

## **CORRECTIONAL FACILITY TOURS**

STANDARD NO(S):

NYSLEAP  
NYSSA #

DATE:

February 24, 2010

REFER TO:

Michael D. Dwello

### **I. POLICY:**

It is the policy of the Seneca County Correctional Facility to conduct tours of the facility for organizations and/or people.

### **II. DETAILS:**

- A.** People and/or organizations requesting a tour of the facility will be made aware that a tour may last one (1) to two (2) hours.
- B.** Requests to tour the facility will be directed to the Chief Administrative Officer or the Correction Lieutenant.
- C.** It is the responsibility of the Chief Administrative Officer or Lieutenant to coordinate all tours of the facility. This includes, but not limited to, making proper notification to others who may be affected by the tour.
- D.** All tours will be scheduled at least fourteen (14) days prior to such tour.
- E.** Once a tour has been scheduled, notification will be made to the Shift Supervisor who will be working at the time of the scheduled tour.
- F.** The Shift Supervisor will designate an Escort Officer who is knowledgeable of facility operations and department procedures to conduct the tour. The Escort Officer will purvey a positive public image of the facility throughout the tour.
- G.** The designated Escort Officer will review the attached tour itinerary, and forward any questions to their Shift Supervisor. NOTE: The Escort Officer will ensure all inmates are removed from their work areas and that any remaining tour areas are free of inmate activity prior to the commencement of any tour, thereby ensuring the safety of the tour group while maintaining the privacy of the inmates.
- H.** Tour groups will be limited to twelve (12) individuals, including children.
- I.** Under no circumstances will tour groups or individuals be allowed to tour any area not included in the tour itinerary.