

	STATE OF NEW YORK DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION Hale Creek Correctional Facility	FACILITY OPERATIONS MANUAL TITLE: RESIDENT VISITING PROGRAM	FOM. NO. 3.05
			DATE 03/24/2014
SUPERSEDES 08/01/12	DISTRIBUTION A&B	PAGE 1 OF 3	
REFERENCES DOCCS Directive #4403 / 4499 ACA standard #4498 / 4499		APPROVING AUTHORITY 	

- I. AUTHORITY: Superintendent
- II. APPLICABILITY: To all Hale Creek C.F. staff and inmates.
- III. PURPOSE: To establish guidelines for the operation of the visiting program at Hale Creek C.F.
- IV. DEFINITIONS: None.
- V. POLICY: All regulations concerning the operation of this facility's visiting room will be in accordance with Departmental Directive #4403 and #4404; variances necessitated by this facility's program status. A copy of all rules and regulations applicable to the visiting program are available to all staff, inmates and visitors.
- VI. PROCEDURES:
 - 1. The visiting room is open Saturday and Sunday from 9 a.m. to 3 p.m. Visiting is also allowed on some legal holidays. The same operational hours apply.
 - 2. This facility provides a visiting area equipped with lavatory facilities, heating, lighting, ventilation and seating.
 - 3. Vending machines are available for the purchase of food and drink
 - 4. Once a visitor has entered the visiting room, they will not be allowed to go to their cars or the parking lot, except at the conclusion of their visit or to return non-acceptable items to a locker or their locked vehicle.
 - 5. The Superintendent may deny, modify, suspend or revoke the visitation rights of any inmate or visitor if there is substantial evidence that allowing said visit would jeopardize the safety or security of the facility.
 - 6. No more than three (3) adult visitors and two (2) lap children per inmate allowed at a time. Any visits exceeding these limitations must be with prior, written approval from the Superintendent. If any controversy arises concerning whether a visitor should be counted as a child or adult, the Watch Commander should be contacted.
 - 7. If it becomes apparent that the visiting room will soon reach its capacity, the Watch Commander should be notified before it becomes an issue so that appropriate measures may be taken.

TERMINATING VISITS WHEN VISITING ROOM REACHES CAPACITY

- 1. The Watch Commander will be notified when it becomes necessary to terminate visits because the Visiting Room has reached capacity.
- 2. An inquiry will be made asking for volunteers to terminate their visit.
- 3. Local visitors (one hour or less of travel time) who have been visiting for three (3) hours or more shall have their visits terminated first. This will be done on a first-in/first-out basis.
- 4. Visitors who have traveled more than one hour in private vehicles shall be terminated on the first-in/first-out basis after visiting at least three (3) hours.
- 5. When visits are terminated, the Visit Room Officer will ascertain if a package was left. If so, the package will be processed immediately to enable the departing visitor to take unapproved items with them. A memo to the Watch Commander outlining the termination and whether a package was involved will be prepared by the Visit Room Officer.

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- In all cases of visit termination due to over crowding, a Report of Termination will be included on the Watch Commander's daily report.

VISITING ROOM LOG BOOK

It is the visiting room officer's responsibility to assure that the visiting room log book is kept accurate and up to date.

OFFENDER ACCESS

- All inmates will enter and leave the visiting room through a designated entrance. Under no circumstances will inmates and visitors be allowed to use the same entrance. All inmates will receive a pat frisk and be scanned thoroughly with a hand held metal detector prior to a visit.
- At 3:00pm inmates will remain in the visiting room until all visitors have cleared the facility. Inmates are to be given their ID cards, one at a time and they are to be strip frisked in one of the frisk rooms.

INMATE DRESS CODE (attachment)

All inmates entering the visiting room are required to be dressed in appropriate neat and clean clothing. The following guidelines have been established.

- State green pants are required.
- A state green or white shirt with collar, or approved personal shirt, with collar, must be worn. Shirts must be buttoned and tucked into the pants.
- Footwear may be state boots/shoes or state sneakers. Socks must be worn with all footwear.
- Hats are not allowed and must be removed upon entering the visiting room.

PHOTO PROGRAM

- Photos will be taken between 1:00 and 2:30pm on visiting days.
- Visitors will be charged \$2.00 per photo.
- Visitors wishing to purchase pictures will buy tokens from the click-click vending machine.
- Only the inmate requesting the photo and his visitor(s) are to be allowed in a picture. .

CROSS VISITING

In the event an inmate requests a cross visit, the following procedure will be followed:

- The visitor's name must appear on both inmates' approved visiting list.
- Both inmates involved must submit a written request to the Counselor.
- All inmates of the visitors will be submitted in advance, including children.
- The facility Superintendent must receive prior notice.
- All existing visiting room rules will apply.
- Final approval must come from the Superintendent.

VISITORS LEAVING FUNDS FOR INMATES

- Checks, money orders or cash will be accepted for deposit into the account of the inmate that they are visiting.
- Deposits to any one account by a visitor are limited to \$50.00 per visit.
- Checks or money orders must be made payable to the inmate and must include the inmate's Identification Number (DIN).

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4. The visitor will be required to complete a deposit envelope; enclose the check, money order, or cash; seal the deposit envelope; and present it to the officer assigned to visitor registration upon initial entry into the facility.
5. The visitor registration officer will verify the accuracy of the information on the envelope, i.e., the identification of the visitor and the inmate's name and DIN.
6. Upon verification, the officer will place the sealed envelope in a locked deposit box located at the visitor registration desk in the presence of the visitor. The officer is not required to view the contents of the envelope.
7. The facility Business Office will maintain control of the key to the locked deposit box and will process deposits each business day utilizing the same process used for receipting checks, money orders or cash received via correspondence.
8. There will be no duplicate keys stored in the arsenal.
9. Receipts to the inmate will be written for actual amount of cash, check or money order that is contained in each envelope.
9. If there is any evidence of misconduct, the envelope and funds shall be forwarded to the Superintendent for appropriate action.
10. The Deputy Superintendent for Administration shall employ appropriate fiscal policies and procedures to ensure accountability of funds received.

LEGAL VISITS

Directive #4404 describes procedures which must be followed for a legal visit. Normally a visiting attorney should provide the facility with a twenty-four (24) hour notice of any visit as described in Directive #4404, Section III, Paragraph I. In the event an attorney arrives unannounced, every attempt will be made to accommodate the visit. A legal visit may be held Monday through Friday during normal business hours. Visits on weekends, holidays, or after normal business hours may be approved by the Watch Commander pursuant to Directive #4404, Section III, Paragraph E. A private location will be provided for any such visit.

CORRECTION OFFICERS ASSIGNED TO THE VISITING ROOM

Correction Officers assigned to this facility's visiting room are expected to conduct themselves in a courteous and professional manner at all times.

A copy of Directive #4403, #4404 and Section 19 of the Employee's Manual will be kept in the visiting room and all officers assigned these duties are expected to be familiar with and uniformly abide by all regulations contained within.