	STATE OF NEW YORK DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION **ULSTER** **Correctional Facility**	FACILITY OPERATIONS MANUAL TITLE: **VISITOR PROGRAM**	FOM. NO. **324** DATE **09/03/14**
SUPERSEDES 12/29/11	DISTRIBUTION **A & B**	PAGE 1 OF 12	
REFERENCES: Directives #4900 Security in Gate Areas #4403 Inmate Visitor Program #4404 Inmate Legal Visits		APPROVING AUTHORITY Michael S. Graziano	

I **PURPOSE:**

To establish standards of operating procedures for the inmate Visitor Program at Ulster C. F. in accordance with Directives #4403, 4404 and 4900.This procedure consists of registration and processing of visitors, processing of inmates, packages and money. It also covers visits for inmates housed in SHU or the Infirmary and Visiting Room protocol and rules.

II. **POLICY STATEMENT:**

A) **VISITING SCHEDULE:**

Visiting days are on Saturday, Sunday and Holidays only. Visiting will conducted on an Odd/ Even schedule. One weekend (both Saturday and Sunday) will be designated Odd. The following weekend (both Saturday and Sunday) will be designated Even. A calendar will be published designating weekends and holidays Odd/Even. Holidays that fall on the weekend will be designated Odd/Even according to the Calendar. Holidays that fall on a weekday will be designated both Odd and Even with all inmates being allowed to visit.

Inmates will be identified as Odd or Even by the last number in their Departmental Identification Number (DIN). If their DIN ends in 1, 3, 5, 7 or 9 they will designated Odd for visiting purposes. If their DIN ends in 2, 4, 6, 8 or 0 the inmates will be designated Even for visiting purposes. Visitors showing up to visit on "Even" inmate on an "Odd" weekend or vice-versa, will not be allowed to visit or to leave packages. Legal visits are conducted on Monday through Friday (except Holidays) during normal facility visiting hours.

1) Visiting hours are from 8:30 a.m. to 2:30 p.m. No visitor will be processed after 2:00 p.m. No package will be accepted after 2:00 p.m.

2) Cadre inmates may receive visits every Saturday, Sunday or Facility Holiday. Odd/Even schedule will not affect Cadre inmates.

3) SHU inmates may receive one non-legal visit per week **(Monday thru Sunday)** pursuant to Directive #4933. Visits for persons in SHU shall be in accordance with any precautions deemed necessary or appropriate by the Superintendent and in accordance with Directive #4933 "Special Housing Units".

4) Infirmary inmates may receive visits in accordance with any restrictions/precautions deemed necessary or appropriate by the facility Health Services Director, Physician, Physician's Asst, etc. Visits for inmates restricted to the Infirmary wili be held by the Infirmary Officer's station. The visit shall be for one (1) hour period and shall be limited to only two (2) adults visiting at a time, no children.

1) Inmates

Reception: Will be required to wear unaltered state issued clothing.

Cadre: May wear unaltered state issued clothing or along with state issued green pants, may wear personally owned solid colored shirts, shirt and sweater or personally owned shoes. (No blue, black, orange or gray).

NOTE: - Inmates shall not bring any property or articles into the Visiting Room except for a wedding band, religious medal or chain.

D) VISIT LIMITATION:

1) Number of visitors: - Inmates are allowed three (3) visitors. Children under five (5) years old shall not be counted as a visitor. NOTE: On any particular day at such time as the volume exceeds sitting capacity, it may become necessary to shorten visiting periods to accommodate those visitors and inmates who have not received visitation. When the Visiting Room reaches capacity and a need arises to terminate visits:

A) An announcement will be made in the Visiting Room stating that we have reached our capacity and need to terminate visits.

B) Staff will ask for volunteers who are willing to terminate their visit.

C) Visits will terminated in the order that they were processed (i.e. "First in, first out").

D) Terminated visitors may remain in the Visit Process Building until their transportation is available.

E) Visits will not be terminated until after three (3) hours. The three hours will commence at the time the Housing Unit Officer notifies the inmate of his visit. The notification will logged in the housing unit log book.

F) Visitors who arrive after the Visiting Room is at full capacity will not be processed until after the Visiting Room can accommodate more visitors. Visitors will be allowed to wait in the Visit Process Building until space is available.

G) Reception/In-transit inmates will not be able to visit out of sequence (i.e., deviate from odd/even weekends), without the authorization of the Superintendent or a Deputy Superintendent.

H) Visitors will not be allowed to loiter to avoid the visit termination process. Visitors must proceed without delay after arrival at the visitor process area.