

WESTERN VIRGINIA REGIONAL JAIL

*Serving the City of Salem and the Counties of
Franklin, Montgomery, and Roanoke*

Colonel Bobby D. Russell
Superintendent

Major Amanda K. Trent
Services Division Commander



Lt. Colonel David F. Cox
Deputy Superintendent

Major Derek R. Stokes
Security Division Commander

DATE: Monday, April 28, 2020

TO: Local Bar Associations

FROM: Superintendent Bobby D. Russell

SUBJECT: Remote Professional Visitation

We at the Western Virginia Regional Jail are pleased to inform you we now have the capability to assist you in conducting free, confidential visits with our inmates whom you are representing from the comfort and convenience of your home or office using an internet based visitation system.

The system that will be used is provided by the company SmartJailMail™. This system is currently being used by our inmate population to conduct visits with their friends and family.

We sincerely hope that this new service will assist you in performing your duties.

(See attached instruction document)



NATIONALLY ACCREDITED SINCE 2011

5885 West River Road ★ Salem, VA 24153 ★ Phone: (540) 378-3700 ★ Fax: (540) 380-3143 ★ Website: www.wvarj.org



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LEGAL REMOTE VISITATION INSTRUCTIONS

04-28-20

- If you are wanting to visit remotely with an inmate within the Western Virginia Regional Jail, please send an email requesting this visit to:
legalvisits@wvarj.org
- Please include the following information in this email:
 1. The visitor's full name.
 2. A telephone number for the visitor.
 3. Name of the inmate to be visited.
 4. The requested date and time of the visit.
 5. The estimated duration of requested visit.
 6. If there is any documentation the inmate will need to have in his/her possession during the visit. (We will need to make arrangements to get this documentation in our possession)
- Please allow at least **24 hours** between the submission of the email and the requested visitation time.
- A representative from the Western Virginia Regional Jail will set up an account for the visitor on SmartJailMail and contact the requested visitor.
- This representative will provide the requested visitor with their User Name and Password as well as detailed instructions as to how to complete the visit.