

FUNERAL AND DEATHBED VISITS

STANDARD NO(S):

NYSSA #

DATE:

June 18th, 2010

Reissued: 04/22/2011

REVISED: 01/24/2013

REVISED: 01/14/2015

REFER TO:

Roger O. Ward

I. OBJECTIVE:

To establish guidelines for inmate funeral and deathbed visits.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to provide inmates with the opportunity to visit family members when death is imminent or death has occurred.

III. DETAILS:

A. Funeral and deathbed visits will only be permitted within the state.

B. When a funeral or deathbed visit is desired, the inmate will request Form CF-022 (Funeral and Deathbed Visit) from the Housing Unit Officer, fill out the form and give it back to the Housing Unit Officer who will forward it to the Chief Administrative Officer.

C. Inmates may only request a funeral/deathbed visit for persons from the following list:

1. Mother or Father
2. Guardian or former guardian
3. Child
4. Brother or sister
5. Spouse
6. Grandparent
7. Grandchild
8. Ancestral aunt or uncle

D. Before any funeral/deathbed visit is approved, the following information will be verified:

1. That the funeral arrangements or the claim of imminent death are legitimate.
2. That the person to be visited is one of the persons on the specified list.
3. That the inmate wishes to have such visit initiated by another person.

- E.** Prior to approving any funeral/deathbed visit, the Chief Administrative Officer will assess the potential security risk associated with the visit, including the following factors:
1. Criminal history of the inmate
 2. Offense for which the inmate is incarcerated and the circumstances surrounding the offense of the incarceration
 3. Whether or not the inmate's presence at the visit may constitute a threat to the inmate or another person present because of the involvement of a member of the inmates family in the offense committed by the inmate or because of other persons who may be present
 4. The mental stability and medical condition of the inmate, including the inmates' mental history and the potential effect of the visit on the inmate
 5. The method of transport or escort required
 6. Any other relevant circumstances specific to the inmate or situation
- F.** The Chief Administrative Officer after considering all circumstances will approve or deny such visit. Such approval or denial will be given to the inmate as soon as possible and given the circumstances of the decision.
- G.** If the request is denied for any reason, the inmate or the person requesting the visit will be notified in writing of the circumstance behind the denial and given the opportunity to respond to the decision within twenty-four (24) hours.
- H.** The Chief Administrative Officer may give the inmate permission to attend both the deathbed and funeral visit.
- I.** At least one (1) transport officer will be of the same sex as the inmate being transported. The inmate will be in constant supervision of the transport officer at all times.
- J.** The Chief Administrative Officer will give specific security measures and other special instructions to be done. Written determination will include, but not be limited to the following:
1. The number of staff required for the transport
 2. The vehicle and method of transportation
 3. Restraints needed
 4. Itinerary for the trip
 5. The route to be followed
- K.** Prior to the visit, the officer(s) will be briefed concerning such security measures and special instructions and will be given pertinent information regarding the family.
- L.** The inmate will be instructed regarding forbidden contact and advised about the use of restraints.

- M.** The officer(s) assigned to the visit will adhere to the security and supervision requirements as outlined in the policy entitled “Inmate Transports”.
- N.** Officer(s) will only escort the inmate to the destinations approved by the Chief Administrative Officer.
- O.** During the visit, the inmate will not be able to obtain food, drink, gifts or money from anyone at the visit. If necessary, a meal will be taken along for the inmate’s consumption.
- P.** If possible, utilize a law enforcement facility for lavatory stops or a facility with little public presence and access as possible.
- Q.** If the detail requires an overnight stay, the inmate will be housed in a local correctional facility or a suitable place designated pursuant to Correction Law Section 504.
- R.** The officer(s) will conduct themselves in a professional manner toward the inmate and the public. At no time will officer(s) accept food, beverages or any gifts from the inmates’ family or from the public.
- S.** When security considerations permit, searches of the inmate and/or the use of restraints by the officer(s) during such visit will be carried out in a manner which minimizes public attention.
- T.** The inmate will wear their own personal clothing. The inmate will make the arrangements to receive such clothing prior to the visit.
- U.** The visit will be a minimum of thirty minutes, but may be longer if approved by the Chief Administrative Officer.
- V.** A determination may be made by the attending physician or other health services staff that the visit may jeopardize the health of the ill family member or the inmate. Hospital regulations may restrict the length of the visit and such visit may then be denied or modified.
- W.** The Chief Administrative Officer will have the authority to limit such visit to less than thirty minutes or terminate the visit if, in their opinion, a thirty minute visit will threaten the safety or welfare of the officer(s), the inmate, or a member of the public.
- X.** If the Transport Officer feels the visit should be stopped because of security concerns, they will advise the inmate that their visitation has concluded, and escort them back to the transport vehicle.
- Y.** A written record of all requested visits will be maintained by the facility.