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 not 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.
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 ensure 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 weekdays and legal holidays observed by New York State. NO VISITORS WILL BE PROCESSED BEFORE 8:30 AM OR AFTER 2:45 PM. Outside visiting must be requested by the visitor as they are originally processed on 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 an adult’s 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 50 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 check.

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 card, 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 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 submitted 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 personal, 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 to be the visit room.

8. Articles necessary to provide care and well-being of infants are permitted (diaper bag, 3 diapers, 3 plastic baby bottles). Baby food in glass jars will be not permitted, but the visitor may leave the visit with baby food; in the visit process bag, and return the visit after being processed through the metal detector. NO baby bottles, baby seats, or car seats are allowed. 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 prehanded 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 medications 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 WEAR:
    > NO plunging neckline, tube tops, spaghetti strap tops, short skirts (top of knee is appropriate), spandex (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 stowed 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).
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; all times. Feet are to be kept on the floor.
   1. No smoking 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 guns 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 hickey (neck sucking).

28. INMATE PHOTO PROGRAM
   ➢ No exchanging of personal clothing is allowed for the purpose of taking photos.
   ➢ No sitting on the lap 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 good-bye 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
    line 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.
FACILIDAD CORRECCIONAL DE MOHAWK
Sala de Visitas - Reglas Generales

El Programa de Visitas del Recluso le provee a los reclusos la oportunidad de mantener contacto personal y relaciones con sus seres queridos y de permitirles deseos para promover un mejor ajuste a la comunidad cuando llegue el momento de ser próximos a liberarse.

Estas reglas y regulaciones están diseñadas para el resguardo y la seguridad tanto de los visitantes como de los reclusos. Están para asegurar que todo se tenga en cita dignamente y significativo y a la vez proteger la seguridad para todos los participantes. El personal espera que la cooperación de los visitantes y los reclusos mantengan participen del Programa de Visitas del Recluso.

LAS SIGUIENTES REGLAS SON PERTINENTES A LA SALA DE VISITA

1. La Sala de Visitas se abre de 8:30 a.m. a 5:00 p.m. los días laborables y fechas especiales designadas por el estado de New York. NINGUN VISITANTE SERÁ PROCESADO ANTES DE LAS 8:30 A.M. O DESPUÉS DE LAS 2:30 P.M. Si los visitantes desean estar en la sala a partir de las 8:30 a.m. debe indicarlo a la oficial de la entrada.

2. A los visitantes solo los que hay permitidos el tercer adultos por visita (eso no incluye niños de dos años o menos que puedan sentarse en el bajo). Los visitantes exceden ser considerados por el Superintendente para visitar de quienes se reúnen a 750 millas o más. Solicitudes para estas visitas deben ser remitidas al Superintendente al menos 30 días por adelantado.

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

4. Todos los visitantes están sujetos a un registro de su persona y a la propiedad mediante a la institución como una condición de visitación. Todos los visitantes deben pasar por un registro del director de policía.

5. Todo visitante debe proporcionar pruebas adecuadas de identificación para todo adulto Y NIÑO visitante.

6. Todas las visitas deben ser programadas en la lista aprobada del recinto. Visitantes que llegan por primera vez serán admitidos a la visita y deben ser mandados a la lista de visitas por el recinto antes de hacer cualquier visita a la facilidad.

7. Visitantes adultos que traigan niños a la facilidad para una visita DEBEN ser uno de los padres o el buscador legal o la persona que realice el permiso de una de los dos padres o de un buscador legal antes de la fecha de la visita.

8. Todas las visitas deben ser de un adulto, no se permiten los visitas dentro de la sala de visita. (Se permite la visita de un adulto y un niño). Se permitirá a los visitantes traer una cartera pequeña o un monedero a la sala de visita.

9. Visitantes deben dejar todas bolsas, mochilas, carteras y ropa adicional en guarderías previas en el edificio de proceso de visitas. SOLO se permiten las llaves de los guarderías dentro de la sala de visita (No se permiten llaves personales). Se le permitirá a los visitantes traer una cartera pequeña o un monedero a la sala de visita.

10. Algunos elementos permitidas para adquirir y guardar los visitantes serán permitidos (1 bolsa de papel, 3 paquetes de papel, 3 libros de papel, 3 libros para viajes). Comida de bebé se considera de cristal y no serán permitidos pero el visitante puede salir de la sala de visita, alimentar al bebé en el centro de proceso de visitas y continuar su visita después de pasar por el detector de metales. No se permiten cuchillos ni utensilios de cocina para bebés designados para bebés. Sólo comida que se suministra en el centro de proceso de visitas y no se permiten elementos de artículos de cocina para bebés.

11. Visitas para adultos que tienen un visitante puede ser dejado SOLAMENTE por el visitante. Los visitantes se pueden dejar en el centro de proceso de visitas antes de la fecha. NINGUNA persona puede ser dejado ni aceptado después de la visita.

12. El personal dentro de la facilidad medicial de los visitantes someterse a la revisión de rutina y recibirá la visita sólo la persona que se sometió a la revisión. Se pedirá que todos los visitantes sometan a una revisión de rutina a la revisión de rutina. Se debe ser consciente de que el visita se sometió a una revisión de rutina a la revisión de rutina.

NOTA: CUALQUIER PIEZA DE ROPA QUE REALIZARÁ ESTA SUJETA A LA DECISIÓN DEL SARGENTO ADMINISTRATIVO DEL AREA DE LA ENTRADA DEL COMANDANTE DE LA GUARDIA.

12. Después que la visita haya comenzado NO se permitirá a los visitantes salir de la sala de visitas con el propósito de regresar a las guarderías a menos que se vea que se debe para alimentar a los bebés en los envases de cristal.
13. Al entrar a la sala de visita, los visitantes le entregarán el oficial encargado el formulario de solicitud pertinente a la sala de visita.

14. La asignación de asientos será hecha por el oficial encargado de la sala de visita y será ofrecida sin protesta.
   a. Los visitantes permanecerán sentados excepto cuando estén utilizando el programa de juegos, los servicios sanitarios, o las máquinas de juegos de consola.
   b. Todos los reclusos deben estar en la sala que queda frente a la estación del oficial.
   c. Los reclusos deben permanecer sentados todo el tiempo excepto cuando estén utilizando el programa de juegos, el servicio sanitario o observando las máquinas de juegos de consoladores.
   d. Los reclusos y los visitantes deben sentarse en los asientos designados.
   e. Nada debe estar en la vista del recluso o del visitante (se puede sostener a un niño pequeño por cortos períodos de tiempo).

15. No se permite a los visitantes traer dulces o chicle (goma de mascar) a la sala de visita. Los reclusos no operan las máquinas de ventas de consoladores en ningún momento.

16. No se permiten alimentos con excepción de los que se obtengan de las máquinas de venta.

17. No se permiten cosméticos.

18. Los reclusos de la Unidad especial de visitas (SHU) tendrán derecho a UNA visita por cada 7 días.

19. Visitas serán canceladas cuando la sala de visita no se llene a capacidad. Se seguirá el procedimiento explicado a continuación:
   1. Pedirán visitas.
   2. A visitantes del área local (1 hora o menos de distancia) que hayan estado visitando durante 3 a 6 horas, se les permitirán la visita primero.

   A visitantes que hayan estado durante más de una hora en vehículos privados se les permitirá la visita basado en el orden de que llegaron primero; se verá primero después de que hayan visitado durante por lo menos 3 horas.

20. NO SE PERMITEN FUMAR DENTRO DE LA SALA DE VISITA. Será permitido fumar en el área de entrada de la sala de visita al aire libre cuando esta es aprobada.

21. No se permiten cigarros, juegos de mesa, máquinas de juego, en el área de la sala de visita del visitante en la sala de visita.

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

23. No se permite un crucero de visitas entre visitantes y reclusos a menos que se haya recibido aprobación previa del supervisor general del área de la visita.

24. Las visitas de los reclusos deben estar dentro del paramento y la abierta del castigo no debe exceder 3%. Los reclusos no podrán usar camisetas si no tienen una camisa encima.

25. Los padres y guardianes que traigan niños a la sala de visita son responsables de la supervisión de los mismos y deben hacerlo por toda la duración de la visita.

26. Dónde para el cuarto del recluso debe dejarla con el oficial de la estación (Levy).

27. No se permitirá ninguna conducta física inapropiada en la sala de visita.
   a. No besar ni acariciar
   b. No fumar ni fumar
   c. No tocar ni tocar
   d. No fumar ni fumar
   e. No dar ni dar
   f. No fumar ni fumar

28. PROGRAMA DE FOTOGRAFÍA DEL RECLUSO
   a. No se permitirá la interrupción del personal de consoladores con el propósito de tomarse fotos.
   b. No se permite sentarse en la visita de los reclusos o de los visitantes.
   c. No se tomará más de un recluso por foto.
   d. Sólo se permiten las visitas de un recluso pueden fotografiarse con ese recluso.
   e. Sólo se permiten 4 cámaras para fotos por recluso por visita.
   f. Sólo los visitantes pueden comprar las cámaras para fotos.

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

30. No se permitirá a los reclusos sacar cosa alguna de la sala de visita.

31. Todos los visitantes y los reclusos deben abandonar la sala de visita a tiempo y de manera ordenada a las 5:00 p.m.

32. Al concluir la visita, los reclusos se despedirán de sus visitantes en sus mesas asignadas y luego se sentarán nuevamente en sus sillas. Se mantendrán sentados mirando hacia el frente de la sala de visitas hasta que se den las palabras de despedida al área de reclusos. Todos los visitantes y reclusos deben abandonar la sala de visita a tiempo y de manera ordenada al completo de su visita a las 5:00 p.m.