

**Downstate Correctional Facility
Visiting Room Overcrowding Policy**

Overcrowding – In the event that space considerations require termination of visits, the following procedure will be followed:

- 1) Staff are directed to first solicit volunteers who are willing to leave the Visiting Room at that time.
- 2) If the attempt to get enough volunteers is unsuccessful, the visit that has spent the longest time in the Visiting Room that day will have their visit terminated early (First In/ First out).
- 3) After consultation with the area supervisor, exceptions to early termination can be made for visitors who have travelled a long distance, and do not have a frequent visit pattern.