed as a visitor for that conference. Your relationship for each inmate you will be seeing must be **professional**, and you must reconfirm your professional visit by checking the box that says professional.

Professional conferences are held in a private booth and are not recorded. **If you fail to register as a professional and check the professional box**, your conference will be recorded and your inmate will not be assigned to a private booth.



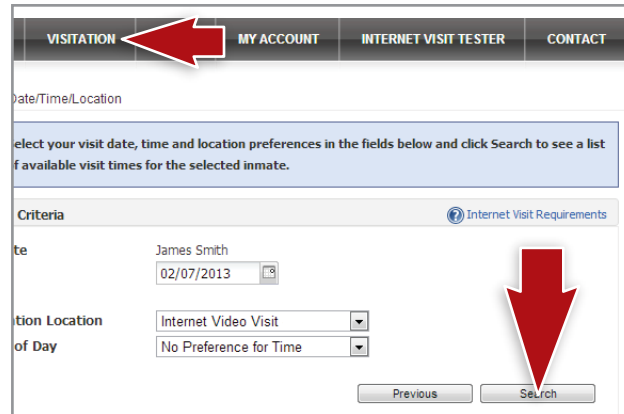
VISITATION WEBSITE

<https://visitation.pcsheriff.org>

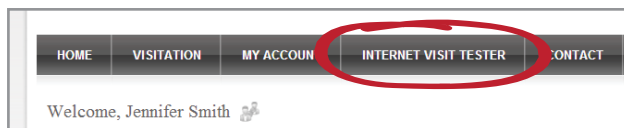
# 2. SCHEDULE

Visits must be scheduled at least 1 day in advance and may be scheduled as far as one week in advance. **But due to the current health concerns, the one day scheduling requirement has been removed for attorneys to see their clients and simulate the walk-ins we get.**

Log in and click “Visitation” in the main menu. Add any additional visitors that will attend, and select the inmate. Time blocks are available on a first-come, first-serve basis up to 1 hour. You must have a camera, microphone, and an updated version of Flash player on your computer



Before scheduling an internet visit, be sure to run the **INTERNET VISIT TESTER**.



Next, enter your preferred date, time and location which will be “Internet Video Visit” and click “Search.” **All visits are displayed in EASTERN TIME.**

**If you are scheduling a same day Visit/Conference, you must contact the Passaic County Jail at 973-881-2400 and provide the officer with the inmate’s name, time scheduled, and confirmation number after the visit/conference is scheduled.**

Currently, multiple conferences cannot be scheduled during one time block. We expect to have that capability after renovations of our attorney conference area are complete.

# 3. CHECK IN

**Log in at least 5 minutes before** your conference begins. Your conference will start and end at the times selected. Jail staff cannot extend, reschedule, or postpone internet visits should you miss your scheduled time. It is your responsibility to keep your scheduled appointment.

Your visit will be highlighted in red under “next internet visit.” Click the play button on the right of the red bar. Follow the instructions on the proceeding pages.

After completing the tester, click “Start Visit.” On the next page, click “Allow.” Your visit will begin at the scheduled time.

**There is no fee for attorney-client conferences**

# CANCELATION

To cancel a visit, click “Cancel Visit” on the Summary page; or click the “X” next to the visit on the Homepage. You will be asked to confirm your cancellation. To view information about past visits, click the “View Visit History” link under the “My Account” tab.