

## **Bedford Hills Correctional Facility Visiting Room Overcrowding Policy**

The Bedford Hills Correctional Facility policy on overcrowding is as follows:

1. When the visit room reaches its maximum capacity of 48 visits in progress or 148 persons in the visit room officer will announce that the visit room is at capacity and that upon the arrival of any additional visitors to the facility it may become necessary to terminate visits by first seeking volunteers and then if no volunteers come forward by terminating visits in the order of first in, first terminated.
2. The visit room officer will notify the visit processing officer that the visit room has reached capacity.
3. Upon the arrival of any additional visits, the visit room officer will be notified by the visit processing officers that an additional visit has arrived at the facility.
4. The visit room officer will announce that the visit room has now exceeded its visit capacity and that she/he is seeking volunteers willing to terminate their visits to allow additional visitors into the visit room.
5. If there are no visitors willing to voluntarily terminate their visit, the visit room officer will determine who was the first visit to enter the visit room. The visit room officer will advise them that due to overcrowding their visit is being terminated.
6. The visit room officer will give the visitors and the inmate 5 minutes to say goodbye and exit the visit room.