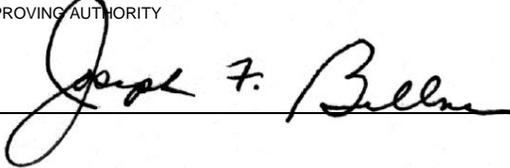


 <p>NEW YORK STATE Corrections and Community Supervision</p> <p>DIRECTIVE</p>	TITLE		NO. 4755
	Correctional Facility Tours		DATE 7/10/2015
SUPERSEDES DIR #4755 Dtd. 5/19/2014	DISTRIBUTION A B	PAGES PAGE 1 OF 3	DATE LAST REVISED
REFERENCES (Include but are not limited to) Directives #0401; #4750	APPROVING AUTHORITY 		

- I. **PURPOSE:** To establish the Department’s policy and provide general guidelines for conducting guided tours of correctional facilities for citizens and community groups.
- II. **DESCRIPTION:** The initial introduction of the public to the correctional process is usually by means of a guided tour of a correctional facility. The Department and its individual facilities receive frequent requests from colleges, community groups, and other State agencies to visit a facility to see this component of the criminal justice system in operation.
- III. **PROCEDURES**
 - A. All requests for tours received at a correctional facility or in Central Office will be referred directly to the facility Superintendent’s Office. Copies of these requests are to be maintained at the facility and forwarded, when requested, to the Deputy Commissioners for Program Services and Correctional Facilities.
 - B. The Superintendent at each correctional facility shall establish the times and specific guidelines for group tours at his or her facility.
 - C. The Superintendent shall verify the authenticity of any group requesting a tour and submit the “Request For Facility Tour” E-Form, Attachment A, which details the date and time that the tour will be offered, the name(s) of the person(s) wishing to tour, the name(s) of the staff person(s) responsible for the tour, the length of the tour, recommended group size, sites to be toured, and any specific limitations peculiar to the facility. The E-Form shall be addressed to the Deputy Commissioner for Program Services who will forward it to the Deputy Commissioner for Correctional Facilities along with any comments.
 - To access the E-Form, enter e-mail screen 4.1 and type “EF REQFACTOUR FORMLIBRARY” on the command line.
 - D. The Superintendent, in conjunction with the Deputy Commissioners for Program Services and Correctional Facilities, shall decide whether the tour will be permitted.
 - E. The Superintendent or designee shall provide the representative of the group requesting the tour with a copy of the Standards of Conduct for Volunteers (see Directive #4750, “Volunteer Services Program,” Form #4750C) and a copy of the “Guidelines,” as listed in Section IV below.
- IV. **GUIDELINES**
 - A. Each person entering a correctional facility as part of a tour group shall be required to furnish proof of identity. Once satisfactory proof of identity is furnished, each person shall sign the visitor’s book, be required to pass through a metal detector, and be hand stamped.

This is standard procedure for anyone entering one of the Department's correctional facilities.

Exception: Tour group visitors to minimum security facilities are not required to pass through a metal detector or to be hand stamped.

- B. Group tours will be limited to adults 18 years or older. The following exceptions shall be made:
1. Persons between 16 and 18 years shall be permitted on tour when they are part of a group of supervised college students;
 2. With the Superintendent's permission, high school students 16 years or older may tour a facility if there is adequate supervision and the touring students are members of a class participating in a course related to criminal justice or corrections; or
 3. Other youths between the ages of 13 and 18 may be allowed to participate in presentations at the facility as part of a Youth Assistance Program.
- C. A final list of tour members must be submitted at least 48 hours in advance. After submission of the final list, no other person may join the tour under any circumstances.
- D. An individual on an inmate's visiting list or any ex-offender may be allowed to tour a facility as long as he or she is a member of the touring group. Ex-offenders and parolees must have been released for a period of at least one year and must obtain specific permission of the facility Superintendent to tour that facility. Parolees must also have the permission of their Parole Officer. These requirements must be met PRIOR to the final list submission.
- E. Those on tour should conduct themselves in an orderly manner.
- F. Manner of dress should be conservative. Wearing of expensive jewelry or carrying large sums of money should be discouraged.
- G. Tour members are not permitted to bring in any materials, equipment, cameras, etc., unless permission has been granted by the Superintendent after consultation with the Deputy Commissioner for Correctional Facilities.
- H. Tour members are not permitted to give to or exchange any items with inmates. Tour members will be permitted, however, to verbally give their names, titles, and the name of the touring organization.
- I. Dialogue with inmates must not be of a personal nature, but rather of information about facility programs, populations, etc.
- J. Tours may be canceled at any time without notice.
- K. In the event the touring group is forced to cancel, notice should be given to the facility by telephone or in writing. The Superintendent shall notify the Deputy Commissioners for Program Services and Correctional Facilities of the cancellation and if and when a new date has been scheduled.
- L. If questions about these guidelines should be raised, or questions about the tour in general need clarification, such inquiries should be directed to the facility tour guide at (facility phone #).
- M. Requests from the news media shall be processed in accordance with Directive #0401, "Release of Information to the News Media."

*** S Y S M E F O R M P R I N T ***

MESSAGE ID: 104 DATE: 7/10/15 TIME: 11:41am PRIORITY: 000

SUBJECT: Request for Facility Tour
REQUEST FOR FACILITY TOUR

DATE REQUESTED FOR TOUR DATE: / /

FACILITY: SUPERINTENDENT:

NAME of PERSON AND ORGANIZATION REQUESTING TOUR:

NAME OF PERSONS PARTICIPATING IN TOUR:

REASON FOR TOUR:

STAFF PERSON(S) RESPONSIBLE FOR TOUR:

SITES TO BE TOURED:

LIMITATIONS:

SUPERINTENDENT RECOMMENDATION Approve: Deny:

VERIFIED ORGANIZATION/INDIVIDUAL REQUESTING TOUR Yes No

DEPUTY COMMISSIONER FOR PROGRAM SERVICES

DATE: / /

DEPUTY COMMISSIONER FOR CORRECTIONAL FACILITIES DATE

DATE: / /