

## VISITATION

STANDARD NO(S):

NYSLEAP  
NYSSA #

DATE:

December 19, 2009  
REVISED: 07/14/2010  
REVISED: 07/25/2012

REFER TO:

Michael D. Dwello

### I. OBJECTIVE:

To allow inmates to receive visits from family, friends and professionals.

### II. POLICY:

It is the policy of the Seneca County Correctional Facility to support and encourage continued ties with family and friends while incarcerated. Visits from family, friends and professionals are beneficial to both the inmate and the facility. Visits provide needed contact between families and professional help to cope with personal and legal problems, while reducing the anxiety of being incarcerated. Visitations of any type occur consistent with security measures providing for the safety of visitors, inmates and officers alike.

### III. DETAILS:

#### **A. Initial Visit**

1. Each inmate will be entitled to receive a 15 minute non-contact visit within 24 hours of their admission. Arrangements will be made to ensure the initial visit upon the inmate's request.
2. All visits taking place upon completion of the admission process will be held in the non-contact visitation booths.
3. All visitors will sign in using the "Facility Initial Visitor Register" at the reception area. Initial visitors will follow procedure as outlined in sub section "Visitor Registration" of this policy.
4. Upon commencement of an initial visit the Escort Officer or the Booking Officer will make a log entry in the inmate management system using the Visitor Log key.

## **B. Guidelines**

1. Subsequent to the initial visit and prior to any further visits, whether contact or non-contact, all inmates will submit to a P.P.D. test (tuberculosis).
2. Each inmate will be entitled to two one hour sessions of contact visitation weekly, on both Saturday and/or Sunday. A schedule of times will be posted in each Housing Unit.
3. Each inmate may have two adult visitors at each one hour session, or two children may attend with one adult, or two adults with one child; up to five (5) years of age. However, all children will remain seated or on the adult's lap at all times.
4. It will be the inmate's responsibility to inform visitor of their visitation schedule. Preference will always be given to inmates housed in designated areas in accordance with the above mentioned schedules; if space is available other visits will be accommodated.

## **C. Visitor Registration**

1. Visitors will enter the Seneca County Law Enforcement Center through the main lobby.
2. Visitors will be greeted by the Visitation Lobby Officer at the reception window to ensure they are present for the proper visit.
3. Each visitor must provide a valid photo I.D. with date of birth and expiration.
4. Each visitor must complete Form CF-017 (Visitation Registration) prior to their initial entrance to visitation. Form CF-017 will only be completed once and kept on file in the reception area. Each visitor will enter all required information in the Seneca County Correctional Facility Visitor Register. Such information will be legible and include name, address, date, time of entry, locker number (if applicable) and the name of the inmate to be visited. Each visitor will enter their time of exit from the facility at the conclusion of each visit.
5. Inmate visitation attendance will be documented by the Visitation Lobby Officer on Form CF-071 (Visitation List) for each weekend schedule.

6. All visitors will be searched with the walk through magnetometer. Magnetometer procedures will be followed as outlined in the policy entitled "Magnetometer". Visitors may be pat searched at the Visitation Lobby Officer's discretion to ensure the absence of contraband. A "pat frisk" will be defined as a search by hand of a person and their clothing.
7. Visitor's who are under the age of 18 will be restricted from visiting an inmate if they are not accompanied by a parent or legal guardian.

#### **D. Visitation**

1. The Visitation Officer will conduct a thorough search of the visitation room prior to and immediately after the conclusion of each visitation hour. Such searches will be documented as completed along with the results of the search in a designated bound ledger and will be retained in the visitation room.
2. The Visitation Lobby Officer will notify the Visitation Officer, Escort Officers and the Housing Unit Officer of the complete visitor list.
3. The Housing Unit Officer will notify all inmates of their visitor's arrival and, prior to the inmate leaving the housing unit, determine whether or not the inmate wishes to accept the visit.
4. Inmates will bring no items to visitation unless authorized by the Shift Supervisor.
5. All inmates will be escorted to the search room by the Visitation Officer or Escort Officer, where they will enter the visitation room.
6. All inmates will be seated in visitation prior to visitors entering the room.
7. Contact Visitation will be monitored at all times by way of physical observation by the Visitation Officer within the visitation room and from Central Control through closed circuit television.
8. Inmates and their visitors are allowed a brief kiss and embrace at the beginning and end of each contact visit.
9. Inmates and their visitors will be required to conduct themselves in a manner consistent with reasonable standards of public decency.

10. At the completion of each visit, all inmates will be strip searched in the search room on a one on one basis solely to ensure the absence of contraband. Non-contact visit inmates will be pat searched. Upon completion of the searches, the Escort Officer(s) will move the inmates back to their housing unit.
11. Any discovery of contraband will be reported to the Shift Supervisor. Contraband procedures will be followed as outlined in the policy entitled "Contraband".

**E. Rules and Regulations**

1. These rules and regulations have been written to assist prospective visitors at the Seneca County Correctional Facility. There will be a posting of such rules and regulations in the Main Lobby. Any questions will be forwarded to the Visitation Officer. All visitors and Visitation Officers should be aware of the following:
  - a. A valid photo identification card is required for every visit. A valid photo I.D. will have a date of birth and an expiration date, such as a driver's license or identification card issued by a motor vehicle's department, government or state issued identification card or valid passport.
  - b. Visitors will be scanned with a metal detector.
  - c. Lockers are provided for all items not allowed in visitation. (Purses, coats, hoodies, scarves, gloves, lighters, tobacco)
  - d. No smoking will be allowed in any part of the building including the main lobby.
  - e. Visitors and inmates will conduct themselves in an orderly manner; yelling and profanity will not be tolerated.
  - f. All visitors must dress in appropriate attire. Clothing must not refer to gang affiliation nor display sexual or lewd comments/pictures. Clothing must cover the upper torso and lower/mid body parts.
  - g. Visitors who appear to be under the influence of drugs or alcohol will not be permitted to visit.
  - h. Visitors under the age of 18 must be accompanied by a parent or guardian.

- i.** Visitors, including children are not allowed on the inmate's side of the barrier.
- j.** Inmates and their visitors may kiss and hug briefly at the beginning and end of the visit only.
- k.** Any visitor found bringing contraband into the visiting area or committing a criminal act anywhere on facility property will be subject to arrest.
- l.** Visitation times are strictly enforced. Plan on being 15 minutes early for registration and exiting the building in a timely manner at the end of your visit.
- m.** Any former inmate of the Seneca County Jail, released in the preceding 90 days will submit a written request to the Chief Administrative Officer requesting to visit an inmate currently housed in the Seneca County Correctional Facility. The request is to be for permission to visit a specific inmate and as much information as possible to aid in the decision making process such as relationship to the inmate being visited, children in common, etc.. A separate request will be required for each inmate the requestor is seeking permission to visit.

#### **F. Visitor Locker Use**

- 1.** Personal property lockers are available to all visitors in the Main Lobby.
- 2.** While visitors are registering, the Visitation Lobby Officer will advise as to their availability. If the visitor uses a locker, it will be documented by locker number in the Facility Visitor Register.
- 3.** The visitors will be instructed to place all of their personal property in a locker. Designated keys will be provided by the Visitation Lobby Officer. Visitors will open such locker with the key, place their personal property inside and then secure the lock. The key will be returned by the visitor, to the Visitation Lobby Officer for placement in the Visitation Reception Office.
- 4.** Upon completion of the visitation session, the Visitation Lobby Officer will remind all visitors to obtain their key to retrieve their personal property from the lockers. The Visitation Lobby Officer will check all used lockers after each visit to ensure no property has been left behind.
- 5.** If property is found, it will be labeled, removed and secured in the reception area in an attempt to return the property to its owner.

6. Upon the completion of the daily visitation schedule the Visitation Lobby Officer will check the Facility Visitation Register for the visitor and inmate name that coincides with the locker number of the property in question.
7. The corresponding inmate will be informed to contact the visiting individual by phone for the purpose of informing the visitor that they left property behind or to provide a phone number to their Housing Unit Officer to do the same. In either case, the individual will be notified to retrieve the property within 5 business days, or the property will be destroyed.

#### **G. Professional Visits**

1. Visits of a professional nature including attorney or religious counselors will be conducted at times not unduly disruptive to facility functions. An activity schedule will be posted in each Housing Unit.
2. Professional visitors will enter through the Bail/Release Lobby.
3. The Booking Officer will confirm the visitor's identity by way of a photo I.D. and credentials, and have the individual sign in/out using the "Facility Visitor Register".
4. All visitors will be scanned with a hand held magnetometer. Contraband will be confiscated and kept at the Booking Desk to be retrieved at the conclusion of the visit.
5. All visits will take place in the booking interview room or visitation area, in either the contact visitation room or a non-contact booth.

#### **H. Limitations and Restrictions**

1. The visitation of an inmate by a particular visitor may be denied, revoked or limited only when it is determined that such visitation would cause a threat to the safety, security or good order of the facility or safety, security or health of the inmate.
2. Contact visit may be denied, revoked or limited only when it is determined that such visits constitute a threat to the safety, security or good order of the facility. Should such a determination be made, alternative arrangements will be made, including but not limited to non-contact visits.
3. Any determination to deny, revoke or limit an inmate's visitation will be made in writing by the Chief Administrative Officer and will include the specific facts and reasons underlying such determination. A copy of the determination will be given to any person affected by the determination.

## I. Hospital Visitation

1. Inmates admitted to a hospital will be allowed visitation under the same guidelines as any other inmates.
2. All rules and forms for facility visitation will apply to hospital visits.
3. Only regular scheduled Saturday and Sunday times for visitation will be observed for hospitalized inmates.
4. Rules of visitation for specific units within the hospital will be followed in addition to facility rules.

## J. Removal from Visitation

1. Once there is a violation of visitation rules, the Visitation Officer may end the inmate's visit.
2. The Visitation Officer will notify the Shift Supervisor of such decision.
3. The Shift Supervisor along with any available Escort Officers will proceed to the visitation room to be briefed on the circumstances causing such decision.
4. The inmate will be removed by as many officers as needed.
5. The Shift Supervisor will advise the visitor as to why the visit is being terminated.
6. Once the strip search is completed the inmate will be escorted back to their housing unit.
7. If there is a physical confrontation the Shift Supervisor will have as many officers present as necessary to control the situation.
8. If the visitor refuses to leave the visitation area, they will be escorted out by two officers. If there is more than one visitor refusing to leave the area the Shift Supervisor will assign as many officers as necessary to remove the subjects.
9. When physical force is used to remove the public from the facility, Form SCSO-LE-001 (Subject Resistance Report) will be completed.
10. Whenever an inmate is removed from visitation, Form CF-009 (Incident Report) will be completed.