

**NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION  
GUIDELINES - FAMILY REUNION PROGRAM**

A. Transportation - Visitors scheduled to participate in a Family Reunion Program (FRP) visit must arrange their transportation to and from the FRP site.

B. Identification - At the time of the scheduled visit, adult participants must present a valid form of identification containing a picture and/or signature (driver's license, non-driver identification, social services card, etc). The adult participant is responsible to present identification (birth certificate, baptismal certificate or other creditable means of identification) for any minor infant or child participant under 18 years of age.

C. Personal Items - Participants are allowed to bring only a minimum amount of personal property as necessary for the duration of the visit including personal clothing and items of personal hygiene, including sanitary pads and tampons. Please Note: the facility shall provide pillows, blankets, bed linens, towels, soap, and condoms.

D. Clearance - All visitors to enter the FRP site shall be subject to search in accordance with the provisions outlined in Directive #4403, "Inmate Visitor Program," and consistent with Departmental policy. This shall include a metal detector search. All packages and articles accompanying the visitors will also be searched.

E. Participants may not bring in any alcohol, illegal narcotics, dangerous drugs, weapons, cellular phones, wireless phones, pagers, laptop computers, personal digital assistants, any device with global positioning (G.P.S.) capabilities, any device with audio recording capabilities, radios, cameras or other similar electronic devices, or valuables such as credit cards, large sums of money, stamps or expensive articles of jewelry. Penalties may include attendance at a treatment program, program suspension/termination.

F. Medication:

1. All medications (including needles/controlled substances): Must be declared and relinquished to the Gate Officer, shall be identified as indicated below and stored in a secure area. If needed during the visit, it may be obtained in accordance with facility procedures.

2. Medication (Prescribed) - Must be in original container with label showing patient's name, name of medicine, dosage, administering information (how and when), pharmacy, and doctor's name.

3. Medication (Non-prescribed) - Aspirin, vitamins, non-alcohol cold medications, etc., must be in the original container.

G. Each residential unit contains cooking and refrigeration appliances, cookware, utensils, dishes, and silverware.

H. Visitors may bring a three day maximum supply of food, limited to an amount that will be readily consumed by themselves and the inmate during the course of the visit, subject to the following restrictions:

1. Food or beverages containing alcohol or hemp, in any content, is prohibited.

2. Glass containers are prohibited.

3. Foods must be commercially packaged in containers resistant to external influence (i.e., sealed cans, heat sealed plastic bags, and vacuum sealed pouches). Containers sealed solely with a paper or foil seal will not be allowed (e.g., tubular potato chip container or coffee creamer jar, with paper foil seal). Such items must have an additional tamper resistant commercially packaging (e.g., perforated twist top, pull ring or pull tab, vacuum sealed or heat sealed plastic covering) (e.g. beverages, condiments, oils, breads). A food item contained within a commercially packed glued outer paper or cardboard container does not, standing alone, make the item disallowed, if the item inside the container is further, commercially packed in a heat sealed bag (e.g., crackers, chips) it will be allowed.

## GUIDELINES - FAMILY REUNION PROGRAM – Continued

I. Foods allowed – Although this list covers the basic categories, please be mindful that it is not all inclusive:

1. Beverages:

sodas, juice, etc.

powdered drink mixes - Kool-Aid, etc.

coffee

teas - regular, herbal (no loose)

milk - formula, fresh, powdered (boxed, plastic, canned containers)

bottled water (sealed plastic container)

2. Bread (commercially heat sealed)

3. Butter, margarine, etc., (commercially packaged)

4. Cereal

5. Cheese and other cheese products

6. Condiments:

salt - kosher, sea, regular, seasoned

pepper - black, lemon mix

ketchup

mustard

sauces and gravies - barbeque, steak, hot, etc., (powdered, packaged or liquid)

dressings and salad oils - mayo, Miracle Whip, Italian, French, blue cheese, etc.

dried herbs - parsley, sage, etc., in original unopened container

spice – cinnamon only

seasoning - poultry, steak, fried chicken, Italian, Spanish, garlic, etc.

marinades

creamers - powdered or liquid

7. Eggs and egg substitutes

8. Tofu

9. Fruits - fresh, frozen, canned, or dried (including raisins)

10. Jell-O, puddings, yogurt

11. Meat (Fresh or Frozen), Poultry and Seafood:

Meat - Beef, Pork, Lamb

Poultry - Chicken, Turkey, Duck, Goose (no wild game - home prepared)

Seafood - no hard- shell

NOTE: "Commercially packaged items" (i.e., from legitimate or readily recognizable sources such as a grocery stores etc.) requiring cooking shall be allowed so long they are in their original packaging. These items shall be thoroughly inspected by processing staff.

12. Pastry - cakes, rolls, pies, donuts, etc.

13. Nuts - without shells

14. Shortening and cooking oils

15. Snacks - candy, chips, cookies, crackers, cheese twist, and other similar items

16. Sugar and sugar substitutes

17. Vegetables - fresh, frozen, or canned

18. Others - flour, meal, cake mixes, pie crust and fillings, etc.

J. Once the FRP visit has begun, no participant (inmate or visitor) will be permitted to leave the site, except for emergency situations.

**GUIDELINES - FAMILY REUNION PROGRAM – Continued**

K. Parents are responsible for supervising children at all times.

L. No pets are allowed at the FRP site.

M. Participants (inmate and visitors) are responsible for ensuring that the residence is left clean and orderly and that all utensils are accounted for. The inmate will be held financially responsible for any lost or damaged items.

N. Reasonable accommodations must be requested and approved prior to the visit.

I have reviewed and signed these guidelines with the Family Reunion ORC and received a copy.

\_\_\_\_\_  
Family Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
FRP ORC

\_\_\_\_\_  
Date

CC: Inmate FRP File  
Visitor