	STATE OF NEW YORK DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION **Mohawk** **Correctional Facility**	FACILITY OPERATIONS MANUAL TITLE: **Inmate Visiting**	FOM NO. **4.16**
			DATE 07/21/14
SUPERSEDES FOM 4.16 Dtd. 04/08/13	DISTRIBUTION A B	PAGE 1 of 8	
REFERENCES Corresponding Directive: 4403, 4404, 4900 Related ACA Standard: 4-4498,4-4499-1,4-4504 Program Services		APPROVING AUTHORITY Paul Goord Supt	

I. **PURPOSE:** To set forth policy and establish regulatory procedures for administering the visiting program and to provide an effective visiting program that will enhance rehabilitative efforts, establish a normalization of social relationships, and satisfy security requirements of the facility. To establish guidelines which provide a concise method by which to notify an inmate of multiple visitors on a given date.

II. **APPLICABILITY:** To all inmates and personnel of the institution and especially to the visiting room staff. A copy of DOCCS Directive 4403 is posted in the Visiting Room so it may be read by all inmates and their visitors.

III. **DEFINITIONS:** N/A

IV. **PROCEDURE:**

A. All regulations pertaining to visiting will be made available to all inmates, visitors and staff at admission to explain all facets of the program.

B. Inmates are only allowed a maximum of three adults per visit (for visiting purposes an adult is any person older than two years old). Inmates will not be denied access to visitation with persons of their choice except where there is clear and convincing evidence that such visitation would jeopardize the safety and security of the institution. No person will be denied permission to visit solely because of sex, marital status, status as an ex-inmate, or having visited another inmate..

C. This institution will provide a visiting room for inmates and their guests, that allows ease and informality of communication, in a natural environment as free from custodial constraint as possible. It will be arranged with the comfort and privacy of the visitor in mind and to allow for socially acceptable physical contact during visiting.

D. This process will eliminate possible negative encounters between inmate visitor(s) and/or an inmate who arrives for his visit within the facility Visiting Room.

E. Extended Visits

Family Reunion Programs are authorized by the Commissioner at selected facilities. This facility has not been designated for visitation under this program.

F. Frequency of Visits

1. General Population: Visits are allowed based on a split visiting schedule. Inmates with DIN numbers ending with an even number will only visit on dates with even numbers. Inmates with DIN numbers ending with an odd number will only visit on dates with odd numbers. Split visiting does not apply to weekday holidays or inmates in Walsh RMU.

2. SHU inmates: (as provided by Directive #4933)

   a. One non-legal visit every seven days. This means that seven days after the previous visit, they can receive another.

G. Visiting Hours

Saturday, Sunday and Holidays: 8:30 am – 3:00 pm. Special visits by appointment only.

H. Long Distance/Special Visits

Inmates are only allowed three adults per visit, this does not include lap held children who are two years old or younger. Special visits will be considered by the Superintendent for visitors traveling 750 miles or more. Requests must be submitted to the Superintendent at least 30 days in advance.

I. Multiple Visitors Notification

The Assistant Watch Commander will oversee the processing of inmate visitors and assure the following policy is adhered to.

1. When an inmate's visitor arrives in the lobby, the Lobby Officer will contact the respective Unit Officer advising him of the name and D.I.N. of the intended inmate to be visited. The Unit Officer will notify the inmate of his visit and will enter into the unit log, the name and D.I.N. of the inmate and the time the inmate was notified.

2. Each time the Unit Officer is contacted by the Lobby Officer in this manner, the Unit Officer will review his log book to determine if the inmate has already been notified of, or is already engaged in a visit. If so, he will advise the Lobby Officer at that time. The Lobby Officer will then notify the Chart Sergeant of the second visit. The Chart Sergeant will contact the Visiting Room Officer who will inform the inmate of the second visit and ascertain the inmate's intention to either end his current visit and engage the second, combine visits, or refuse the second visit entirely. If visits are combined, they will be done so in accordance with Section IV., B. above (limiting three adults per visit). The Lobby Officer will <u>not</u> issue a gate pass to a second visitor/s until directed to do so by the Chart Sergeant.

3. NOTE: The Lobby Officer will not call the unit more than once per inmate visitor and it must be understood that each call from the Lobby Officer represents a new visitor. Follow up calls may be made by the Visiting Room Officer and should not be confused with "initial visit" calls made by the Lobby Officer.

J. Terminating Visits When Visiting Room Reaches Capacity

In accordance with Department Policy, Mohawk's procedure for the termination of inmate visits when we reach our capacity is as follows:

1. We will ask for volunteers.

2. If there are not enough volunteers, visits will be terminated on the basis of "first in/first out" after a minimum of three hours before termination. The facility has a waiting area for visitors.

In all cases of visit termination due to overcrowding, the on-duty Watch Commander will submit a complete report to the Superintendent's Office. The report will include the name of the inmate and the names and relationships of the visitors to the inmate. The terminated visits will be listed as either voluntary or mandated.

K. Visiting Indoor/Outdoor Areas

With approval of the Watch Commander, the outside visiting area will be opened every Saturday, Sunday, and Holiday, weather permitting. The policy on the outdoor visiting area is as follows:

1. The outdoor visiting area will only be closed when it is raining.

2. When visitors enter Visit Process area, they will be asked which area they would like to visit; inside or outside. If outside, the visitor will be allowed to bring matches or a lighter and cigarettes. Tables for either area will be assigned by the Visit Room Officer.

3. After the count, inmates seated outside may request to move inside and vice versa. These moves will only be allowed if there are open tables. Switching of tables will not be allowed. Only one move is allowed.

4. The only movement into the inside visiting area from the outdoor visiting area will be to use the bathroom facilities, purchase items from the machines, have a photograph taken. Unless a move is being made in accordance with #3 (above).

5. There will be no movement to the outside visiting area for those visitors seated in the inside visiting area. Unless a move is being made in accordance with #3 (above).

6. Children will be expected to remain in the area they have been assigned to sit in. Children assigned to the inside visiting area cannot go outside for any reason. Children assigned to the outside visiting area can only enter the inside visiting area for those reasons outlined in Number 4 and to pick up or return a toy or game.

7. Those visitors and inmates seated in the outside visiting area can smoke.

8. The visitors and inmates seated in the inside visiting area CANNOT go outside to smoke.

L. Visiting Room – Allowable Items (Inmates)

The following is a list of items which inmates may bring into the visiting room:

1. Religious medal with chain, scapular, beads
2. Wedding Band
3. Approved Religious head covering
4. Handkerchief
5. Comb
6. Eyeglasses
7. Legal work with prior approval per DOCCS policy.

The wedding band and religious medal with chain will be logged in the visiting log with a brief description and it will be logged out at the end of the visit. If an inmate arrives at the visit frisk area with an item that is not permitted, the frisk officer will have the inmate return to his housing unit to dispose of the article.

The frisk officer will not hold any property for any inmate. Inmates will not be permitted to leave any valuables in their coat pockets in the coat room.

M. Smoking

Smoking is allowed only for visits in the outside visiting area. Visitors/inmates will be permitted to bring one unopened pack of cigarettes into the facility only if they plan to visit outside. Visitors must indicate to the processing officer that they would like an outside visit, and this will be noted on the visitor's pass. The lobby will inform the unit officer of the visit, and indicate that it will be an outside visit. Upon termination of the visit, the inmate will not be allowed to leave with any unused cigarettes.

N. Search of Inmate Visitors

A large sign is posted at the lobby entrance stating that "ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO BEING ALLOWED TO VISIT ANY INMATE".

O. Transportation for Visitors

Visiting room staff will inform visitors of available public transportation and/or existing volunteer transportation programs upon request.

P. Attire

Visitors appearing in inappropriate attire will not be admitted to a correctional facility. The following are unacceptable:

1. Plunging necklines
2. Bare backs
3. Bare midriffs
4. Tube tops
5. Spaghetti strap tops
6. See-through clothing
7. Short skirts (mid-thigh)
8. Bare feet
9. Athletic or short shorts
10. Spandex pants
11. Hats are not to be worn in visit room
12. All religious veils, hats, etc, may be removed and searched before entering the visit room.

Any clothing that is questionable, contact the area sergeant.

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MOHAWK CORRECTIONAL FACILITY
VISITING ROOM - GENERAL RULES

The inmate Visiting Program provides inmates an opportunity to maintain personal contact and relationships with relatives and friends in order to promote better community adjustment upon release. These rules and regulations are designed for the safety and security of both visitors and inmates alike. They exist to insure that everyone has an enjoyable and meaningful visit and provide safety and security for all participants. The staff appreciates and expects full cooperation from visitors and inmates while participating in the Inmate Visiting Program.

THE FOLLOWING RULES PERTAIN TO THE VISITING ROOM

1. The Visiting Room is open from 8:30 am to 3:00 pm on weekends and legal holidays observed by New York State. NO VISITORS WILL BE PROCESSED BEFORE 8:30 AM OR AFTER 2:30 PM. Outside visiting must be requested by the visitor as they are originally processed in at the Visitor Hospitality Center.

2. Inmates are only allowed three adults per visit (this does not include children who are two years old or younger and can be held in a lap). Special visits will be considered by the Superintendent for visitors traveling 750 miles or more. Requests must be submitted to the Superintendent at least 30 days in advance.

3. The facility may deny, limit, suspend, or revoke the visitation privileges to maintain the safety, security and good order of the facility.

4. All visitors are subject to search of their person and property being brought into the facility as a condition of visitation. All visitors are expected to pass a metal detector search.

5. Visitors must furnish adequate proof of identification for each adult and child visiting. Adequate identification is: (1) Picture ID, (2) Signature card (employee ID, Armed Services ID, credit cards, social security card, welfare card, drug program card, driver's license, etc.), (3) Birth or baptismal certificates shall not be considered adequate ID for adults, however, they may be used as ID for minors. First-time visitors will be admitted entrance for the visit and must complete the application to be added to the visiting list. Note: Adult visitors bringing children into the facility for a visit MUST be the parent or legal guardian of the child, or produce appropriate documentation granting permission from the parent or guardian of the child prior to the date of the visit.

6. Any person under parole or probation supervision who wishes to visit must request written permission from their Parole or Probation Officer. This written permission must be sent to the Superintendent of the facility for consideration and decision. If granted permission by both the Supervising Officer and the Superintendent, the visitor must provide this approval to the Visit Process Officer for EACH visit to the facility.

7. Visitors must leave all purses, handbags, and extra clothing in lockers provided in the visit process building. ONLY locker keys are allowed into the visit room (no personal keys are allowed). Visitors will be allowed to bring a small wallet and/or change purse in to the visit room.

8. Articles necessary to provide care and well being of infants are permitted (1 diaper bag, 3 diapers, 3 plastic baby bottles). Baby food in glass jars will not be permitted, but the visitor may leave the visit, feed the baby in the visit process center, and resume the visit after being processed through the metal detector. NO baby strollers, baby seats or car seats are allowed. Any items in question should not be brought into the visit room unless approved by the facility visiting room staff. Any questions can be directed to the facility staff regarding questionable items.

9. Packages may be left for the inmate being visited by their visitor ONLY. Packages will be left in the visit process area before the visit. No packages will be accepted after the visit.

10. Only medication properly labeled and prescribed for the visitor will be allowed into the facility. Only the amount necessary for the time of the visit, in the original bottle, will be allowed into the facility visit room. All approved prescription medications must be left at the visit room officer's desk. Over the counter medication will be secured in the Hospitality Center building lockers. If medication becomes required, the visitor will be escorted to and from the Hospitality Center and the taking of the medication observed by staff.

11. PROPER ATTIRE MUST BE WORN:
    - NO plunging necklines, tube tops, spaghetti strap tops, short skirts (top of knee is appropriate), athletic (spandex) or short shorts.
    - NO skin tight (spandex or stretch pants), see through, or revealing clothing.
    - NO hats, gloves or scarves.
    - NO bare backs, bare midriffs, or bare feet.
    - All religious veils, hats, etc. may be removed and searched before going into the visit room.

NOTE: ANY QUESTIONABLE CLOTHING WILL BE DECIDED UPON BY THE AREA SERGEANT OR WATCH COMMANDER

12. Once the visit has begun, visitors WILL NOT be allowed to leave the visit room for the purpose of returning to their lockers. They may only leave to feed a baby (see #7).

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13. Visitors entering the visit room will give the visit room request form to the visit room officer.

14. All seating will be assigned by the visit room officer and followed without argument.
    a. Visitors are to remain seated unless using the photo program, bathrooms or vending machines.
    b. All inmates are to sit in the chair facing the officer's station.
    c. All inmates are to remain seated at all times except when using the photo program, bathroom, or viewing the vending machines. Inmates may view items in the machines, but must remain standing BEHIND the yellow line on the floor, and must be seated again after choosing items to be purchased.
    d. Inmates and visitors are to sit on opposite or adjacent sides of the table. Hands must be kept in plain view above the table at all times. Feet are to be kept on the floor.
        1. No straddling of inmate or visitor.
        2. No sitting on inmate or visitor's lap (holding of a small child is permitted for short periods of time).

15. No food allowed, except from vending machines. Inmates are not to operate machines at any time.

16. Visitors are not allowed to bring gum or candy into the visiting room.

17. No cosmetics allowed.

18. SHU inmates are only allowed one visit per 7 days.

19. Visits will be terminated when visiting room reaches capacity. The following procedure will be followed:
    1. We will ask for volunteers.
    2. If there are not enough volunteers, visits will be terminated on the basis of "first in/first out" after a minimum of three hours before termination. The facility has a waiting area for visitors.

    In all cases of visit termination due to overcrowding, the on-duty Watch Commander will submit a complete report to the Superintendent's Office. The report will include the name of the inmate and the names and relationships of the visitors to the inmate. The terminated visits will be listed as either voluntary or mandated.

20. NO SMOKING ALLOWED IN THE INSIDE VISIT ROOM. Smoking will be allowed in the outside visit area when outside visiting is open. Inmates and visitors may bring an UNOPENED pack to visit but cannot take any back to the dorm.

21. No cards, games or toys are allowed to be brought into the visit room by visitors or inmates.

22. No exchanging of personal property between visitors and inmates is allowed in the visit room.

23. Cross visiting between visitors and inmates will not be allowed unless prior approval by the Superintendent is obtained before the day of the visit.

24. Inmate shirts are to be tucked in and have a neck opening of no more than 3". Inmates are not allowed to wear t-shirts as an outer shirt.

25. Parents or guardians bringing children into the visiting room are responsible for and must supervise the children at all times during the visit.

26. Money from inmate accounts must be left with the Lobby Officer.

27. No unacceptable physical conduct will be allowed in the visit room:
    - No excessive kissing.
    - No excessive necking.
    - No petting.
    - No hickeys (neck sucking).

28. INMATE PHOTO PROGRAM
    - No exchanging of personal clothing is allowed for the purpose of taking photos.
    - No sitting on the laps of inmates or visitors.
    - No more than one inmate in each photo.
    - Only visitors visiting the particular inmate are allowed in the photo with that inmate.
    - Only visitors may purchase photo tickets.

29. All inmates are responsible for cleaning off the tables used for their visit at the end of the visit.

30. Inmates are not allowed to take anything out of the visit room.

31. At the conclusion of the visit, inmates will say goodbye to their visitors at their assigned tables and then sit back down in their seat. They will remain seated facing the front of the visit room until called to the visit frisk area. All visitors and inmates are to leave the visit room in a timely and orderly fashion upon completion of their visit or at 3:00 p.m.

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FACILIDAD CORRECCIONAL DE MOHAWK
Sala de Visitas - Reglas Generales

El Programa de Visitas del Recluso le prove a los reclusos la oportunidad de mantener contacto personal y relaciones con parientes y amistades para promover un mejor ajuste a la comunidad cuando llègue el momento de ser puestos en libertad.

Estas reglas y regulaciones estan disenadas para el resguardo y la seguridad tanto de los visitantes como de los reclusos. Existen para asegurar que todos tengan una visita agradable y significativa y a la vez proveer proteccion y seguridad para todos los participantes. El personal espera y aprecia la total cooperacion de los visitantes y los reclusos mientras participen del Program de Visitas del Recluso.

LAS SIGUIENTES REGLAS SON PERTINENTES A LA SALA DE VISITA

1. La Sala de Visita esta ábierta de 8:30 a.m. a 3:00 p.m. los fines de semanas y dias festivos legales observados por el estado de Nueva York. NINGUN VISITANTE SERA PROCESADO ANTES DE LAS 8:30 A.M. O DESPUES DE LAS 2:30 P.M. Si los visitantes desean usar el area de visita al aire libre debe indicarlo asi cuando sean procesados originalmente en el Centro de Proceso de Visitas.

2. A los reclusos solo les esta permitido el tener tres adultos por visita (esto no incluye ninos de dos anos o menores que puedan sentarse en la falda). Las visitas especiales seran consideradas por el Superintendente para visitantes que viajen 750 millas o mas. Solicitudes para estas visitas deben ser sometidas al Superintendente al menos 30 dias por adelantado.

3. La facilidad puede negar, limitar, suspender o revocar privilegios de visitacion para mantener el resguardo, la seguridad y el buen orden de la facilidad.

4. Todos los visitantes estan sujetos a un registro de su persona y de la propiedad traida a la institucion como una condicion de visitacion. Todos los visitantes deben pasar por un registro del detector de metales.

5. Todo visitante debe proveer pruebas adecuadas de identificacion para todo adulto Y NINO visitante. Todo visitante debe aparecer en la lista aprobada del recluso. Visitantes que vengan por primera vez seran admitidos a la visita y deben ser anadidos a la lista de visita por el recluso antes de hacer cualquier nueva visita a la facilidad.
   NOTA: Visitantes adultos que traigan ninos a la facilidad para una visita DEBEN ser uno de los padres o el guardian legal o producir la documentacion apropiada en donde se le prove permiso de uno de los dos padres o de el guardian legal antes de la fecha de la visita.

6. Toda persona bajo la supervicion de los departamentos de Libertad bajo Palabra y Probatoria que desee visitar, debe solicitar un permiso por escrito de su oficial de Libertad bajo palabra o de su oficial de Probatoria. Este permiso escrito debe de ser enviado al Superintendente de la Institucion para consideracion y determinacion. Si el permiso es aprobado por ambos el oficial de supervicion y el Superintendente, el visitante debera proveer esta aprobacion al oficial de proceso de visitas para cada visita de la institucion.

7. Los visitantes deben dejar todo bolsa, mochila, cartera y ropa adicional en guardarropas provistos en el edificio de proceso de visitas. SOLO se permiten las llaves de los guardarropas dentro de la sala de visita (No se permiten llaves personales). Se le permitira a los visitantes traer una carterita pequena o un monedero a la sala de visita.

8. Articulos necesarios para atender y cuidar de los infantes seran permitidos (1 Bolsa de panales, 3 panales, 3 biberones plasticos). Comida de bebe en envases de cristal no seran admitida pero el visitante puede salir de la sala de visita, alimentar al bebe en el centro de proceso de visitas y continuar su visita despues de pasar por el detector de metales. No se permiten coches sillas de bebe ni asientos de bebe designados para carros. Ningun articulo sobre el cual se tenga duda debe llevarse dentro de la sala de visitas a menos que este aprobado por el personal de la facilidad de la sal a de visita. Preguntas acerca de articulos dudosos se pueden dirigir al personal de la facilidad.

9. Paquetes destinados para el recluso que tiene un visitante puede ser dejado SOLAMENTE por, el visitante. Los paquetes seran dejados en el area de proceso de visitas antes de la visita. NINGUN paquete podra ser dejado ni aceptado despues de la visita.

10. Se permitira dentro de la facilidad medicamento para el visitante solamente si esta debidamente rotulado y recetado para dicho visitante. Se admitira solamente la cantidad necesaria durante el tiempo de la visita y en su envase original. Todo medicamento aprobado se dejara en el escritorio del oficial de la sala. Medicinas que no necesitan prescripcion me´dica seran guardadas bajo llave, en el edificio del Centro de Hospitalidad. Si dicha medicacion es requerida; el/la visitante sera´ escoltado/a de ida y vuelta al Centro de Hospitalidad donde la medicina sera´ usada en presencia del personal.

11. SE DEBE USAR VESTIMENTA APROPIADA:
    - No usar trajes o blusas con cortes reveladores (low cut), blusas descotadas y sin mangas (tank tops), ropa transparente, faldas cortas, pantalones sumamente cortos o cortos-atleticos.
    - No usar ropa reveladora o cenida a la piel.
    - No tener la espalda ni el area del abdomen descubiertas. No estar descalzo.
    - Todos sombrero, velo, etc. de naturaleza religiosa puede´ser removido y registrado antes de entrar a la sala de visita.

NOTA: CUALQUIER PIEZA DE ROPA CUESTIONABLE ESTARA SUJETA A LA DECISION DEL SARGENTO ADMINISTRATIVO DEL AREA DE LA ENTRADA O DEL COMANDANTE DE LA GUARDIA.

12. Despues que la visita haya comenzado NO se permitted a los visitantes salir de la sala de visita con el proposito de regresar a los guardarropas a menos que sea para alimentar a los bebes de los envases de cristal.

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13. Al entrar a la sala de visita, los visitantes le entregaran al oficial encargado el formulario de peticion pertinente a la sala de visita.

14. La asignacion de asientos sera hecha por el oficial encargado de la sala de visita y sera obedecida sin protesta.
    a. Los visitantes permaneceran sentados excepto cuando esten utilizando el programa de fotos, los servicios sanitarios, o las maquiras de ventas de comestibles.
    b. Todos los reclusos deben sentarse en la silla que queda de frente a la estacion del oficial.
    c. Los reclusos deben permanecer sentados todo el tiempo excepto cuando esten utilizando el progama de fotos, el servicio sanitario u observando las maquinas de ventas de comestibles. Los reclusos pueden observer los articulos de venta de las maquinas pero deben permanecer parados DETRAS de la linea amarilla del piso.
    d. Los reclusos y los visitantes deben sentarse en lados opuestos o adyacentes de la mesa.
        1. Ni el recluso ni el visitante debe sentarse con las piernas separadas.
        2. Nadie debe sentarse en la falda del recluso o del visitante (se puede sostener a un nino pequeno por cortos periodos de tiempo).

15. No se permite a los visitantes traer dulces o chicle (goma de mascar) a la sala de visita. Los reclusos no operaran las maquinas de ventas de comestibles en ningun momento.

16. No se permiten alimentos con excepcion de los que se obtengan de las maquinas de venta.

17. No se permiten cosmeticos.

18. Los reclusos de la Unidad especial de viviendas (SHU) tendran derecho a UNA visita por cada 7 dias.

19. Visitas seran concluidas cuando la sala de visita se llene a capacidad. Se seguira el procedimiento explicado a continuacion:
    1) Pediremos voluntarios.
    2) A visitantes del area local (1 hora o menos de distancia) que hayan estado visitando durante 3 o mas horas se les terminara la visita primero.

    A visitantes que haya viajado durante mas de una hora en vehiculos privados se les terminara la visita basado en la regla del que llego primero; se va primero despues que hayan visitado durante por los menos 3 horas.

20. NO SE PERMITE FUMAR DENTRO DE LA SALA DE VISITA. Sera permitido fumar en el area de visita al aire libre cuando esta area este abierta.

21. No se permiten cartas de jugar (naipes), juegos de mesa o juguetes en la sala de visita de parte de los visitantes ni de los reclusos.

22. No se permite intercambio de propiedad personal entre visitantes y reclusos en la sala de visita.

23. No se permite un cruce de visitas entre visitantes y reclusos a menos que se haya recibido aprobacion previa del Superintendente el dia antes de la visita.

24. Las camisas de los reclusos deben usarse dentro del pantalon y la abertura del cuello no debe exceder 3". Los reclusos no podran usar camisetas si no tienen una camisa encima.

25. Los padres o guardianes que traigan ninos a la sala de visita son reponsables de la supervision de los mismos y deben hacerlo por toda la duracion de la visita.

26. Dinero para la cuenta del recluse debe dejarse con el oficial del vestibulo (Lobby).

27. No se permitira ninguna conducta fisica inaceptable en la sala de visita.
    - No besarse excesivamente
    - No abrazarse excesivamente
    - No entretener caricias excesivas ni rozar parte del cuerpo
    - No producir marxas en el cuello por la accion de chupar.

28. PROGRAMA DE FOTOGRAFIA DEL RECLUSO
    - No se permite el intercambio de piezas de ropa personales con el proposito de tomarse fotos.
    - No se permite sentarse en la falda de los reclusos o de los visitantes.
    - No debe haber mas de un recluse por foto.
    - Solamente los visitantes de un recluse pueden fotografiarse con ese recluso.
    - Solo se permiten 4 taquillas para fotos por recluse por visita.
    - Solo los visitantes pueden compar las taquillas para fotos.

29. Todos los reclusos son responsables de limpiar las mesas que usaron para su visita al terminar la mismal.

30. No es permitido a los reclusos sacar cosa alguna de la sala de visita.

31. Todos los visitanted y los reclusos deben abandonar la sala de visita a tiempo y de manera ordenada al completer la visita o a las 3:00 p.m.

32. Al concluir la visita, los reclusos se despediran de sus visitantes en sus mesas asignadas y luego se sentaran nuevamente en sus sillas. Se mantendran sentados mirando hacia el frente de la sala de visitas hasta que sean llamados al area de cacheo. Todos los visitantes y reclusos deben abandonar la sala de visitas a tiempo y de manera ordenada al completar su visita o a las 3:00 p.m.