



**Corrections and  
Community Supervision**

**HANDBOOK FOR THE FAMILIES AND FRIENDS  
OF NEW YORK STATE DOCCS INMATES**

**JULY 2015**

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## **ACKNOWLEDGEMENT**

This handbook was revised with the help of many of the divisions within the Department of Corrections and Community Supervision. The handbook was translated in its entirety, into the Spanish language to supplement the Department's English web site component by the Division of Hispanic and Cultural Services.

## **INTRODUCTION**

If you are a family member or friend of a person incarcerated in a state prison, your life has changed in many ways.

This time can be painful and difficult for you. You may have lost the person who supported the family financially or who cared for your children. Relatives and friends may act differently, while others may act as if you are the criminal.

In addition, your relationship with the person incarcerated has changed. Your contacts will be subject to the rules of the New York State Department of Corrections and Community Supervision. The inmate loses choices about when he or she can make phone calls or have visits. Family and friends also lose the 'freedom' to have spontaneous and unsupervised contact with their incarcerated loved one. Changes have to be made in order to maintain a positive relationship.

This handbook was designed to help you understand more about the New York State correctional system. Hopefully, this will guide you as you cope with these changes in your life.

## **UNDERSTANDING NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION**

The New York State Department of Corrections and Community Supervision (DOCCS) is headed by the Commissioner. The Commissioner is responsible for the overall management and operation of the New York State Department of Corrections and Community Supervision to ensure the care, custody, and treatment of individuals sentenced to state prison; as well as those inmates who are under community supervision.

The agency employs approximately 30,000 workers and houses approximately 54,000 inmates in 54 correctional facilities. Community Supervision is responsible for the supervision and reintegration of inmates released from prison by action of the New York State Board of Parole, by conditional release, release to a period of post-release supervision or those sentenced to direct parole supervision. There are currently approximately 36,000 parolees under Community Supervision.

The Department is not responsible for inmates housed in city or county correctional facilities or local police lock-ups. For information about the local facilities, please contact the city or county facility.

Every correctional facility has an administration. These are people who manage the correctional facility. There is a Superintendent, and at most facilities; there are Deputy Superintendents for Security, Programs, and Administration. Security staff consists of Captains, Lieutenants, Sergeants, and Correction Officers. There is also a myriad of Program and Administrative staff from the civilian ranks including Offender Rehabilitation Coordinator, Supervising Offender Rehabilitation Coordinator, Teachers, Education Supervisors, Recreation Program Leaders, Chaplains, Institution Stewards, Nurses, Principal Account Clerks, Maintenance Supervisors, Plant Utilities Engineers, Food Services Administrators and Stores Clerks, to name a few.

Generally, staff can be reached during week days, however, Chaplains often are available in the evenings and on weekends. On weekends, holidays, and evenings, there is always the Watch Commander who is the security staff person in charge of the prison.

Often, the Chaplains and the Offender Rehabilitation Coordinators are the most helpful with family issues. At Central Office in Albany, there are also Chaplains and Family Services staff who can be contacted about family matters.

## LOCATING AN INMATE

A Department Identification Number (DIN) is assigned to each inmate admitted to the New York State Department of Corrections and Community Supervision (DOCCS). It is an internal number used as an identifier for the inmate while he/she is in the custody of the Department. This number can be used to locate your loved one, and you need to know this number. If you do not know this number, you may find it by using our [online Inmate Lookup service](#). You will need to know the inmate's complete name and birth date for a successful search. The website ([www.doccs.ny.gov](http://www.doccs.ny.gov)) will show you the name of the facility where the inmate currently is assigned. It is recommended that just prior to visiting the inmate; you should try to find their location by utilizing this website or by contacting the facility directly. Unscheduled transfers, although infrequent, could result in you traveling a long distance only to find that he/she is no longer at that facility. PLEASE NOTE: Inmates with Youthful Inmate status are not listed on the Department's website.

Inmates, including youthful inmates, can also be located by calling the DOCCS Central Office at (518) 457-5000 during normal business hours. If an inmate is in the process of being transferred, his or her location will not be available until he or she arrives at the next destination. That may take a few days. It is the inmates' responsibility to notify you of their new location.

Telephone calls upon transfer or return to a facility: Within 24 hours of arrival at a new facility an inmate will be permitted one collect telephone call to his/her family. If security precautions prevent the inmate from placing this call, a staff person designated by the Superintendent, usually from the Guidance and Counseling Unit, shall make the call to a person of the inmates' choice.

This procedure does not apply to an inmate in "transit status", or temporarily housed at a transit facility overnight or for a weekend during transfer. It does apply to inmates in transit units in Auburn and Sing Sing.

An inmate who is "out to court" or in a hospital for a period of 5 days or more will be allowed to make a collect telephone call within 24 hours of returning to the correctional facility. Collect calls from an outside hospital, other than a secure ward, may be made only with the approval of the Superintendent or designee.

An inmate who violated parole, and is returned to prison will be allowed to make one collect telephone call to a person of his/her choice within 24 hours after their arrival.

## **SENDING MAIL TO AN INMATE**

Correspondence is allowed and encouraged. The sending and receiving of mail by inmates will be restricted only to the extent necessary to prevent a threat to the safety and security of the facility, or the safety or well being of any person, and to prevent unsolicited and unwanted mail. PLEASE NOTE: No inmate may correspond with any person who is on his/her negative correspondence list. No inmate may correspond with any person who is listed on a court Order of Protection which prohibits such correspondence.

People sending mail into the correctional facility are personally responsible for the contents of their mail. Inmates and all correspondents are advised that sending obscene, threatening, or fraudulent materials through the mail may be a crime under state and federal laws. The Department will urge prosecution whenever such mail is brought to its attention. Unauthorized items shall either be returned to the sender at the expense of the inmate, or otherwise disposed of. Such will be the choice of the inmate and accomplished at the inmate's expense. PLEASE NOTE: Dangerous contraband will not be returned.

All mail sent to the inmate must be clearly marked with the inmate's name, DIN and return address in the left top corner of the envelope. Envelopes may include your personal letters and photographs. Do NOT send nude photographs or Polaroid photos. Do NOT send postage stamps or letters from other people, except children. A limit of 5 pages of printed or photocopied materials (an individual newspaper clipping will be considered one page) may be received within a piece of regular correspondence. (Note the following exception in the next paragraph). In order to facilitate media review, pages or clippings must not be taped, glued, or pasted together or to other papers.

Not to exceed once every four months, an inmate may make a written request to the Superintendent to receive in excess of 5 pages of printed or photocopied legal papers specifically related to his or her current legal matter (e.g., legal brief or trial transcript relating to the inmate's active case) within a piece of regular correspondence. If approved, the piece of correspondence must be received within 30 days thereafter.

All incoming mail will be opened and inspected for cash, checks, money orders, printed or photocopied materials, or contraband. Monies are credited to the inmate's account. Please note that printed or photocopied materials may delay the inmate receiving the letter due to Media Review procedures. Again, postage stamps are not allowed.

All mail that you receive from an inmate should be well marked with the inmate's DIN and correctional facility address and other clear indications that the letter is from a correctional facility.

## PACKAGES

This booklet was put together as a broad guideline. Each facility is different. For specific information, contact the facility in question. Generally speaking, inmates may receive a package through the mail or at a visit from anyone who is not on a negative correspondence or negative vendor list. A package which does not have a return address will not be delivered to the inmate. For a complete understanding of packages, refer to Directive # 4911, Packages & Articles Sent or Brought to Facilities on the Department's website, [www.doccs.ny.gov](http://www.doccs.ny.gov).

At most correctional facilities, inmates are allowed two food packages per month, and the combined weight can not exceed 35 pounds (see exceptions for TV facilities). Food packages received from both visitors, and through the mail, shall be included in the two-package limit. Food items must be commercially or hermetically sealed and contain no alcohol. For exceptions, please review the list of allowable items.

Additional packages containing non-food items such as clothing, tobacco, etc. may be received by an inmate and shall not be counted against the food package limit. Be advised, there are limits on the amount of personal property an inmate may accumulate based on physical and/or programmatic considerations. There are also restrictions on color of clothing.

Exceptions to the above package rules exist for inmates in Special Housing Units (SHU), inmates on "loss of package" sanctions, "reception", or "in-transit" status, Shock, Drug Treatment Centers, CASAT, and Work Release Centers. For example, no packages may be received at any time by an inmate in SHU except books, periodicals, and legal materials. For specific information about these special populations, contact the facility in question.

Additionally, an inmate who is located in a "TV Facility" may only receive 2 food packages per calendar year from family, friends, or other personal sources, as well as items ordered directly by the inmate from approved vendors. These packages may only contain food items and may not exceed 20 pounds. The following are classified as "TV Facilities":

- Attica
- Elmira
- Five Points
- Shawangunk
- Southport Cadre
- Wende
- Clinton
- Great Meadow
- Upstate Cadre

LIST OF ALLOWABLE ITEMS (See Appendix C)  
DIRECTIVE # 4911 – PACKAGE & ARTICLES SENT OR BROUGHT TO FACILITIES

## TELEPHONE CALLS

The Department's "Call-Home" program allows inmates to make phone calls as a way to maintain contact with family and friends. The inmate may only call you collect. This means you will have to pay for the call.

An inmate is only permitted to call persons on their approved telephone list and may only have up to 15 telephone numbers on their approved list at any time. Phone numbers may only be added or deleted at the request of the inmate. This is generally done on a quarterly basis when the inmate meets with his or her assigned Offender Rehabilitation Coordinator. If, however, you do not wish to receive telephone calls from an inmate, you need to notify the facility, in writing, and your name will be entered on the inmate's Negative Correspondence and Telephone List. The inmate will be immediately notified in writing that you have been removed from his/her "Telephone List" and that disciplinary action may be taken if the telephone is used in any manner to contact you. In addition, your telephone number will be removed from the telephone system.

According to the type of facility, inmates are permitted to make phone calls every day, including holidays, between the hours of 7:00 AM to 11:00 PM. A schedule for phone calls will be established. Calls will automatically be terminated when the facility specific time limit has been reached, preceded by a warning. No call shall exceed 30 minutes. When other inmates are waiting to place calls, a 10 minute limit may be imposed.

**PROHIBITED CALLS:** The following rules are some of the restrictions you should be aware of regarding calls made by inmates:

Inmates are prohibited from placing telephone calls to the following (unless the individual called is a member of the inmate's immediate family, e.g. spouse, child, parent, grandparent, brother, sister, aunt, or uncle):

- A. Present or former employees of the Department of Corrections and Community Supervision and their families;
- B. Present or former employees of Federal, State, and local criminal justice agencies, including, but not limited to, police agencies, district attorneys, Federal and local correctional agencies, Probation departments and the families of such employees;
- C. Jurors involved in the conviction of the inmate, and their families;
- D. Judges involved in the conviction or indictment of the inmate, and their families; and
- E. Crime partners who are not incarcerated.

## **Telephone Calls (Continued):**

No inmate may place a telephone call to the residence of a victim of the crime(s) for which he / she has been convicted, or is presently under indictment, regardless of whether immediate family members maintain the same residence, unless prior written authorization has been received from the Superintendent.

No inmate may call the phone number of any person listed on a court Order of Protection which prohibits telephone communication; unless the order specifically states that the inmate is not prohibited from communication by phone with another person at that same phone number.

Inmates are prohibited from making telephone calls for the purpose of harassing or intimidating any person. Staff and inmates are advised that such telephone calls may violate Federal and/or State laws. Facility Superintendents shall report serious and/or continuing telephone calls of this nature to the proper law enforcement authorities.

Inmate telephone calls and telephone conversations are restricted to the telephone number dialed or otherwise placed by or for the inmate. Telephone call forwarding, third party phone calls, and calls to 1-800 numbers are prohibited. Inmates will be subject to disciplinary action should they violate these rules.

PLEASE NOTE: All inmate telephone conversations are subject to electronic monitoring and/or recording by Department personnel.

## **VISITATION**

Visitation by family and friends is encouraged and can be a positive influence during an inmate's time in prison, as well as after the inmate's release. Research has shown that an inmate who receives regular visitation adjusts much better once he or she is released from prison when the privilege is used to maintain a positive relationship.

- In addition to enhancing the safety of our correctional facilities, DOCCS wants to ensure that visiting is family friendly and the visiting experience for inmates and their loved ones is positive.
- Visitors who violate visitor rules may be prosecuted and/or loss of visiting privileges. Rules are established to keep everyone safe and offer a positive experience.

### **Directions and Mileage**

Correctional facilities are sometimes hard to find and may take longer to reach than you originally anticipated. Please refer to the addresses of state correctional facilities. The DOCCS website gives directions to correctional facilities from Albany, New York. Directions may also be obtained through Map Quest on the internet or by calling the correctional facility.

### **Who Can Visit?**

With little exception, anyone can visit an inmate, as long as it is during visiting hours, the visitor has proper identification, and the inmate agrees to the visit. Visitors are required to sign a statement indicating that they have been advised of and agree to abide by the rules and regulations regarding visiting.

Make sure you know how many visitors may visit at one time. Each facility is different. Sometimes special arrangements for extra visitors can be made through the Superintendent's Office, with several weeks or a month's notice. You can call the facility to find out about special arrangements.

### **Special Permission Visitors**

The following individuals can only visit with special permission:

- A person who is currently under Parole or Probation supervision.
- A Department employee.
- A current, active volunteer for the Department.
- A current contract employee.
- A person with pending or past criminal proceedings may be denied pending approval by the Superintendent.

## **Special Permission Visitors (Continued)**

If any of these conditions applies to you, permission should be sought by writing to the Superintendent well in advance. You must do this and receive approval before you may visit. The Superintendent may deny visiting privileges to visitors with criminal histories if they feel that the visitor's presence could create a threat to the security and good order of the facility. Criteria to be considered shall include, but not be limited to, the purpose of the proposed visit, the former institutional adjustment of the ex-inmate, the nature of the pending criminal proceeding, and the time frame between release and the proposed visit. NOTE: In addition to the Superintendent's approval, Probationers and Parolees also need written approval from their Probation or Parole Officer.

## **Visiting Days and Times**

BEFORE YOU VISIT, MAKE SURE YOU KNOW THE VISITING SCHEDULE.

BE THERE ON THE CORRECT DAY!!!

Except in cases of emergency and instances of termination, suspension, or revocation of the visitor's privileges, the number, length and frequency of visits by each visitor will be limited only as necessary to accommodate all visitors who arrive during the scheduled visiting time.

Visiting days and times are different for each facility. They are influenced by the security level and population concerns of the facility. At many facilities, you may only visit on certain days of the week, for example, by last name (A-L) (M-Z) or by the inmate's DIN. As a general rule, maximum security facilities have visiting on a daily basis. Medium and minimum security facilities have visiting on weekends and holidays. Work Release facilities have visiting for inmates in restriction units only. Shock Incarceration inmates have visiting every other weekend.

**PLEASE NOTE:** Inmates designated as SHU status (Special Housing Unit) are limited to one visit per week, excluding legal visits that have been approved. Contact the facility for the specific visiting schedule.

Visiting hours vary by facility. Some may even include evening hours. Many visiting rooms become very crowded and often visitors are told they must leave because there are others waiting to get in. It is good to learn, in advance, as much as possible about the facility you are going to visit. Contact the facility prior to your initial visit to determine the visiting policy.

## **Visitor Processing Areas and Visiting Rooms**

Processing is slightly different at every correctional facility. Some facilities have a Visitor Hospitality Center where you can wait, change clothes and relax until you are called for your visit.

Visiting rooms vary. Some visiting rooms are like high school cafeterias with chairs, tables, and vending machines. Other visiting rooms have a counter that winds around the room where inmates sit on one side and visitors on the other side. The inmate will sit facing the Correction Officer's desk. Often there are vending machines in the room or in a nearby room. There are restrooms in the area as well. It is always a good idea to bring change for the vending machines. Generally, once you are in the visiting room, you cannot leave without terminating your visit.

Depending on the correctional facility, activities for children vary. Most facilities have a specialized area where children can watch videos and play games. Normally, you can not take toys or stuffed animals into the visiting room.

**AN INMATE HAS A RIGHT TO REFUSE A VISIT. SHOULD THIS OCCUR, YOU WILL BE NOTIFIED BY THE OFFICER IN CHARGE OF THE VISITING ROOM.**

## VISITING GUIDELINES

The Superintendent may deny, limit, suspend, or revoke the visitation privileges of any inmate or visitor if the Superintendent has reasonable cause to believe that such action is necessary to maintain the safety, security, and good order of the facility.

### Identification

Visitors are required to furnish proof of identification, which includes the following: All adult visitors will be required to present photo identification when being processed to visit an inmate in DOCCS. Acceptable forms of photo identification must be valid, and current (not expired) and may include:

- A driver's license with photo;
- A Department of Motor Vehicles non-driver photo identification;
- Government issued photo identification;
- Armed Services I.D. with photo;
- Employment identification with a photo.

**To ensure faster processing, it is recommended that you use the same identification at every visit, regardless of who you are visiting and where.** Your photograph will also be taken for the visitor identification system. For minor children only, birth or baptismal certificates may be used for identification purposes. **Lawyers and other persons entering for official visits can use:**

- **Government issued employee photo identification.**
- **A court issued employee picture identification or a Unified Court System attorney secure pass identification card.**

### Visitors Under 18 Years of Age

- a) All minors must be escorted by an adult who is approved to visit or an adult in an official capacity with proper identification and the approval of the Superintendent or his/her designee. The adult escort will be responsible for the behavior and conduct of the minor while on facility property, as well as identification of the minor.
  - b) Children of inmates will be allowed to visit without written permission. The inmate's name should appear on the child's birth certificate as verification of relationship. No visit will be permitted if a court order prohibiting such visit is on file with the facility.
  - c) Children of inmates who are 16 years of age and older will be admitted without adult escort.
- Unmarried minors under 18 years of age must have written permission from their parent or guardian to visit an inmate, if they are not accompanied by their parent or guardian. Written permission may be mailed to the facility in advance or presented by the accompanying adult at the time of the visit.
  - Married persons under 18 years of age who are related to an inmate do not need the permission of a parent, guardian, or an adult escort in order to visit an inmate. However, proof of age and marriage will be required.

## **Small Children**

If you arrive with a small child, you will be allowed to take a diaper bag, three (3) diapers, and plastic baby bottles into the visiting room. (Milk is not always available at the facility. It is a good idea to bring your own). All articles must be searched beforehand. A suitable area within the perimeter of the visiting room is provided for the changing of diapers.

## **Contraband**

The introduction of contraband to the facility is ABSOLUTELY PROHIBITED. Do not bring weapons, drugs, alcohol, cell phones, memory cards and other posted items into the correctional facility. Contraband is defined as:

- Anything in possession that would constitute an offense under the law applicable to the public.
- Anything which could be used to cause death or serious physical injury, including, but not limited to, a hand gun, shoulder gun, cartridge, knife, explosive, or dangerous drug (including marijuana).
- Anything that is introduced into a correctional facility with the intent to transfer to an inmate without the permission of the Superintendent or designee.
- Anything that is not specifically authorized to be possessed by an inmate in a state correctional facility according to the rules of the Department or local rules of the facility. (Cell phones, alcohol and money are among the items inmates are not permitted to possess).

If you are caught with weapons, drugs, passing drugs, or if there is reasonable suspicion that you are involved with drugs, your visits can be suspended forever, and criminal charges can be filed against you. If this happens, your loved one may have outside criminal charges pressed against them which could lead to a new sentence and more prison time. In a correctional facility, promoting prison contraband is a felony offense. Such a situation could result in your being arrested in a town far from home, your children (if they are with you) being taken by Child Protective Services, prison time, and other serious disruptions to your life.

## **Searches**

All persons entering a correctional facility are subject to search, as a condition of entry; and any visitor who refuses to comply with any search procedure will not be permitted entry into the correctional facility.

## **Substance Detection/Ion Scan**

Visitors may be subject to ion scanning or other non-intrusive test for detection of drugs and explosives. A substance detection/ion scanner test is a search using a handheld collection unit to take surface samples from the person's hands, clothing, personal items, purses/handbags, packages or any other articles. A positive test result may occur when a person has come into contact with drugs or explosives (knowingly or unknowingly), whether the person has used that substance or not. If the test is positive, a second test of the same area is done. A confirmed positive test or test refusal will result in the denial of entry into any correctional facility for 2 consecutive days.

## **Metal Detector**

You will have to pass through a metal detector. Clothing containing metal (e.g. decorative buckles, buttons or studs) or wire, including, but not limited to underwire bras, may cause the metal detector to alert and require further processing. If you wear clothing containing metal, you may have to go through a limited visual search, personal item search, or strip search before entry into the facility will be permitted. If you choose not to go through the additional search, your visit will be denied. Your decision to decline to be searched will not affect future visits. Special processing arrangements can be made for visitors who are the recipient of a pacemaker or defibrillator and wish not to pass through the walk through metal detector.

## **Limited Visual/Personal Item**

If a metal detector alerts and the visitor cannot reveal or remove the detected object due to its personal nature, staff may pursue several search options. If you do not want to be searched, you will be allowed to leave. Deciding to leave instead of being searched will not hurt your ability to visit in the future.

## **Limited Visual Search**

A limited visual search is a search done in a private area where an officer or staff member of the same gender will visually inspect the area in question. The visitor will lift any clothing or under garments necessary, to show the staff that no contraband is hidden on the visitor's person in the area in question. If a staff member of the same gender is not available, a personal item search is used instead.

## **Personal Item Search**

A search of personal items may be conducted as an alternative to a limited visual search or when a staff member of the same gender is not available. The visitor is allowed to enter a private area or room to remove items of a personal nature including braces, underwire bras, etc., and given a paper bag in which to place the personal items. The visitor is also allowed to wear a large white shirt as an outer covering during reprocessing procedures. The visitor will be reprocessed via a hand scanner or walk-through metal detector. The bag and its contents shall be discreetly inspected for contraband.

## **Strip Search**

If a visitor to a correctional facility has complied with all of the search processes and a supervisor determines that further processing is warranted, the Superintendent or the officer of the day may authorize a consensual strip search after reviewing the matter.

- The Superintendent must have reasonable cause to believe that contraband is concealed upon the person, based upon specific and explainable facts and inferences reasonably drawn from those facts.
- The visitor has the option to submit to the requested search procedure or to refuse.
- If a visitor refuses to submit to a strip search the visit will be denied.
- Refusing to submit to a strip search is not proof of guilt and future visits cannot be denied because you refused a strip search.

## **Religious Apparel**

A visitor is not routinely required to remove religious headwear during search procedures. However, if staff determines, following the use of the hand scanner, that removal of the headwear or any other item of religious apparel is necessary, the item shall be removed in a private area in the presence of a security or civilian staff member of the same gender. If there is no staff member of the same gender on duty, and the visitor still refuses or cannot remove the item due to its religious significance in the visitor processing area, the visit will be denied.

If you submit to a strip search, a security supervisor must obtain your written consent on Form #2061 – Notice of Consent to Search. In the case of a minor child, the consent must be given by a parent, guardian, or a person in an official capacity regarding the minor. Strip searches shall be conducted in locations heated to a level of human comfort for disrobed persons.

Strip searches shall be conducted by an officer of the same gender as you. In unusual circumstances, you may be told that your child has to be strip-searched. In this case, the parent, guardian, or person in an official capacity who has escorted the minor to the facility shall be requested to be present, and, at the discretion of the officer, may participate in the strip search. If at any time during the procedure the minor objects to the strip search, the procedure shall be terminated immediately.

It may take time for the person to come to where you are to do the search. If you pass the search, you will be allowed to visit. If you do not pass the search, your visit will be denied, future visits can be denied, and the State Police may be called to arrest you if illegal contraband is found. There may be other negative consequences.

**Cellular phones, pagers, personal digital assistants, cameras, recording devices, two way radios, laptop computers, or other similar electronic devices** are prohibited from entering correctional facilities.

## **Smoking**

Due to the fact that smoking is not allowed inside our correctional facilities, tobacco products (including matches) for personal use are not allowed inside a facility.

## **Prescribed Routine Medications**

All medications must be declared and given to the processing officer. They shall be identified and stored in a secure area. If the visitor needs the medication during the visiting period, it may be obtained as directed by security staff.

## **Clothing/Hair/Jewelry**

Visitors should wear clothing that enhances a family atmosphere. Please wear: complete attire with appropriate undergarments; comfortable footwear (bare feet are not allowed) and weather appropriate attire when necessary. Inappropriate clothing will result in you being denied entry into the facility. Make sure you understand the dress code for visitors. It helps to have a change of clothes with you if you are not sure.

## **Prohibited Dress**

- See-through (sheer) clothing, bare midriffs or backs.
- Plunging necklines, short shorts or athletic shorts, low tops or backless tops or dresses.
- Shorts or skirts shorter than mid-thigh length are not allowed.
- Bathing suits.
- Attire displaying obscene/offensive, derogatory language or drawings; or promoting illegal activity.

If in doubt, you should not wear a questionable item of clothing. Under no circumstances will a visitor be allowed into the facility dressed inappropriately.

- Please be advised, if your bra makes the metal detector go off, you will have to take it off and/or be searched by an officer. (See policy regarding searches).
- If you wear many hair pins and the metal detector goes off because of them, you will be told that you have to take them out of your hair in order to visit. It is easier to do your hair another way.
- Be aware that some head wraps may have to come off in order for you to pass through the metal detector successfully.
- Many kinds of jewelry make the detector go off. It is easier to remove anything questionable and carry it with you in the processing area. Put it back on later.
- Zippers, metal studs, and decorations can make the detector go off. If this happens, you may be asked to go into the bathroom, take off the clothing, put on an alternative article of clothing provided by the Department and kept there for those purposes, and go through the detector again until you make it through successfully. It is best to wear simple clothing so that you can become accustomed to the procedures at the correctional facility.

## **Sobriety**

Visitors who appear to be intoxicated or under the influence of drugs, will not be admitted inside a correctional facility.

## **Monies**

Funds for deposit to an inmate's account may be left before a visit, or they may be sent through the mail by check or money order. Money left at the visiting desk is limited to \$50.00 per inmate per day. Checks or money orders must be made payable to the name under which the inmate is committed. It is also recommended that the inmate's department identification number (DIN) be included on the check / money order. It is best to keep your receipts for your records.

## **Cross-Visiting**

Cross visiting is the participation of two inmates in a visit with one or more visitors. Cross visiting is permitted with the approval of the Superintendent, and, in the cases of immediate family members, is to be encouraged. Inmates wishing to cross visit must submit requests to their respective Offender Rehabilitation Coordinator at least one month prior to the proposed visit.

- Only persons who are on both inmates' visiting records may participate in cross visits.
- Cross visiting may be limited when necessary in order to accommodate all visitors.
- When a cross visit is taking place the two inmates may participate in a common photograph.

## **Objectionable Behavior**

Objectionable behavior may result in termination of a visit. Such behavior may include, but is not limited to: loud, abusive, or boisterous actions, disruptive or argumentative behavior, unacceptable physical contact or conduct. While visiting, use good judgment and discretion in dress and behavior so as not to offend others in the visiting room. You may be tempted to try to have more physical contact than what is allowed. This is upsetting to other visitors who have children with them, and can cause your relative or friend to be issued a misbehavior report, as well as your visiting privileges suspended.

## **Families with Special Needs**

- Accommodations: Procedures for acquiring reasonable accommodations are available at each general confinement facility.
- Wheelchairs: For those visitors who require the use of a wheelchair, facilities have made provisions which allow reasonable accessibility.

## **Special Events Visits**

Each general confinement facility schedules "Special Events Programs" designed to celebrate cultural, religious, and ethnic affiliations. They also recognize individual and group achievements, and strengthen community and family ties. Under most circumstances, an inmate's guest will only be allowed to participate if he or she has visited the inmate at least twice in a New York State Department of Corrections and Community Supervision facility during the current incarceration. An exception may be made for an inmate's legal child, less than 18 years of age, who has not previously visited, provided that the child is accompanied by an adult visitor who has met the previous visiting requirement.

## **Other Visits**

- Legal Visits: For inmates and their legal representatives.
- Outside Hospital Visits: For inmates in outside community hospitals.
- Facility Hospital Visits: For inmates

## **VISITING MISCONDUCT/VIOLATIONS**

### **Visitor Suspensions**

Visitor sanctions apply at all DOCCS correctional facilities and for all incarcerated inmates visited. If a visit is terminated, visiting privileges may be suspended for up to one week until the Superintendent makes a decision reinstating, limiting, suspending, or indefinitely suspending the visitor's visiting privileges.

Many categories of serious visitor misconduct now include as the maximum penalty imposition of an "Indefinite Suspension" of visiting privileges. An indefinite suspension of visiting privileges has no predetermined end date, but instead the visitor may request that the Superintendent of the facility housing the inmate to be visited review the matter on an annual basis for possible restoration of visiting privileges.

### **Inmate Suspensions**

An inmate found guilty of misconduct before, during or after the visitation process, may have his or her visiting privileges suspended. Certain types of misconduct, such as smuggling contraband, or sexual misconduct when other visitors are in the area, can result in a loss of visits with all visitors.

An inmate found guilty of drug related charges under any circumstances, can lose visiting privileges with all visitors for 6 months for a first offense or 1 year for a second or subsequent offense.

## **RULES SPECIFIC TO THE VISITING ROOM**

- **Posted Rules:** All inmates and visitors shall follow posted rules and directions of the visiting room officers. Allowable items may vary according to facility policy. No large bags or packages will be allowed in the visiting room. Lockers are available in the front gate area for such items.
- **Exchange:** Visitors will not give anything to inmates, nor will inmates give anything to visitors, unless it is examined and approved by the officer
- **Kissing:** A visitor and inmate may embrace and kiss at the beginning and end of any contact visit. Brief kisses and embraces are also permitted during the course of the contact visit. However, prolonged kissing and what is commonly considered “necking” or “petting” is not permitted.
- **Hand Holding:** A visitor and an inmate may hold hands as long as the hands are in plain view of others.
- **Seating:** The officer in charge of the visiting room will make the seating arrangements. Seating arrangements will not be changed by the inmates or visitors.
- **Food:** Only food and beverages purchased in the vending machines will be allowed in the visiting room, and only visitors are allowed to use the machines.
- **Pictures:** Pictures of you and your loved one may be made available according to facility policy.
- **Visitor’s Complaint:** Visitors who wish to express a complaint against a staff member should request to see a security supervisor. Visitors who wish to lodge a complaint of unlawful discriminatory treatment shall send a written description outlining the particulars of the incident, including date, time, place, name(s) of person(s) involved, if known, and/or other documentation in support of the claim to:

Director, Office of Diversity Management  
New York State Department of Correction and Community Supervision  
The Harriman State Campus - Building #2  
1220 Washington Avenue  
Albany, NY 12226-2050

## VISITOR CHECKLIST

- ✓ Confirm that the inmate has not been transferred and has visitation privileges.
- ✓ Bring valid photo Identification (ID).
- ✓ If you have made special arrangements with the facility, call before leaving to be sure that plans for your visit have been made and are in place.
- ✓ Check clothing and jewelry for compliance with visiting regulations.
- ✓ If you are bringing a child and you are not the legal guardian or parent, you must have the notarized statement from the child's parent or legal guardian with you.
- ✓ Before leaving home, check your vehicle for contraband and/or hazardous items. This includes, but is not limited to, implements of escape, drug paraphernalia, intoxicants, poisons, any items that pose a danger to others, weapons, such as knives, scissors, or firearms, and any item used to show a gang affiliation. Remove these items before entering the correctional facility grounds.
- ✓ Arrive on the designated day during proper visiting hours.
- ✓ Leave purses, wallets, and electronic devices in your car - either in the glove compartment, or in the trunk. Be sure to lock your car!
- ✓ Do not leave any minor children waiting in the car or your visit will be ended.
- ✓ Remember to treat correctional staff with respect.
- ✓ Do not have any contraband on you when you enter the facility.
- ✓ Do not bring anything into the visiting room to give to the inmate. Inmates are not permitted to take anything from the visiting area.

## **TRANSPORTATION**

There are privately operated bus lines that provide transportation to many correctional facilities. Seats must be reserved in advance. Transportation to facilities may vary according to facility location. Information pertaining to each facility's busing services may be obtained by calling the bus company, or obtaining this information via the internet. This information is provided solely as a convenience for visitors. Neither the facility, nor the New York State Department of Corrections and Community Supervision, assumes any responsibility for the quality of the transportation services provided by privately operated bus companies.

## **EMERGENCIES**

If you are an immediate family member of the inmate, it is always good to keep the inmate informed of any change in your address and phone number.

## **GRAVE ILLNESS OR DEATH OF A FAMILY MEMBER**

One of the unfortunate realities that may occur during your loved one's incarceration may be the grave illness or death of a family member.

It is the family's responsibility to notify the facility in the event of grave illness or death of an inmate's relative. All information related to the illness or death should be provided as soon as possible. You should notify the Chaplain or Supervising Offender Rehabilitation Coordinator if the event occurs during regular business hours. After hours, or on the weekend, contact the facility and ask for the Watch Commander.

If a family member is gravely ill, you may want the inmate to have a final visit with their loved one. If a family member passes away, you may want the inmate to attend the viewing or the funeral. The approval for a Funeral or Death Bed Visit rests solely with the facility Superintendent. The only persons with whom the inmate may visit for funeral or deathbed visits are: father, mother, legal guardian, or former legal guardian, child, brother, half-brother, sister, half-sister, spouse, grandparent, grandchild, ancestral uncle or ancestral aunt. All visitations of this type must be within New York State.

The relationship between the inmate and the deceased must be verified by Departmental records, and/ or by furnishing documents that clearly prove the relationship (i.e., birth certificates, obituary notice, marriage certificates). These documents must be provided in a timely fashion for a favorable decision to be considered.

Please remember that final approval for an inmate to attend the funeral or deathbed visit rests solely with the facility Superintendent. PLEASE NOTE: Deathbed visits may only occur at recognized healthcare facilities.

## INMATE MONIES/INMATE ACCOUNTS

Inmates are not permitted to physically possess money while they are incarcerated. This includes paper money and coins. In order to allow inmates to buy things they need or want, their money is held in their inmate account. Jobs, assignments and gifts from family and friends are the usual sources for these funds. The inmate can use the money in their account to buy items from the commissary or send money home.

You need to know that often there are court surcharges, fees, or other encumbrances that inmates may have that are unpaid. Monies coming in from the outside will be applied to those outstanding obligations. Other than the inmate's incentive wage, funds may not be available for commissary and other items until these obligations are satisfied.

Preferably, money should be sent in the form of a money order or a certified check. It is recommended that you do not send cash or a personal check. Personal checks may take longer to clear. Please include the inmate's DIN as well as your name and complete address on the check or money order. Unidentified money coming into the facility through the mail will be treated as contraband. Visitors may also leave money.

Inmates receive a monthly print-out of their account balances. Any questions that you may have regarding the inmate's account should be directed to the inmate. He/she has access to that information.. Facilities will not give information over the phone concerning the status of an inmate's account.

## **INMATE COMMISSARY**

The facility commissary is a store located inside the facility specifically for inmates. It may carry a wide variety of items. This includes personal care items such as shampoo, soap, and toothpaste. An inmate is entitled to a "commissary buy" every 2 weeks if they have available funds and they are not otherwise restricted by disciplinary dispositions.

**PLEASE NOTE:** The facility provides personal hygiene items, such as toothpaste, toothbrush, and soap, if the inmate is in need and makes a request.

## **INMATE MISCONDUCT**

The Department has a disciplinary system in effect which inmates must follow at all times while in custody. When inmates arrive at a reception facility, they are given a handbook of appropriate behavior and the violations. Inmates are strongly encouraged to become familiar with these rules.

When a violation of a rule has occurred, the inmate will be issued a misbehavior report. These misbehavior reports are classified into three categories:

- Tier 1
- Tier 2
- Tier 3

Once a misbehavior report is issued, the inmate will attend a disciplinary hearing for a Tier II or Tier III offense. If the inmate is found guilty, he / she will receive a disposition appropriate to the Tier system. The more severe instances of inmate misbehavior may result in the inmate being transferred to a more restrictive living condition.

Tier II and III disciplinary "tickets" (misbehavior reports) cost \$5, if an inmate is found guilty. This will come out of the inmate's account.

At the conclusion of the disciplinary process, if the inmate disagrees with the disposition or the process, they have the right to appeal the decision.

## **INMATE COMPLAINTS/GRIEVANCES**

Inmates can speak to any supervisor regarding the conduct of correctional staff, unlawful discrimination, harassment, or unfair policy / procedures. There is also a formal grievance process which provides each inmate an orderly, fair, simple, and expeditious manner, with an appeal method of resolving grievances.

## GENERAL INFORMATION ABOUT PROGRAMS AND SERVICES

The Department offers an extensive array of programs and services which inmates may utilize to re-direct their lives to becoming productive, law-abiding members of society. Programs include educational and vocational training, substance abuse treatment, parenting skills, anger management, health education, sex offender programming, religious services, and many more. Following is a general listing of programs available.

### Education Programs

The Division of Education oversees all academic, college, vocational, and recreation programs. Education is also responsible for Language Access Services. The objective of education programs is to provide inmates with the skills and credentials that will assist them to become productive members of the community upon release.

- Academic Education is provided in all general confinement correctional facilities. The core academic programs are: Adult Basic Education (ABE), High School Equivalency preparation (Pre-HSE and HSE), English as a Second Language (ESL) /Bilingual, Cell Study, and Computer Assisted Instruction. Inmates who are 21 years of age or younger may also receive Special Education and Title 1 services. All inmates who enter the system without a verified high school credential are determined to have an academic need and required to participate in school until attainment of a high school equivalency diploma.
- College programs are offered at several facilities in partnership with colleges, funding sources and the correctional facility. An inmate must have a verified high school credential to participate in a college program. For a complete listing of college programs and locations, please refer to the Department's website ([www.doccs.ny.gov](http://www.doccs.ny.gov)). Inmates with a high school diploma or equivalency may participate in post secondary correspondence programs at any facility. The inmate and /or family member are responsible for the cost of correspondence courses. Correspondence courses must be from an accredited institution of higher education and approved by the Education Supervisor at the facility.
- Vocational programs are offered in 30 different trade areas. These programs are available at most general confinement facilities. Inmates who enter the system without a verified work history or employment skills are identified as having a vocational need and required to participate in a vocational program. All vocational programs are competency based. Inmates complete tasks and modules that lead to the earning of job titles. All job titles represent real world jobs. In order to satisfy the vocational need, an inmate must complete a cluster of job titles from the Employment Readiness Title Chart.
- Vocational programs offer qualified inmates the opportunity to participate in Department of Labor Apprenticeship Training Programs. Certain programs also offer Industry recognized certifications such as NCCER (construction trades), IC3 (computer skills), Serve-Safe (food handling).
- Recreational programs offer the inmates the opportunity to participate in a wide variety of recreational activities, including organized sports, participation with community groups, fine arts, in-house video programs and wellness programs.

- Inmate organizations are intended to provide structured and meaningful leisure time activities that will assist the re-entry process by instilling teamwork, leadership skills, good sportsmanship and wellness.
- Hispanic and Cultural Services ensure that all limited English proficient individuals have access to all programs and services within the Department.

### **Guidance and Counseling Programs**

The main purpose of counseling in the Department is to assist inmates in adjusting to facility life and to establish a foundation for successful re-integration into the community upon release from custody.

Each inmate is assigned an Offender Rehabilitation Coordinator. The coordinator is responsible for identifying the inmate's needs, providing counseling and guidance services throughout the incarceration, and securing appropriate services. Inmates meet with their coordinator within 5 business days of arrival at their facility. The coordinator will seek information about family and emergency contacts at that time.

Inmates are encouraged to communicate any facility and interpersonal concerns with their assigned coordinator who is in the best position to assist them. The inmate's assigned Offender Rehabilitation Coordinator is generally the primary person with whom you will have contact.

### **The Division of Ministerial, Family and Volunteer Services**

- **Ministerial Services:** The facility has Chaplains who work closely with the inmate population and provide religious counseling. There are weekly services in most facilities for the major faith groups and there are a variety of other religious activities as well. Ministerial Services is also responsible for meeting the religious needs of inmates who ascribe to less well-known religious faiths. If you would like to speak with a Chaplain during a visit, please notify the Visiting Room Officer or call in advance to schedule an appointment.
- **Family Services:** seeks to enrich and strengthen family relationships in anticipation of the inmate's eventual return to the community and his/her familial reintegration. The Family Reunion Program provides approved inmates and their families the opportunity to meet for a designated period in a private home-like setting.
- **Volunteer Services:** promotes the involvement of responsible community persons in the continuum of services and programs made available to the incarcerated inmate and his/her family.

## **Transitional Services**

The Department operates a Transitional Services Program to assist inmates in achieving a successful transition to the community. Transitional Services programs include:

- Phase 1-Introductory Phase - is designed to assist inmates to begin planning for their transition to the community.
- Phase II-Thinking for a Change/Moving On - Thinking for a Change is for male inmates and Moving On for female inmates consists of lessons designed to provide inmates with the cognitive and behavior changing tools necessary to lead to successful and crime-free lives.
- Phase III-The Transitional Phase - is designed to assist inmates in their final preparation for release to the community. Inmates will be placed in Phase III within 120 days of an approved release date.
- Aggression Replacement Training (ART) - is designed to assist inmates in identifying and controlling their aggressive behavior.
- Inmate Program Associate (IPA) - The purpose of the IPA program is to provide meaningful work assignments for inmates with advanced education and training, and to assist staff in providing program services to inmates in each facility.
- Network - is a voluntary, therapeutic program that uses a hierarchal process to assist inmates in learning cooperative work and leadership skills while demonstrating responsible behaviors.
- Community Lifestyles - is an open ended residential therapeutic program. It provides a structured dormitory program that supports the essential correctional goals of order and safety.

## **Substance Abuse Treatment Services**

Most correctional facilities offer substance abuse treatment services. These services focus on the treatment of alcoholism and addiction to drugs. Treatment services are recommended for inmates with a history of drug and/or alcohol abuse, or present with significant risk factors for such abuse. It is important to understand that an inmate's refusal to participate in a recommended program may affect early release. Inmates with a history of addiction and/or alcoholism with special needs such as mental health issues, sensorial disabilities, developmental disabilities, and long-term medical issues are provided specialized substance abuse treatment programs.

## **Additional Treatment Programs**

The Department offers sex offender programming, and aggression replacement training to inmates that have a need for such treatment.

## **Veteran's Services**

Facility staff works with Veteran's Administration staff to make inmates aware of benefits and services available to him or her. Some facilities have residential programs specifically for veterans.

## MEDICAL/DENTAL/MENTAL HEALTH SERVICES

Every inmate in the custody of the New York State Department of Corrections and Community Supervision has access to medical, dental, and mental health services.

- **Medical Services:** Medical staff is on-site at all correctional facilities. Inmates have access to medical services on a daily basis through each facility's sick call procedure. Facilities differ in the level of medical services they may be able to provide. Inmates with special medical needs (short term or long term) may be transferred to a facility which can better meet those needs. For the chronic or terminally ill, the Department provides Regional Medical Units (RMUs) in selected facilities across the state. When medically necessary, inmates may be transported to a community hospital for emergency treatment or other medical services.
- **Dental Services:** Inmates receive periodic dental checkups. Follow-up or emergency treatment is provided as needed. As with medical services, inmates may be transferred to another facility or to a community hospital for treatment when necessary.
- **Mental Health Services:** NYSDOCCS partners with the NYS Office of Mental Health (OMH) in providing special programs along a continuum of care for inmates with a mental illness. Upon reception into the DOCCS system and throughout incarceration as necessary, inmates can be referred and assessed by OMH staff to determine the amount of mental health services required and are then assigned to facilities where that level of service is available. Although not on site at every facility, each facility has a procedure in place for inmates to receive such services. Services include crisis intervention, individual short and long term counseling, group counseling, and special programs and services for those who are eligible. **If, at any time during your visit, you feel that the inmate you are visiting is experiencing thoughts of suicide or displaying signs of hopelessness, anxiety, anger or if you notice dramatic mood changes, please contact the nearest staff member immediately.**

**PLEASE NOTE:** Inmate health information is considered confidential and its release is protected by the Federal HIPAA Law (Health Insurance Portability and Accountability Act), the New York State Public Health Law, and the New York State Department of Corrections and Community Supervision policies. Privacy requirements do not allow the disclosure of specific health information without inmate authorization. All requests for inmate health information should be directed to the health services unit at the facility.

Request for mental health information should be addressed to the facility/Satellite Mental Health Unit, to the attention of the Unit Chief. If the facility does not have a mental health presence, the request should be forwarded in writing to the Executive Director of Central New York Psychiatric Center, Maureen Bosco, at 9005 Old River Road, Marcy, NY 13403-0300 or by phone at (315) 765-3600.

Separate written releases must be obtained for disclosing substance abuse treatment information in accordance with 42 CFR Part 2 and DOCCS Directive #2010  – Departmental Records. In accordance with Department Directives, an inmate must sign a Release of Drug and Alcohol Abuse Records form #1079 or #1080 to authorize release of alcohol and drug treatment records.

## **TRANSFERS**

Questions with regard to transfers should first be directed to the inmate's assigned Offender Rehabilitation Coordinator.

The Office of Classification and Movement in Central Office can also be contacted regarding transfer-related information. You may write to them at:

The Office of Classification and Movement  
New York State Department of Corrections and Community Supervision  
The Harriman State Campus - Building #2  
1220 Washington Avenue  
Albany, NY 12226-2050

## **RETURNING TO THE COMMUNITY - COMMUNITY SUPERVISION**

Inmates are encouraged to maintain a positive disciplinary record and participate in programs according to their individualized program plan. Inmates can lose good time for not participating in their recommended program plan and may not be eligible for early release. Therefore, we encourage you to support them in maintaining a positive disciplinary adjustment so that they will be more apt to pursue and attend needed programs.

Generally speaking, there are four ways to be released from DOCCS custody back to the community:

- Presumptive Release/Merit Time
- Parole Board Release
- Conditional Release
- Completion of Maximum Sentence (Max-out)

### **Presumptive Release/Merit Time**

There are other avenues for release earlier than the court imposed minimum sentence. An inmate may be considered for presumptive release based on crime and sentence, satisfactory disciplinary and program participation, time already served, and prior criminal history. Questions should be directed to the inmate's assigned Offender Rehabilitation Coordinator.

### **Parole Board Release**

Parole Board Commissioners may grant release after a minimum portion of the sentence is served.

### **Conditional Release**

A statutory type of release that the Board of Parole does not have discretion to grant or deny.

- Indeterminate sentences, where there is a minimum and maximum sentence imposed, the inmate must serve 2/3 of their maximum sentence with no loss of good time.
- Determinate sentences, where there is a flat length of time, the inmate must serve 6/7 of their sentence, and have no loss of good time.

### **Completion of Maximum Sentence (Max-Out)**

An inmate is released from prison after serving the maximum term of their sentence. This can occur in the following instances:

- The inmate is not paroled and lost all good time.
- The inmate is returned to prison for violating the conditions of their release with less than one year remaining on the original sentence, and a Parole Board decision that they be held to the maximum expiration (ME) of their sentence, or, the inmate refuses conditional release.

## Frequently Asked Questions

### ***My loved one has been incarcerated. How do I find him or her?***

Computerized Inmate information is available on the Department's website at [www.doccs.ny.gov](http://www.doccs.ny.gov). If you do not have access to the internet, you can call (518) 457-5000 during normal business hours.

### ***Do I need prior approval before my first visit?***

No. The Watch Commander, a security supervisor in charge of a particular shift, will allow initial visits for persons not on an Inmate's approved visitor record as long as you have proper identification and the Inmate agrees to the visit. As a first-time visitor, you will be required to sign a statement indicating that you have been advised of and agree to abide by the rules and regulations regarding visiting. Please note that your registration information will be entered in a database so that future visits will be much easier.

### ***Can I send cash directly to an Inmate?***

Yes. However, it is highly recommended that you send a money order or certified check payable to the Inmate, as opposed to cash. Please include the Inmate's full name and Department Identification Number (DIN).

### ***Can I send an Inmate an e-mail message?***

No. Inmates do not have access to e-mail or internet services.

### ***Can I place a telephone call to an Inmate?***

No. Inmates cannot receive telephone calls. However, if an emergency arises, you should call the facility and speak to the Inmate's Offender Rehabilitation Coordinator, a facility Chaplain, or the Watch Commander.

### ***Can Inmates phone their family or friends?***

Inmates are allowed to make collect calls from designated pay phones located in all facilities. Inmates are allowed to have 15 phone numbers on their approved phone list at any time. Telephone numbers are added or removed from the Inmate's phone list by request of the Inmate only. Please note that all phone calls may be monitored. Call forwarding and third-party calls are not allowed. Calls to, pagers, and 800 numbers are not allowed.

### ***Will I be informed if my loved one is sick?***

If the Inmate is admitted to an outside hospital, notification will be made to persons designated by the Inmate. **Please Note:** Inmates have the authority to decline notification.

### ***Can I visit a hospitalized Inmate, either in the facility hospital or in an outside hospital?***

Yes. Facility Hospital - Inmates may be visited for limited periods of time by persons on their visitor record, an attorney, or authorized individual. Outside Hospital - Inmates may receive visitors only with the permission of the doctor, and within the rules of the hospital. Visiting times are only during the regular hospital visiting hours, and will not exceed two hours, unless the Inmate is on the critical list. A person can visit an inmate in the hospital if on the visiting record and with the Superintendent permission. All persons requesting to visit an inmate in the outside hospital need to receive permission from the Superintendent if approved, visitor will be subject to the visitors rules and regulations.

***What if someone close to my loved one dies or is very sick?***

It is recommended that facility staff be contacted as soon as possible so that the Inmate may be notified in an appropriate manner and provided with pastoral care and counseling. As soon as possible, contact the facility where the Inmate is located and speak with the Chaplain, Supervising Offender Rehabilitation Coordinator, or the Watch Commander. **It is the family's responsibility to notify the facility as soon as possible in the event of grave illness or death of an Inmate's relative.**

***Is there any bus transportation that will take me directly to the prison?***

Due to the variations in bus availability, you are encouraged to contact the individual correctional facility regarding transportation.

***How can I find directions to the facility?***

Directions to correctional facilities are located on the World Wide Web at [www.doccs.ny.gov](http://www.doccs.ny.gov) additionally, you can contact the specific facility.

***What do I need to bring in order to visit?***

Proper identification and permission, if required (i.e., you are a minor). Additional information can be found in the section on **Visitation**.

***Can I visit if I am on parole or probation?***

Probationers and Parolees must have the prior permission of the Superintendent and the written permission of their probation or parole officer.

***What am I allowed to bring into the visiting room?***

You are allowed to bring in money for the vending machines and for purchasing photos where that service is available. You will also be allowed baby supplies if you have a baby with you (See **VISITING GUIDELINES**).

***What do I do with my prescription medication?***

Visitors who have medication in their possession shall declare and relinquish it to the gate officer. Medications shall be identified and stored in a secure area. If a visitor needs the medication during the visiting period, it may be obtained as directed by the facility.

***Can I bring a care package for my loved one to a visit?***

Yes, you may bring a package for your loved one. The package must be presented at the front gate prior to the visit. Remember, you cannot give anything to an Inmate during the visit without permission. Please refer to the section on **Packages** and to Appendix C for further information. If you want to leave money, a money order or check can be left at the appropriate area. You are discouraged from leaving cash. The maximum amount allowed per visit is \$50.00.

***What days am I allowed to visit and for how long?***

See **Visiting Days and Times**.

***What is contraband?***

Contraband is any article that is not to be possessed by an Inmate. This includes, but is not limited to: weapons, alcohol, illegal drugs (including marijuana) money, cell phones, and chewing gum. Any visitor found in possession of illegal drugs or weapons will be reported to the proper authorities for prosecution. (See page 10, # 4.)

***How can my loved one get a visit with their child who is currently in foster care?***

Foster care visits are managed between the agency that oversees and has jurisdiction of the foster child and the facility they plan to visit. Generally, the facility contact person is the Inmate's assigned Offender Rehabilitation Coordinator.

***How can my loved one get transferred to a facility closer to home?***

The Office of Classification and Movement in Central Office oversees transfers. Your loved one should contact their assigned Offender Rehabilitation Coordinator to address any concerns about transferring.

***How can I marry a person who is incarcerated?***

To begin the process, you and your loved one must send a letter requesting permission to marry to the Superintendent of the facility. The Superintendent will then inform the Guidance Unit, and if a legal marriage is approvable, the process will proceed.

***How do Inmates spend their time in prison?***

Inmates participate in required treatment, educational/vocational training, work and recreation programs unless they are physically unable or constrained by the following circumstances: intake/transfer processing, keep-locked status, administrative segregation, or court hearings. Treatment programs include Alcohol and Substance Treatment (ASAT), RSAT (Residential Substance Abuse Treatment), CASAT (Comprehensive Alcohol Substance Abuse Treatment), Aggression Replacement Training (ART) and Sex Inmate Program (SOP). Educational/vocational programs include Adult Basic Education (ABE), GED preparation, and various vocational trainings including custodial building maintenance, computer repair, horticulture, and welding, to name a few. Examples of work assignments include food preparation, ground maintenance, as well as industry production and services.

Families and friends are encouraged to support their loved one to use their time constructively and to follow through with their prescribed program plan in a positive manner.



**APPENDIX A**

**ADDRESSES AND PHONE NUMBERS OF FACILITIES IN NEW YORK STATE**

Facility	Security Level	Facility	Security Level
<b>Adirondack Correctional Facility</b> PO Box 110, 196 Ray Brook Road Ray Brook, New York 12977-0110 (518) 891-1343 (Essex County)	<b>Medium</b>  <b>Male</b>	<b>Auburn Correctional Facility</b> 135 State Street Auburn, New York 13021-1800 (315) 253-8401 (Cayuga County) Inmate Mail: P.O. Box 618, Zip 13021	<b>Maximum</b>  <b>Male</b>
<b>Albion Correctional Facility</b> 3595 State School Road Albion, New York 14411-9399 (585) 589-5511 (Orleans County)	<b>Medium</b>  <b>Female</b>	<b>Bare Hill Correctional Facility</b> 181 Brand Road, Caller Box #20 Malone, New York 12953-0020 (518) 483-8411 (Franklin County)	<b>Medium</b>  <b>Male</b>
<b>Altona Correctional Facility</b> PO Box 3000 555 Devils Den Road Altona, New York 12910-2090 (518) 236-7841 (Clinton County)	<b>Medium</b>  <b>Male</b>	<b>Bedford Hills Correctional Facility</b> 247 Harris Road Bedford Hills, New York 10507-2400 (914) 241-3100 (Westchester Co.)	<b>Maximum</b>  <b>Female</b>
<b>Attica Correctional Facility</b> 639 Exchange Street Attica, New York 14011-0149 (585) 591-2000 (Wyoming County)	<b>Maximum</b>  <b>Male</b>	<b>Cape Vincent Correctional Facility</b> PO Box 599 36560 State Route 12E Cape Vincent, New York 13618-0599 (315) 654-4100 (Jefferson County)	<b>Medium</b>  <b>Male</b>

Facility	Security Level	Facility	Security Level
<b>Cayuga Correctional Facility</b> P.O. Box 1150, Route 38A Moravia, New York 13118-1150 (315) 497-1110 (Cayuga County) Inmate Mail: P.O. Box 1186, Zip 13118	<b>Medium</b>  <b>Male</b>	<b>Coxsackie Correctional Facility</b> P.O. Box 200, 11260 Route 9W Coxsackie, New York 12051-0200 (518) 731-2781 (Greene County) Inmate Mail: Box 999, Zip 12051-0999	<b>Maximum</b>  <b>Male</b>
<b>Clinton Correctional Facility</b> Route 374, Cook Street P.O. Box 2000 Dannemora, New York 12929-2000 (518) 492-2511 (Clinton County) Inmate Mail (Clinton Main): P.O. Box 2001, Zip 12929 Inmate Mail (Clinton Annex): P.O. Box 2002, Zip 12929	<b>Maximum</b>  <b>Male</b>	<b>Downstate Correctional Facility</b> 122 Red Schoolhouse Rd P.O. Box 445 Fishkill, New York 12524-0445 (845) 831-6600 (Dutchess County) Inmate Mail: P.O. Box F, Zip 12524	<b>Maximum</b>  <b>Male</b>
<b>Collins Correctional Facility</b> P.O. Box 490, Middle Rd Collins, New York 14034-0490 (716) 532-4588 (Erie County) Inmate Mail: P.O. Box 340, Zip 14034-0340	<b>Medium</b>  <b>Male</b>	<b>Eastern NY Correctional Facility</b> P.O. Box 338 30 Institution Rd Napanoch, New York 12458-0338 (845) 647-7400 (Ulster County)	<b>Maximum</b>  <b>Male</b>
		<b>Edgecombe Correctional Facility</b> 611 Edgecombe Avenue New York, New York 10032-4398 (212) 923-2575 (New York County)	<b>Minimum</b>  <b>Male</b>

<b>Facility</b>	<b>Security Level</b>	<b>Facility</b>	<b>Security Level</b>
<b>Elmira Correctional Facility</b> <b>PO Box 500</b> <b>1879 Davis Street</b> <b>Elmira, New York 14902-0500</b> <b>(607) 734-3901 (Chemung County)</b>	<b>Maximum</b>  <b>Male</b>	<b>Gouverneur Correctional Facility</b> <b>112 Scotch Settlement Rd., P.O. Box 370</b> <b>Gouverneur, New York 13642-0370</b> <b>(315) 287-7351 (Saint Lawrence County)</b>	<b>Medium</b>  <b>Male</b>
<b>Fishkill Correctional Facility</b> <b>18 Strack Road</b> <b>Beacon, New York 12508</b> <b>(845) 831-4800 (Dutchess County)</b> <b>Inmate Mail:</b> <b>P.O. Box 1245, Zip 12508</b>	<b>Medium</b>  <b>Male</b>	<b>Gowanda Correctional Facility</b> <b>P.O. Box 350, South Road</b> <b>Gowanda, New York 14070-0350</b> <b>(716) 532-0177 (Erie County)</b> <b>Inmate Mail:</b> <b>P.O. Box 311, Zip 14070-0311</b>	<b>Medium</b>  <b>Male</b>
<b>Five Points Correctional Facility</b> <b>Caller Box 400,</b> <b>660State Route 96</b> <b>Romulus, New York 14541</b> <b>(607) 869-5111 (Seneca County)</b> <b>Inmate Mail:</b> <b>Caller Box 119, Zip 14541</b>	<b>Maximum</b>  <b>Male</b>	<b>Great Meadow Correctional Facility</b> <b>P.O. Box 51</b> <b>11739 State Route 22</b> <b>Comstock, New York 12821</b> <b>(518) 639-5516</b> <b>(Washington County)</b>	<b>Maximum</b>  <b>Male</b>
<b>Franklin Correctional Facility</b> <b>P. O. Box 10</b> <b>Malone, New York 12953</b> <b>(518) 483-6040 (Franklin County)</b>	<b>Medium</b>  <b>Male</b>	<b>Green Haven Correctional Facility</b> <b>594 Route 216</b> <b>Stormville, New York 12582</b> <b>(845) 221-2711 (Dutchess County)</b>	<b>Maximum</b>  <b>Male</b>

Facility	Security Level	Facility	Security Level
<p><b>Greene Correctional Facility</b>  P. O. Box 8  165 Plank Road  Coxsackie, New York  12051-0008  (518) 731-2741 (Greene County)  Inmate Mail:  P.O. Box 975, Zip 12051-0975</p>	<p><b>Medium</b>  <b>Male</b></p>	<p><b>Lakeview Shock Incarceration CF</b>  P.O. Box T  9300 Lake Avenue  Brocton, New York 14716  (716) 792-7100  (Chautauqua County)</p>	<p><b>Medium</b> <b>Male and Female</b></p>
<p><b>Groveland Correctional Facility</b>  P.O. Box 50  7000 Sonyea Road  Sonyea, New York 14556  (585) 658-2871  (Livingston County)</p>	<p><b>Medium</b>  <b>Male</b></p>	<p><b>Lincoln Correctional Facility</b>  31-33 West 110th Street  New York, New York  10026-4398  (212) 860-9400 (New York County)</p>	<p><b>Minimum</b>  <b>Male</b></p>
<p><b>Hale Creek ASACTC</b>  279 Maloney Road  Johnstown, New York  12095  (518) 736-2094 (Fulton County)  Inmate Mail:  P.O. Box 950, Zip 12095</p>	<p><b>Medium</b>  <b>Male</b></p>	<p><b>Livingston Correctional Facility</b>  P.O. Box 49  7005 Sonyea Road  New York 14556-0049  (585) 658-3710  (Livingston County)  Inmate Mail:  P.O. Box 91, Zip 14556</p>	<p><b>Medium</b>  <b>Male</b></p>
<p><b>Hudson Correctional Facility</b>  P.O. Box 576  50 E. Court Street  Hudson, New York 12534-0576  (518) 828-4311 (Columbia County)</p>	<p><b>Medium</b>  <b>Male</b></p>	<p><b>Marcy Correctional Facility</b>  P.O. Box 5000  9000 Old River Road  Marcy, New York 13403  (315) 768-1400 (Oneida County)  Inmate Mail:  P.O. Box 3600, Zip 13403</p>	<p><b>Medium</b>  <b>Male</b></p>

<b>Facility</b>	<b>Security Level</b>	<b>Facility</b>	<b>Security Level</b>
<b>Mid-State Correctional Facility</b> P.O. Box 216 9005 Old River Road Marcy, New York 13403-0216 (315) 768-8581 (Oneida County) Inmate Mail: P.O. Box 2500, 13403	<b>Medium</b>  <b>Male</b>	<b>Orleans Correctional Facility</b> 3595 Gaines Basin Road Albion, New York 14411 (585) 589-6820 (Orleans County)	<b>Medium</b>  <b>Male</b>
<b>Mohawk Correctional Facility</b> P.O. Box 8450 6514 Route 26 6100 School Road Rome, New York 13440 (315) 339-5232 (Oneida County) Inmate Mail: P.O. Box 8451, Zip 13440	<b>Medium</b>  <b>Male</b>	<b>Otisville Correctional Facility</b> P.O. Box 8 57 Sanitorium Road Otisville, New York 10963-0008 (845) 386-1490 (Orange County)	<b>Medium</b>  <b>Male</b>
<b>Moriah Shock Incarceration CF</b> P.O. Box 999 75 Burhart Lane Mineville, New York 12956-0999 (518) 942-7561 (Essex County)	<b>Minimum</b>  <b>Male</b>	<b>Queensboro Correctional Facility</b> 47-04 Van Dam Street Long Island City, NY 11101-3081 (718) 361-8920 (Queens County)	<b>Minimum</b>  <b>Male</b>
<b>Ogdensburg Correctional Facility</b> One Correction Way Ogdensburg, New York 13669-2288 (315) 393-0281 (Saint Lawrence County)	<b>Medium</b>  <b>Male</b>	<b>Riverview Correctional Facility</b> P.O. Box 158 1110 Tibbits Drive Ogdensburg, New York 13669 (315) 393-8400 (St. Lawrence County)	<b>Medium</b>  <b>Male</b>
		<b>Rochester Correctional Facility</b> 470 Ford Street Rochester, New York 14608-2499 (585) 454-2280 (Monroe County)	<b>Minimum</b>  <b>Male</b>

<b>Facility</b>	<b>Security Level</b>
<b>Shawangunk Correctional Facility</b> P.O. Box 750 200 Quick Road Wallkill, New York 12589-0750 (845) 895-2081 (Ulster County) Inmate Mail: P.O. Box 700, Zip 12589	<b>Maximum</b>  <b>Male</b>
<b>Sing Sing Correctional Facility</b> 354 Hunter Street Ossining, New York 10562-5442 (914) 941-0108 (Westchester County)	<b>Maximum</b>  <b>Male</b>
<b>Southport Correctional Facility</b> P.O. Box 2000 236 Bob Masia Drive Pine City, New York 14871 (607) 737-0850 (Chemung County)	<b>Maximum</b>  <b>Male</b>
<b>Sullivan Correctional Facility</b> P.O. Box 116, 325 Riverside Drive Fallsburg, New York 12733-0116 (845) 434-2080 (Sullivan County)	<b>Maximum</b>  <b>Male</b>

<b>Facility</b>	<b>Security Level</b>
<b>Taconic Correctional Facility</b> 250 Harris Road Bedford Hills, New York 10507-2498 (914) 241-3010 (Westchester County)	<b>Medium</b>  <b>Female</b>
<b>Ulster Correctional Facility</b> P.O. Box 800, 750 Berme Road Napanoch, New York 12458 (845) 647-1670 (Ulster County)	<b>Medium</b>  <b>Male</b>
<b>Upstate Correctional Facility</b> P.O. Box 2000 309 Bare Hill Road Malone, New York 12953 (518) 483-6997 (Franklin County) Inmate Mail: P.O. Box 2001, Zip 12953	<b>Maximum</b>  <b>Male</b>
<b>Wallkill Correctional Facility</b> P.O. Box G 50 McKenderick Road Wallkill, New York 12589-0286 (845) 895-2021 (Ulster County)	<b>Medium</b>  <b>Male</b>

Facility	Security Level
<p><b>Washington Correctional Facility</b>  P.O. Box 180  72 Lock Eleven Lane  Comstock, New York  12821-0180  (518) 639-4486  (Washington County)</p>	<p><b>Medium</b>   <b>Male</b></p>
<p><b>Watertown Correctional Facility</b>  23147 Swan Road  Watertown, New York  13601-9340  (315) 782-7490 (Jefferson County)</p>	<p><b>Medium</b>   <b>Male</b></p>
<p><b>Wende Correctional Facility</b>  3040 Wende Road  Alden, New York 14004-1187  (716) 937-4000 (Erie County)</p>	<p><b>Maximum</b>   <b>Male</b></p>
<p><b>Willard Drug Treatment Center</b>  P.O. Box 303  7116 County Route 132  Willard, New York 14588  (607) 869-5500 (Seneca County)</p>	<p><b>Drug Treatment Center</b>  <b>Male and Female</b></p>
<p><b>Woodbourne Correctional Facility</b>  P.O. Box 1000  99 Prison Road  Woodbourne, New York  12788  (845) 434-7730 (Sullivan County)</p>	<p><b>Medium</b>   <b>Male</b></p>

Facility	Security Level
<p><b>Wyoming Correctional Facility</b>  P.O. Box 501  3203 Dunbar Road  Attica, New York 14011  (585) 591-1010 (Wyoming County)</p>	<p><b>Medium</b>   <b>Male</b></p>

## APPENDIX B

### MILEAGE CHART

<b>Facility</b>	<b>New York City, NY</b>	<b>Albany, NY</b>	<b>Buffalo, NY</b>
<b>Adirondack</b>	292 miles - 4½ hrs.	165 miles - 2¾ hrs.	329 miles - 5½ hrs.
<b>Albion</b>	350 miles - 5½ hrs.	260 miles - 4¼ hrs.	55 miles - 1 hr.
<b>Altona</b>	336 miles - 5½ hrs.	205 miles - 3½ hrs.	356 miles - 6 hrs.
<b>Attica</b>	330 miles - 5¾ hrs.	265 miles - 4½ hrs.	37 miles - ¾ hr.
<b>Auburn</b>	250 miles - 4 hrs.	176 miles - 3¼ hrs.	128 miles - 2¼ hrs.
<b>Bare Hill</b>	340 miles - 5¾ hrs.	230 miles - 4 hrs.	322 miles - 5½ hrs.
<b>Bedford</b>	<b>45 miles - 1 hr.</b>	<b>130 miles - 2¼ hrs.</b>	<b>369 miles - 6¼ hrs.</b>
<b>Cape Vincent</b>	338 miles - 5½ hrs.	197 miles - 3½ hrs.	237 miles - 4 hrs.
<b>Cayuga</b>	234 miles - 4 hrs.	200 miles - 3½ hrs.	145 miles - 2½ hrs.
<b>Clinton</b>	319 miles - 5¼ hrs.	185 miles - 3¼ hrs.	382 miles - 6½ hrs.
<b>Collins</b>	259 miles - 6¼ hrs.	315 miles - 5½ hrs.	31 miles - ½ hr.
<b>Coxsackie</b>	128 miles - 2¼ hrs.	25 miles - ½ hr.	310 miles - 5 hrs.
<b>Downstate</b>	66 miles - 1¼ hrs.	95 miles - 1¾ hrs.	338 miles - 5¾ hrs.
<b>Eastern</b>	94 miles - 1¾ hrs.	90 miles - 1¾ hrs.	306 miles - 5¼ hrs.
<b>Edgecombe</b>	- - -	155 miles - 2¾ hrs.	354 miles - 6¼ hrs.
<b>Elmira</b>	215 miles - 3¾ hrs.	205 miles - 3½ hrs.	140 miles - 2½ hrs.
<b>Fishkill</b>	66 miles - 1¼ hrs.	95 miles - 1¾ hr.	338 miles - 5¾ hrs.
<b>Five Points</b>	252 miles - 4¼ hrs.	191 miles - 3 hrs.	121 miles - 2 hrs.
<b>Franklin</b>	340 miles - 5¾ hrs.	230 miles - 4 hrs.	322 miles - 5½ hrs.
<b>Gouverneur</b>	338 miles - 5¾ hrs.	190 miles - 3½ hrs.	250 miles - 4 hrs.
<b>Gowanda</b>	356 miles - 6¼ hr.	315 miles - 5¼ hrs.	31 miles - ½ hr.

<b>Facility</b>	<b>New York City, NY</b>	<b>Albany, NY</b>	<b>Buffalo, NY</b>
<b>Great Meadow</b>	216 miles – 3¼ hrs.	70 miles - 1¼ hrs.	316 miles - 5¼ hrs.
<b>Green Haven</b>	71 miles - 1¼ hrs.	95 miles - 1¾ hrs.	352 miles - 6 hrs.
<b>Greene</b>	128 miles – 2¼ hrs.	25 miles - ½ hr.	310 miles - 5 hrs.
<b>Groveland</b>	292 miles – 5 hrs.	260 miles - 4¼ hrs.	64 miles – 1¼ hrs.
<b>Hale Creek</b>	190 miles – 3¼ hrs.	45 miles - 1 hr.	250 miles - 4 hrs.
<b>Hudson</b>	125 miles – 2¼ hrs.	38 miles - ¾ hr.	322 miles - 5 hrs.
<b>Lakeview Shock</b>	393 miles – 6¾ hrs.	335 miles - 5½ hrs.	53 miles – 1 hr.
<b>Lincoln</b>	- - -	155 miles - 2¾ hrs.	354 miles - 5¼ hrs.
<b>Livingston</b>	292 miles – 5 hrs.	260 miles - 4 hrs.	64 miles – 1¼ hrs.
<b>Marcy</b>	244 miles – 4 hrs.	100 miles - 1¾ hrs.	195 miles - 3 hrs.
<b>Mid-State</b>	244 miles - 4 hrs.	100 miles - 1¾ hrs.	195 miles - 3 hrs.
<b>Mohawk</b>	244 miles - 4 hrs.	120 miles - 2 hrs.	195 miles - 3 hrs.
<b>Moriah Shock</b>	266 miles - 4½ hrs.	150 miles - 2½ hrs.	343 miles - 6 hrs.
<b>Ogdensburg</b>	375 miles - 6¼ hrs.	245 miles - 4 hrs.	271 miles - 4½ hrs.
<b>Orleans</b>	350 miles - 5½ hrs.	260 miles - 4¼ hrs.	55 miles - 1 hr.
<b>Otisville</b>	81 miles - 1½ hrs.	120 miles - 2 hrs.	316 miles - 5¼ hrs.
<b>Queensboro</b>	- - -	175 miles - 3 hrs.	354 miles - 6¼ hrs.
<b>Riverview</b>	375 miles - 6¼ hrs	245 miles - 4 hrs.	271 miles - 4½ hrs.
<b>Rochester</b>	365 miles - 6¼ hrs.	225 miles - 4 hrs.	55 miles - 1 hr.
<b>Shawangunk</b>	76 miles - 1½ hrs.	90 miles - 1¾ hrs.	323 miles - 5½ hrs.
<b>Sing-Sing</b>	40 miles - 1 hr.	120 miles - 2 hrs.	363 miles - 6 hrs.
<b>Southport</b>	220 miles - 4 hrs.	215 miles - 3¾ hrs.	140 miles - 2½ hrs.
<b>Sullivan</b>	102 miles - 2 hrs.	105 miles - 1¼ hrs.	294 miles - 5 hrs.
<b>Taconic</b>	45 miles - 1 hr.	130 miles - 2½ hrs.	369 miles - 6¼ hrs.

<b>Facility</b>	<b>New York City, NY</b>	<b>Albany, NY</b>	<b>Buffalo, NY</b>
<b>Ulster</b>	94 miles - 1¾ hrs.	90 miles - 1¼ hrs.	306 miles - 5¼ hrs.
<b>Upstate</b>	340 miles - 5¾ hrs	230 miles - 3¾ hrs.	322 miles - 5½ hrs.
<b>Wallkill</b>	76 miles - 1½ hrs.	90 miles - 1¼ hrs.	323 miles - 5½ hrs.
<b>Washington</b>	216 miles - 3¼ hrs.	70 miles - 1¼ hr.	316 miles - 5¼ hrs.
<b>Watertown</b>	315 miles - 5¼ hrs.	167 miles - 2¾ hrs.	213 miles - 3½ hrs.
<b>Wende</b>	338 miles - 6 hrs.	280 miles - 5 hrs.	- - -
<b>Willard</b>	250 miles - 4¼ hrs.	200 miles - 3 hrs.	130 miles - 2¼ hrs.
<b>Woodbourne</b>	102 miles - 2 hrs.	105 miles - 2 hrs.	294 miles - 5 hrs.
<b>Wyoming</b>	330 miles - 5½ hrs.	265 miles - 4½ hrs.	37 miles - ¾ hr.

## APPENDIX C - 3/20/07

### ALLOWABLE ITEMS

Items listed below may be received through the Package Room by inmates in most facilities, subject to the following restrictions and qualifications:

<b>FOOD ITEMS</b>	
<p><b><u>General Restrictions:</u></b></p> <p><b><u>Contents</u></b></p> <ul style="list-style-type: none"> <li>- No alcoholic content or ingredients.</li> <li>- No poppy seeds.</li> <li>- No frozen foods.</li> <li>- No USDA or Government surplus food.</li> <li>- No home, bakery, restaurant, or delicatessen-prepared foods.</li> </ul> <p><b><u>Packaging</u></b></p> <ul style="list-style-type: none"> <li>- No glass containers.</li> <li>- Items, except for fresh fruits and vegetables, must be received commercially packaged in airtight hermetically sealed containers impervious to external influence (e.g., sealed cans, heat sealed plastic bags, vacuum sealed pouches, vacuum sealed plastic jars, glue sealed paper or cardboard boxes with the inside product being hermetically sealed, etc.).</li> <li>- All items must have a commercially printed ingredients list on the packaging.</li> </ul>	
<b>Individual Items</b>	<b>Specific Restrictions and Conditions</b>
<ul style="list-style-type: none"> <li>a) Beverages/Liquid</li> <li>b) Beverages/Mixes</li> <li>c) Bread</li> <li>d) Canned food</li> <li>e) Candy</li> <li>f) Cheese.</li> <li>g) Coffee</li> <li>h) Dried coffee cream</li> <li>i) Fruit</li> <li>j) Meats</li> <li>k) Nuts</li> <li>l) Pastry</li> <li>m) Raisins</li> <li>n) Seafood</li> <li>o) Snacks</li> <li>p) Tea</li> <li>q) Vegetables</li> </ul>	<p>Including concentrates, must be in cans, pouches or boxes only; max. Size 32 oz. each.</p> <p>Dry, maximum size 32 ounces each.</p> <p>Max. size 16 oz. each; products must not require cooking (as designated on the manufacturer's label); microwaveable containers are allowed.</p> <p>Sliced or chunk.</p> <p>16 oz. maximum.</p> <p>No dried.</p> <p>Must be ready to eat (i.e., pre-cooked, cured, smoked, cold-cuts).</p> <p>Without shells.</p> <p>Maximum 2 oz. per food package.</p> <p>Cooked, cured or smoked only; no shells.</p> <p>Potato chips, pretzels, cheese twists, crackers, cookies, and other similar items (or Combinations of approved food items, except for those Combinations/mixes containing raisins).</p> <p>Herbal and flavored tea allowed; no loose tea; no tea labeled as being for any treatment or cure, "for medicinal purposes" or "as a dietary supplement," etc. is allowed.</p> <p>Fresh, that does not require cooking (except in facilities that permit cooking).</p>

## FOOD UTENSILS

### General Restrictions

- Plastic only (except where metal cooking utensils are permitted by the Superintendent under local permit.
- No double-wall (e.g. foam core or insulated) containers.

Individual Items	Specific Restrictions and Conditions
a) Bowls	2 quart max.
b) Can opener	Manual only; short handle
c) Cups	No larger than 16 oz.
d) Drinking containers	No larger than 16 oz.
e) Saucers	
f) Food storage containers	2 quart max.
g) Spoons,	Pliable only
h) Forks/"Sporks"	Pliable only
i) Plates	
j) Thermos bottle	2 qt. max; molded plastic only

## TOBACCO PRODUCTS

### General Restrictions

- Tobacco products must be in the original commercially sealed containers.
- Cigarettes must bear New York State Tax Stamps - no exceptions.

Individual Items	Specific Restrictions and Conditions
a) Cigarettes	Max. 2 cartons per month
b) Cigarette roller	Limit 1; plastic only
c) Cigarette papers	
d) Cigars	Max. 50 per month
e) Pipes & pipe cleaners	
f) Tobacco, chewing	Max. 24 oz. per month
g) Tobacco, loose	Max. 12 oz. per month
h) Snuff	Max. 24 oz. per month

## RECREATIONAL SUPPLIES

### General Restrictions

- Dice are not permitted

Individual Items	Specific restrictions and conditions.
a) Athletic Gloves	Baseball (mitt), handball or bag; no metal inserts; no boxing-type; max. value \$50
b) Checkerboards/Checkers	Folding cardboard board or vinyl; plastic or wood pieces; max. value \$50
c) Chess sets	Folding cardboard board or vinyl; plastic or wood pieces; max. value \$50
d) Dominos	Plastic or wood pieces; max. value \$50
e) Handballs	In original sealed container only
f) Jigsaw puzzles	In original sealed container only
g) Playing cards	In original sealed container only
h) Tennis balls	In original sealed container only

## TOILET ARTICLES/ COSMETICS

### **General Restrictions**

- No item may be received which lists alcohol as an ingredient.
- No skin tanning or coloring or hair coloring products.
- Maximum size of any single item is 16 oz.
- No glass, except when approved toiletries cannot be obtained in plastic containers or cans; then, one ounce glass containers may be permitted when received directly from an approved store or manufacturer as packaged by them. The containerized items listed below are acceptable (1) if received in commercially-sealed non-pressurized cans or commercially-sealed plastic containers, or (2) when received directly from an approved store or manufacturer as packaged by them.
- No hemp oil or derivatives of hemp in contents.

<b>All Facilities</b>	<b>Specific Restrictions and Conditions</b>
<ul style="list-style-type: none"> <li>a) Fro Pick</li> <li>b) Aftershave lotion</li> <li>c) Baby oil</li> <li>d) Caustic sticks/styptic pencils</li> <li>e) Comb</li> <li>f) Cream rinse/conditioner</li> <li>g) Denture adhesive</li> <li>h) Denture cleanser</li> <li>i) Denture cup</li> <li>j) Deodorant</li> <li>k) Emery boards</li> <li>l) Fingernail clipper</li> <li>m) Hair brush</li> <li>n) Hair dressing</li> <li>o) Hairnet</li> <li>p) Hand/face cream or lotion</li> <li>q) Mirror</li> <li>r) Mouthwash</li> <li>s) Shampoo</li> <li>t) Shaving items - brush, cream, cup, soap</li> <li>u) Soap</li> <li>v) Soap dish</li> <li>w) Stick cologne</li> <li>x) Toenail clipper</li> <li>y) Toothbrush</li> <li>z) Tweezers</li> </ul>	<p>Plastic</p> <p>Plastic; max. length 6"; no handle</p> <p>Tablets only Plastic; transparent only</p> <p>Stick-type only</p> <p>Non-metal</p> <p>No file; 2 ½" max.</p> <p>Plastic; no removable handle or compartment</p> <p>Non-medicated; incl. cream.</p> <p>8" x 10" max. size; plastic only</p> <p>Standard size bar; no soap-on-a-rope</p> <p>Plastic</p> <p>No file; 3 ½" max.</p> <p>Non-electric</p>
<b>Female Facilities Only</b>	<b>Specific Restrictions and Conditions</b>
<ul style="list-style-type: none"> <li>a) Facial makeup</li> <li>b) Hair fasteners</li> <li>c) Hair spray</li> <li>d) Perfume/cologne</li> </ul>	<p>Eye makeup, face powder, lipstick, rouge, etc.</p> <p>Barrettes, bobby pins, hair (bands, rollers, rubber bands), no stones</p> <p>non-aerosol</p> <p>non-aerosol; 3 oz. max. per month</p>

**CLOTHING**

General Restrictions (all clothing items): No quilted clothing or snorkel-type hoods, except where indicated. No leather. No mesh materials. No spandex-type material. No denim. No removable linings.

Colors: Except as indicated below, blue, black, gray or orange colors are not permitted. Any shades of colors such as melon, peach, aqua, etc. that are not readily distinguishable from blue, black, gray or orange are not permitted. Solid colors only, except where indicated.

Value: Except as indicated, no item may exceed \$50 in value.

Footwear (below): No hollow or platform heels or soles. No camouflage design. No metal shanks/ supports or toes. No pointed toes, spiked heels, pockets, compartments, clog-type or pump (air-inflation) footwear. No metal/stone or clip-on decorations. Max. Height of heels: males 2"; females 3". Measure boot height from bottom of heel. Size must be within 1 size of that being worn by inmate.

Outerwear (below): Natural fabrics only (e.g. cotton, wool).

<i>Footwear</i>	<i>Color</i>	<i>Additional Restrictions and Conditions</i>
a) Baseball/soccer shoes b) Boots c) Rubber galoshes, overshoes d) Sandals e) Shoes f) Shower shoes g) Slippers h) Sneakers	Any but blue  Any but blue Any color  Any but blue Any but blue Any color Any but blue Any color combination but blue	Non-removable rubber cleats only 3/8" Max Total height 8" Total height 10"  Must be secure to the foot (use ankle strap)
<i>Outerwear</i>	<i>Color</i>	<i>Additional Restrictions and Conditions</i>
a) Earmuffs b) Gloves/mittens c) Jacket  d) Rain hat  e) Rain jacket/ poncho f) Scarves g) Winter knit watch cap	Black permitted Solid green only (including lining)  Clear transparent plastic Clear transparent plastic Black permitted	Plastic band (no metal) Wrist length Length 3/4 max.; military-style field jackets are allowed but short-waist style jackets are not allowed; no hood; no patches, insignia or decals. None labeled "chemical protective."  Hood permitted; max. value \$20

Male Inmates Only	Color	Additional Restrictions and Conditions
a) T-shirts b) Briefs, boxers  c) Thermal underwear	Solid colors only (except for the waistband) Solid colors only (except for the waistband)	

Sportswear	Color	Additional Restrictions and Conditions
a) Athletic supporter b) Baseball caps c) Shorts d) Sweatshirts, sweatpants		No metal or plastic cups; males only  No logos, no military style Gym or Bermuda style; not to extend below the knee or higher than mid-thigh; no cargo style pockets; no form-fitting or spandex type; no denim; no logos or lettering Cloth only; hoods permitted; may have a multiple or solid vertical stripe down leg or arm only not to exceed 2" in width; no logos; no zippers; no cargo style pockets
Miscellaneous	Color	Additional Restrictions and Conditions
a) Shirts/sweaters.  b) Bathrobe c) Belts  d) Bow ties e) Handkerchiefs f) Neckties g) Pajamas h) Socks	Solid colors inside and out  Black permitted  White only  Black permitted	Includes turtleneck, mock turtleneck, and polo styles; manufacturer's logo (e.g. fox, alligator, etc.), not to exceed 2" x 2" permitted  Non-elastic; less than 1½" wide, with buckle (max. 1½"x1½") Cloth only; clip-on style only  Cloth only; clip-on style only No pockets

<b>Female Inmates Only</b>	<b>Color</b>	<b>Additional Restrictions and Conditions</b>
a) Blouses b) Boots c) Nightgowns d) Shawls e) Shoes f) Stockings/ panty hose g) Bras h) Panties.  i) Slips j) Girdle k) Thermal Underwear  l) T- shirts m) Pajamas	No blue  No blue       Solid colors only (except for waistband)	No see-through, midriff or short-cut Total height 18" No see-through 1 yard square max. size (incl. fringe)  Stocking/hose requiring garter belts not allowed No metal underwire No thong style, crotch less, front opening or see-through or lace trim Full and half  Crew or v-neck only No see-through; no front opening bottoms

<b>EDUCATIONAL SUPPLIES</b>	
<b>Office Materials</b>	<b>Additional Restrictions and Conditions</b>
a) Mini-calculator b) Carbon paper c) Clip board d) Composition/Notebooks e) Crayons f) Dictionaries g) Drafting pens h) Erasers i) File folders j) Masking tape k) Paper l) Pens  m) Pencils n) Pencil sharpener o) Rulers p) Transparent tape	Hand-held only; \$30 max. value  9" x 15" max.; no metal components No metal components  Non-electronic No sharp points; no internal or refillable ink reservoirs  No metal components 1" maximum width Writing or drawing; no envelopes Ball point (non-retractable-style) or felt tip only - no fluorescent type Standard wooden type only Manual (hand-held); non-removable blade 12" maximum; non-metal 1" maximum width
<b>Audio Equipment</b>	<b>General Restrictions and Conditions</b>
	Except as indicated, may only be received directly from manufacturer or established dealer. See Directive #4920 for specifics. Not to be altered in any way to meet specifications (except that an external antenna must be removed by the manufacturer or vendor). No detachable components. An inmate may possess and use only 1 audio unit (excluding TV).

	<b>Specific Restrictions and Conditions</b>
a) Cassette Tapes	Commercially made; sealed in cellophane or similar material; no screws; received directly from a distributor, retailer, or manufacturer only. Subject to Media Review. Religious tapes may be received from a bona fide religious organization. These tapes must be in clear packaging and be reviewed by the Chaplain's office or Media Review.
b) Cassette type cleaner automatic demagnetizer	
c) Headphone Radio	Local permit only; maximum value - \$50.00.
d) Headphones (earphones)	Local permit only; maximum value - \$50.00.
e) Radio	Local permit only; maximum value - \$150.00; clear (see-through) case only; no larger than 8 inches x 14 inches.
f) Radio/Tape player Combination	Local permit only; maximum value - \$150.00; clear (see-through) case only; no larger than 8 inches x 14 inches; no microphone, talk switch, or recording device.
g) Tape Player	Local permit only; maximum value - \$150.00; clear (see-through) case only; no larger than 8 inches x 14 inches; no microphone, talk switch, or recording device.

<b>Printed Materials</b>	<b>General Restrictions and Conditions</b>
	Paper only (no laminates). All material subject to Directive #4572, "Media Review Guidelines." Newspapers may only be received from the publisher or an approved distributor via the correspondence unit.
	<b>Specific Restrictions and Conditions</b>
a) Books, magazines and periodicals	May be delayed through the Package Room up to 6 days for close security inspection if received from other than publisher or approved distributor
b) Calendar	Max. size 18"x14" when opened; no metal components
c) Greeting cards with matching envelopes	Maximum size 18" x 14" when opened; maximum of 50 per month; no electronic cards.
d) Posters	Maximum size 18" x 14"; no metal components.
<b>Typewriters/ Supplies</b>	<b>General Restrictions and Conditions</b>
	Typewriter - 1 only; max. value - \$350 w/case (if case is purchased, it must be a hard case); the typewriter body must be made of clear, see-through material. <u>Sources:</u> Items listed below may only be received directly from an approved commercial source. New only.

<b>Specific Restrictions and Conditions</b>	
a) Portable Typewriter  b) Electric adapter or converter c) Typewriter correction paper d) Correction ribbon e) Typewriter print wheel f) Typewriter ribbons	<p>Manual or electric; local permit only; no discs or permanent storage memory exceeding 7K, except for "correction memory" and internal spell-check and/or dictionary; no memory upgrade or internal or external ports usable for data transfer. The Department assumes no liability for information lost due to searches, power surges, or outages, etc.</p> <p>Local permit only.</p> <p>Replacement only.</p> <p>One only, on an exchange basis.</p> <p>Maximum of six.</p>
<b>Musical Instrument</b>	<b>General Restrictions and Conditions</b>
	<p>Local permit only; 1 only; max. value - \$200 w/case; a non-electronic musical instrument, new or used, may be received from home - otherwise it may only be received directly from an approved commercial source. An electronic musical instrument, if permitted, must be new, may only be purchased from and received directly from an approved commercial source, and may not have voice recording capability, a microphone or any disc or other removable storage device,.</p>

## ART & HOBBY SUPPLIES

A list of articles approved by an employee designated by the Superintendent must be submitted to the Package Room before they may be received by an inmate.

### MISCELLANEOUS

Appliances	General Restrictions and Conditions
	For in-cell use only.
	<b>Specific restrictions and conditions.</b>
a) Beard trimmer	Local permit only (electric/cord/cordless/battery, no attachments max 1" blade)
b) Coffee pot	Local permit only; non-electric; 9 cup maximum.
c) Curling iron.	Females only; local permit only; UL approved.
d) Hair/Blow dryer	Local permit only; UL approved.
e) Shaver/electric razor	Local permit only; electric, cord or cordless or battery.
<b>General</b>	<b>Specific restrictions and conditions.</b>
a) Extension cord	9 foot maximum; UL approved; 1 only.
b) Key ring	
c) Magnifying glass	Plastic; no handle; 2" x 3" or 3" diameter maximum.
d) Matches	Book only.
e) Needles	Sewing; 2 inches maximum size.
f) Pins – safety	2 inches maximum.
g) Rug	Solid color only-no blue, black, orange or gray; max size 3 ft. x 5 ft.; not braided; label must indicate "fire retardant"; 1 only (does not include prayer rug).
h) Saddle soap	
i) Shoelaces	No leather.
j) Sponges	
k) Sunglasses w/case	Standard size; non-reflector; maximum value \$25 per pair (2 pair only).
l) Thread	No blue, black, orange or gray.
m) Tissues	Eyeglass and facial.
Linens	General Restrictions and Conditions
	Colors: No blue, black, orange, gray, green or white permitted. Solid color only.
	<b>Specific Restrictions and Conditions</b>
a) Sheets	twin size only; 2 sets only per inmate
b) Blanket	twin size only; 1 only per inmate; label must indicate "fire retardant"
c) Pillow cases	standard size; 2 only per inmate
d) Towels	standard size bath towel (3 feet x 5 feet maximum)
e) Washcloths	

<b>Jewelry, etc.</b>	<b>General Restrictions and Conditions</b>
	No stones; no protrusions
	<b>Specific Restrictions and Conditions</b>
a) Wrist Watch/Band	Time-day-date-audible alarm only permitted; 1 only; max. combined value - \$50
b) Watch battery	Subject to exchange on one-for-one basis
c) Wedding band	Maximum value - \$150; verified married person only
<b>Jewelry-Females Only</b>	<b>Specific Restrictions and Conditions</b>
	Maximum combined value of female-only items - \$150. No stones.
a) Bracelets	Wrist or ankle; limit 2; no charms.
b) Earrings	Pierced or clip; limit 3 pairs; 1 inch maximum size
c) Necklaces	Limit 2; maximum length 18 inches.
d) Rings	Other than wedding; limit 2; no protrusions
<b>Religious Articles</b>	<b>General Restrictions and Conditions</b>
	<ul style="list-style-type: none"> <li>- Purchase, receipt, or use of religious articles is subject to the provisions of Directive #4202, "Religious Programs and Practices".</li> <li>- No color restrictions apply unless specified. Where multi-colored items are permitted, black, blue, gray or orange must not be predominant.</li> <li>- Clothing items cannot exceed \$50, head coverings can not exceed \$20, and beads can not exceed \$20. in value.</li> <li>- Questions on the identify or authenticity of a religious item shall be referred to the facility Chaplain.</li> </ul>
	<b>Specific Restrictions and Conditions</b>
a) Fez	A red brimless, cone-shaped, hat with not to exceed 3" made of felt; male only.
b) Kufi	A brimless, hemispheric cap that can be made of cloth, or can be knitted, or crocheted; may have a peak on top; must fit close to the head; no protrusions (visor, tassels, etc.); male only; may be multi-colored or black.
c) Yarmulke	A brimless, close-fitting skull cap that can be made of cloth, knitted, or crocheted; may be multi-colored or black.
d) Tsalot-kob	A hemispheric head cap that can be made of cloth, knitted, or crocheted; may have a peak on top; may be multi-colored; approximately 12 inches at longest point; must fit close to the head; male only.
e) Keski/Dastaar	A cloth turban head cover; 30 inches x 36 inches maximum; solid black, blue, gray or orange not permitted; may be multi-colored; limit 2.
f) Khimar	A cloth head item; female only; 4 feet x 4 feet maximum; solid black, blue, gray or orange not permitted; may be multicolored.
g) Talit Katan	A fringed garment worn under the clothing.

h) Tefillin	Two square leather boxes containing biblical verses. with long leather ties.
i) Talit (Prayer Shawl)	No larger than 72"x72"solid black, blue, gray or orange not permitted; may be multi-colored.
j) Guthra (Prayer Shawl)	1 yard square; solid black, blue, gray or orange not permitted; may be multi-colored.
k) Prayer Robe	Solid black, blue, gray or orange not permitted; may be multi-colored.
l) Prayer Beads	Rosary Dhikr, and Mala Beads black only
m) Prayer Rug	One only; may be possessed in addition to rug permitted under miscellaneous; 3 inches by 5 inches maximum; solid blue, black, gray or orange not permitted; may be multi-colored value may not exceed \$50.
n) Religious Books (Bible, Koran, etc.)	Subject to the restrictions on printed material covered in Section F-3 above.
o) Religious Pendant with Chain or Fabric	Maximum value of \$25; no stones; maximum two inches in diameter; e.g. medal crucifix, cross, pentacles, Thor's hammers, Star of David, chains, crescent with stars and/or moons, scapular.
p) Khimar	A cloth scarf-type head covering; female only; no more than 4'x4' should solid blue, black, gray or orange is not permitted; limit 2.
<b>Native American Items</b>	<b>General Restrictions and Conditions</b>
a) Native American Rosette and Cord	Beaded pendant; attached to a leather or fabric cord.
b) Native American Personal Smoking Pipe	Not to exceed six inches in length.
c) Native American Ashtray or Shell	For smudging; less than three inches in diameter.
d) Native American Medicine Bag	No larger than 2'x3' and unsealed with a draw string

## APPENDIX D

### PROGRAMS SERVING FAMILIES OF ADULT INMATES IN NEW YORK STATE

#### **Al Anon Family Group Headquarters, Inc.**

Telephone: (800) 344-2666 or (212)-302-7240  
Address: P.O. Box 862  
Mid-Town Station  
New York, New York 10018

- Information on 12-Step meetings for family and friends of people suffering with Alcoholism.

#### **Angel Tree/Prison Fellowship**

Telephone: (212) 732-9152 extension 5  
Address: P.O. Box 960  
Peck Slip Station  
New York, New York 10272-0960  
E-mail: [mayra\\_alemar@pfm.org](mailto:mayra_alemar@pfm.org)  
Website: [www.angeltree.org](http://www.angeltree.org)

- Provides religious ministry and support to the children and families of prisoners by distributing holiday gifts to children of prisoners.

#### **Catholic Charities of the Diocese of Brooklyn and Queens, Inc.**

Telephone: (718) 722- 6215  
Fax: (718) 722- 6220  
Address: 191 Joralemon Street  
Brooklyn, NY 11201  
Website: [www.ccbq.org](http://www.ccbq.org)

- Catholic Charities of Brooklyn and Queens sees its mission as promoting unity among all persons seeking to develop caring communities and to fulfill their commitment in providing humane social services to all their neighbors. Catholic Charities sponsors 180 programs and services throughout the boroughs of Brooklyn and Queens.

#### **Coalition of Families of New York State Lifers**

Address: P.O. Box 1314  
Wappingers Falls, New York 12590  
E-mail: [liferfamilies@yahoo.com](mailto:liferfamilies@yahoo.com)

- An organization to help the family members whose loved ones are incarcerated with “life” in their sentence.

### **Family Justice, Incorporated**

Telephone: (212) 982-2335 or (212) 475 1500

Address: 272 East Third Street  
New York, New York 10009

E-mail: [familyjustice.org](mailto:familyjustice.org)

Website: [www.familyjustice.org](http://www.familyjustice.org)

- Provides training and technical assistance in family case management utilizing a model that identifies and mobilizes family and community support for the treatment of drug addiction and other criminal justice related problems. This model is based on La Bodega de la Familia, a storefront program in New York City.

### **Hour Children**

Telephone: (718) 433-4724

Address: 36-11A 12 Street  
Long Island City, New York 11106

E-mail: [hour.children@worldnet.ahnet](mailto:hour.children@worldnet.ahnet)

- Provides five community residential programs for female ex-inmates and their children. Provides parent education, enhanced visiting, and transportation assistance for women incarcerated in two New York State prisons.

### **Legal Action Center**

Telephone: (212) 243-1313

Address: 153 Waverly Place, 8<sup>th</sup> Floor  
New York, New York 10014

E-mail: [gmartin@lac.org](mailto:gmartin@lac.org); [rampeoples@lac.org](mailto:rampeoples@lac.org)

Website: [www.lac.org](http://www.lac.org)

- Provides legal information for people with criminal records, HIV/AIDS, as well as drug and alcohol problems.

### **New York State Kinship Navigator Program**

Telephone: (877) 454-6463

Website: [www.nysnavigator.org](http://www.nysnavigator.org)

- Statewide resource for information and referral for grandparents and other relatives who are caring for children with incarcerated parents. Provides information on the state and federal laws governing kinship care, schooling, special needs, medical decision-making, custody, guardianship, adoption, and much more.

### **Osborne Association**

Telephone: (718) 637 6560  
Address: 175 Remsen Street  
Brooklyn, New York 11201  
Website: [www.osborneny.org](http://www.osborneny.org)

- Provides multiple services and programs for inmates and their families including: a) the Family Resource Center Hotline (800) 344-3314; b) Family Ties, a program assisting children to visit their mothers incarcerated at Albion Correctional Facility; c) Family Works, a program for incarcerated fathers at three New York prisons.

### **Prison Families Anonymous**

Telephone: (516) 616-3191  
Address: 45 Prairie Dr.  
North Babylon, New York 11703  
E-mail: [ballanpfa@aol.com](mailto:ballanpfa@aol.com)

- A support system for families who now have, or ever had, a loved one involved in the juvenile or criminal justice system. Meetings are held in Long Island, New York.

### **Prison Families of New York, Inc.**

Telephone: (518) 453-6659  
Address: 40 North Main Avenue  
Albany, NY 12203  
E-mail: [Alison.Coleman@rcda.org](mailto:Alison.Coleman@rcda.org)

- Provides information, referrals, reunification support, self-help support groups, public information, and advocacy.

Telephone: (212) 674-1163  
Address: 110 Second Avenue  
New York, NY 10003  
Website: [www.wpaonline.org](http://www.wpaonline.org)

- Provides comprehensive services to incarcerated and formerly incarcerated women. Services include parent education, self-help support groups, information, referrals, case management, mentoring, group activities and gifts for children, nursery, family reunification support, family therapy, community residential services, as well as legal services and information.

## **NATIONAL PROGRAMS SERVING FAMILIES OF ADULT INMATES IN THE USA**

### **Aleph Institute**

Telephone: (305) 864-5553  
Address: 9540 Collins Avenue  
Surfside, Florida 33154  
E-mail: [admin@aleph-institute.org](mailto:admin@aleph-institute.org) Website: [www.aleph-institute.org](http://www.aleph-institute.org)

- Provides Jewish religious education, counseling, emergency assistance, and referrals for Jewish prisoners and their families.

### **Angel Tree Camping/Prison Fellowship**

Telephone: (703) 478 0100  
Address: P.O. Box 17500  
Washington, DC 20041  
E-mail: [angeltree@pfm.org](mailto:angeltree@pfm.org)  
Website: [www.angeltree.org](http://www.angeltree.org)

- Provides religious ministry and support to the children and families of prisoners by providing a children's camping program.

### **Bethesda Family Services Foundation**

Telephone: (570) 568-2373  
Address: P.O. Box 210  
West Milton, Pennsylvania 17886  
E-mail: [staff@bfsf.org](mailto:staff@bfsf.org)  
Website: [www.bfsf.org](http://www.bfsf.org)

- Provides parent education, self-help support groups, information and referrals, religious ministry (if requested), family reunification support, and family therapy.

### **Big Brothers / Big Sisters of America**

Telephone: (800) 412-2447

- Provides a mentoring program for children. Call the above number and you will be asked to enter your zip code which will direct you to your local office.

### **Center for Children of Incarcerated Parents**

Telephone: (626) 449-8796  
Address: P.O. Box 41-286  
Eagle Rock, California 90041  
E-mail: [ccipdj@aol.com](mailto:ccipdj@aol.com)  
Website: [www.e-ccip.org](http://www.e-ccip.org)

- Provides parent education, self-help support groups, information, referrals, mentoring, family reunification support, family therapy, public education, legal assistance, and advocacy. Also provides technical assistance, training, policy development, and research services in a variety of areas related to children of prisoners.

### **Child Welfare League of America (CWLA)**

Telephone: (202) 942-0270  
Address: 440 First Street, NW  
Washington, DC 20001  
E-mail: [cseymour@cwla.org](mailto:cseymour@cwla.org)  
Website: [www.cwla.org](http://www.cwla.org)

- Provides information and referrals, technical assistance to child welfare agencies, and public information and advocacy.

### **Encouraging Words, Inc.**

Telephone: (614) 367-0436  
Address: P.O. Box 9249  
Columbus, Ohio 43209  
E-mail: [edithholmes@msn.com](mailto:edithholmes@msn.com)

- Provides training and technical assistance in the areas of inmate parent education and family counseling.

### **Family and Corrections Network**

Telephone: (804) 589-3036  
Address: 32 Oak Grove Road  
Palmyra, Virginia 22963  
E-mail: [fcn@fcnnetwork.org](mailto:fcn@fcnnetwork.org)  
website: [www.fcnetwork.org](http://www.fcnetwork.org)

- Provides information, technical assistance and training on families of inmates, children of prisoners, parenting programs for prisoners, prison visiting, and the impact of the justice system on families. Web site has over 100 articles, an e-mail list, a directory of programs, and links to inmate family web sites.

### **Fathers Behind Bars, Inc.**

Telephone: (616) 684-5715  
Address: 525 Superior Street  
Niles, Michigan 49120  
E-mail: [fathersbehindbars2@msn.com](mailto:fathersbehindbars2@msn.com)

- Provides publications and technical assistance on self-help support groups for incarcerated fathers.

### **Message of Love**

Telephone: (301) 340-1146  
Address: P.O. Box 65137  
Washington, DC 20035-5137  
E-mail: [info@aleibar.com](mailto:info@aleibar.com)  
website: [www.messageoflove.com](http://www.messageoflove.com)

- Provides a subscription service that sends monthly inspirational greeting cards to prisoners on behalf of family members.

### **OPEN (Inmate Preparation and Education Network), Inc.**

Telephone: (972) 271-1971  
Address: P.O. Box 472223  
Garland, Texas 75047-2223  
E-mail: [info@openinc.org](mailto:info@openinc.org)  
website: [www.openinc.org](http://www.openinc.org)

- Provides educational materials and programs for use by inmates and families to survive incarceration and make a successful transition back to the community, and for use by correctional agencies to prepare inmates for re-entry.

### **Re-Entry Prison and Jail Ministry**

Telephone: (619) 426-4557  
Address: P.O. Box 620  
Chula Vista, California 91912  
E-mail: [reentry@reentry.org](mailto:reentry@reentry.org)  
website: [www.reentry.org](http://www.reentry.org)

- Provides parent education, self-help support group, information, referrals, mentoring, religious ministry, community residential programs, public education, advocacy, legal services and information for inmates transitioning back into society.

## **Urban Family Institute**

Telephone: (202) 234-5437

Address: 1300 Allison Street, NW  
Washington, DC 20011

E-mail: [kids@ufi.org](mailto:kids@ufi.org)

website: [www.ufi.org](http://www.ufi.org)

- Provides self-help support, information, referrals, technical assistance and family reunification support through “nurturing villages” such as Kids House and the Urban Family University.

## CONCLUSION

*We hope you found this booklet to be useful,  
and that it helped contribute to an informed and pleasant experience  
with our Department.*