

INTERMITTENT INMATES

STANDARD NO(S):

NYSSA #

DATE:

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REFER TO:

Roger O. Ward

I. POLICY:

It is the policy of the Seneca County Correctional Facility to ensure that inmates with intermittent sentences arrive in a responsible and timely manner.

II. DETAILS:

A. Inmate Arrival -

1. Intermittent sentenced inmates will enter the facility by way of the Bail/Release Lobby for admission purposes.
2. The Booking Officer will frisk search and place the inmate in the waiting area. If the Booking Officer is busy, an Escort Officer will carry out such duty.

B. Inmate Responsibilities –

1. Report to the facility as ordered by the court.
2. Arrive on time and sober.

C. Authorized Property –

1. The following is a list of property intermittent inmates are allowed to keep in their housing unit:
 - a. One religious medal. No larger than 1” x 2”.
 - b. One wedding band. No gem stones.
 - c. One pair of glasses or corrective lens with accessories.
 - d. One crew neck sweatshirt. Shirts must be white or grey in color. Pictures, writing, pockets, hoods, or draw strings are not permitted
 - e. One pair of shower shoes.
 - f. Two (total) pair of white socks.
 - g. Two (total) pair of underwear.
 - h. Two (total) white t-shirts, short sleeved only. Cut offs or tank tops, pictures, writing, pockets and draw string are not permitted.
 - i. Females – two bras. Without underwires.

- j. One photograph.
- k. One magazine or book. Publications that pose a threat to the safety and security of the facility, or that advocate or condone unlawful or socially unacceptable conduct will not be permitted. Publications must be sent out of the facility or destroyed prior to the acceptance of additional publications if acceptance of same would violate this directive.

D. Booking Officer Responsibilities –

1. The Booking Officer will:
 - a. Upon initial admission, verify the commitment is legal and valid.
 - b. Follow the booking procedures as outlined in policy “Admissions”.
 - c. Notify the Shift Supervisor of any incidents involving tardiness, failure to appear, or the presence of intoxicants or drugs upon arrival.

Note: Upon each subsequent admission and after the booking procedures, the inmate will be instructed to shower as outlined in the policy entitled “Admissions” as referenced to in sub section b above.

E. Shift Supervisor Responsibilities –

1. Upon notification by the Booking Officer that an intermittent inmate has reported to the facility contrary to the provisions of their intermittent status, the Shift Supervisor will:
 - a. Complete Form CF-040 (Intermittent Sentence Violation Notification Form). A copy of the form will be forwarded to the magistrate that issued the order of commitment, and a copy will be placed in the inmate’s file at booking.
 - b. E-mail both the Correction Lieutenant and Chief Administrative Officer should the occurrence of such incident(s) take place.