



STATE OF NEW YORK

**DEPARTMENT OF CORRECTIONS
AND COMMUNITY SUPERVISION**

HUDSON CORRECTIONAL FACILITY
PO BOX 576
EAST COURT STREET
HUDSON, NY 12534

ANTHONY J. ANNUCCI
ACTING COMMISSIONER

[REDACTED]
SUPERINTENDENT

MEMORANDUM

TO: Staff and Population
FROM: [REDACTED] Deputy Superintendent for Security
DATE: August 27, 2014
SUBJECT: Visiting Rooms Overcrowding

When the Visiting Rooms reach capacity, the following procedures will be utilized, in sequential order, to determine which visitors will leave.

1. The Visiting Room Officer will ask those in the Visiting Room for volunteers to end their visits.
2. Multi-day visitors, those who visited on Saturday, will leave first on Sunday.
3. First-in, first-out. However, any visitors that arrived at the facility via bus will be skipped regardless of arrival time.

[REDACTED]

[REDACTED]

[REDACTED]