

FROM: CHIEF'S ORDER
TO :
SUBJ:

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DATE JANUARY 07, 2011

TO COMMANDING OFFICERS, FACILITIES AND DIVISIONS

FROM DORA B. SCHRIRO, COMMISSIONER

SUBJECT DIRECTIVE # 2007R-B, "INMATE VISIT PROCEDURES" (REVISION NOTICE)

1. PENDING THE REVISION OF DIRECTIVE 2007R-B, "INMATE VISIT PROCEDURES," DATED SEPTEMBER 29, 2008; THE FOLLOWING CHANGES WILL BE EFFECTIVE ON MARCH 2, 2011, AS INDICATED BELOW:

2. **ON PAGES 2 THROUGH 8, REPLACE SECTION III CAPTION WITH THE FOLLOWING NEW CAPTION:**

III. INMATE AND VISITOR ENTITLEMENTS: VISIT RULES AND CANCELLATIONS, LIMITATIONS, AND DENIALS OF VISIT PRIVILEGES

3. **ON PAGE 6, REPLACE SECTION III.F.2.e. with:**

e. THE FOLLOWING GUIDELINES ARE TO BE UTILIZED WHEN IT HAS BEEN DETERMINED THAT A VISITOR SHALL HAVE HIS/HER VISITING RIGHTS RESTRICTED. WHEN A VISITOR COMMITS MORE THAN ONE OFFENSE, AS DESCRIBED BELOW, THE CANCELLATION, LIMITATION, OR DENIAL OF VISITING PRIVILEGES SHOULD BE BASED UPON THE MOST SERIOUS OFFENSE AND PENALTY AVAILABLE. WHEN THE VISITOR HAS COMMITTED MULTIPLE OFFENSES, THE TOTAL AMOUNT OF PENALTY DAYS SHALL NOT EXCEED THE AMOUNT AUTHORIZED FOR THE MOST SERIOUS OFFENSE.

4. **ON PAGE 8, UNDER SECTION III ADD NEW SUBSECTIONS G., H., and I.**

G. VISITORS - ITEMS NOT PERMITTED IN ANY FACILITY, INCLUDING THE RIKERS ISLAND VISIT CONTROL BUILDING

1. TO ENSURE THE SAFETY AND WELL-BEING OF DEPARTMENT STAFF, THE INMATE POPULATION, AND VISITORS, BOTH ILLEGAL ITEMS AND DEPARTMENT-DESIGNATED CONTRABAND ARE EXPRESSLY PROHIBITED. NONE OF THE FOLLOWING ITEMS MAY BE BROUGHT INTO THE RIKERS ISLAND VISIT CONTROL BUILDING, JAILS ON RIKERS ISLAND AND BOROUGH FACILITIES, OR ANY OTHER FACILITY INCLUDING THE HOSPITAL PRISON WARDS:

- A. GUNS (INCLUDING STUN GUNS AND ZIP GUNS), BULLETS, AND IMITATION GUNS AND BULLETS;
 - B. ILLEGAL DRUGS;
 - C. SYRINGES;
 - D. KNIVES, IMITATION KNIVES, BOX CUTTERS, NEEDLES, RAZORS, HOBBY BLADES, SCALPELS, SCISSORS, ANY OTHER SHARP OBJECTS, BRASS KNUCKLES, AND ANY OTHER WEAPONS;
 - E. TOOLS;
 - F. METAL OR GLASS OBJECTS;
 - G. PADLOCKS;
 - H. NAIL CLIPPERS AND FINGERNAIL FILES;
 - I. TOBACCO PRODUCTS AND RELATED PARAPHERNALIA INCLUDING CIGARETTES, CIGARS, ROLLING PAPER, CHEWING TOBACCO, AND PIPES;
 - J. TAPE AND OTHER ADHESIVES OF ANY KIND;
 - K. EXPLOSIVE DEVICES;
 - L. MATCHES AND LIGHTERS;
 - M. ELECTRONIC DEVICES INCLUDING CELLULAR TELEPHONES, CELLULAR TELEPHONE ACCESSORIES, PERSONAL DIGITAL ASSISTANTS, PORTABLE MEDIA PLAYERS (INCLUDING BUT NOT LIMITED TO IPODS, MP3 PLAYERS, IPADS, AND E-READERS), PAGERS, BEEPERS, LAPTOPS, CAMERAS, RECORDING DEVICES, AND RADIOS;
 - N. LAW ENFORCEMENT BADGES AND EQUIPMENT AND FACSIMILES;
 - O. LIQUIDS AND BEVERAGES, INCLUDING ALCOHOLIC BEVERAGES BUT EXCLUDING TWO CLEAR PLASTIC BABY BOTTLES;
 - P. GELS;
 - Q. METAL HAIRCLIPS AND HAIRPINS;
 - R. NON-PRESCRIPTION MEDICATION;
 - S. NON-PRESCRIPTION SUNGLASSES;
 - T. NO MORE THAN A TOTAL OF THREE BOOKS, NEWSPAPERS AND/OR MAGAZINES (EXCEPT WHEN INCLUDED IN AN INMATE PACKAGE);
 - U. DIGITAL MEDIA (INCLUDING BUT NOT LIMITED TO CDS AND DVDS);
 - V. PHOTOGRAPHS (EXCEPT WHEN INCLUDED IN AN INMATE PACKAGE, ALTHOUGH POLAROID PHOTOGRAPHS AND PHOTOGRAPHS THAT INCLUDE PICTURES OF THE INMATE ARE NOT PERMITTED IN AN INMATE PACKAGE); AND
 - W. CHEWING GUM.
2. VISITORS MAY BRING PRESCRIPTION MEDICATION IN ITS ORIGINAL CONTAINER TO THE FACILITY WHICH, EXCEPT FOR LIFE-SAVING PRESCRIPTION MEDICATION (SEE SECTION III.I.3 BELOW), MUST BE STORED IN A FACILITY LOCKER AND MAY NOT BE BROUGHT TO THE FACILITY VISIT FLOOR.

H. VISITORS - DRESS CODE

1. THE DEPARTMENT ENCOURAGES INMATE FAMILY MEMBERS AND FRIENDS, INCLUDING CHILDREN AND THE ELDERLY, TO VISIT INMATES. TO PROVIDE FOR THE SAFETY AND SECURITY OF DEPARTMENT STAFF, INMATES, AND VISITORS, AND TO MAINTAIN A FAMILY-FRIENDLY ENVIRONMENT, VISITORS MUST WEAR APPROPRIATE CLOTHING TO VISIT INMATES. OVERLY SUGGESTIVE CLOTHING AND CLOTHING IN WHICH CONTRABAND AND NON-PERMISSIBLE ITEMS CAN BE SECRETED ARE NOT PERMITTED. WHEN MEETING WITH THE INMATE, VISITORS MAY ONLY WEAR A SINGLE LAYER OF CLOTHING (EXCEPT THOSE VISITORS REQUIRED TO WEAR A COVER-UP GARMENT (SEE SECTION III.H.3)) AND NO ACCESSORIES. VISITORS WILL NOT BE PERMITTED ONTO THE FACILITY VISIT FLOOR WEARING ANY OF THE FOLLOWING:
 - A. CLOTHING WITH HOLES OR RIPS THAT ARE LOCATED MORE THAN THREE INCHES ABOVE THE KNEE;
 - B. HOODED GARMENTS;
 - C. HATS AND HEAD COVERINGS (EXCLUDING RELIGIOUS HEAD COVERINGS);
 - D. CLOTHING IDENTIFYING A SPECIFIC GANG BY NAME OR LOGO;
 - E. CLOTHING THAT MAKES EXPLICIT REFERENCE TO OBSCENE LANGUAGE, DRUGS, SEX, OR VIOLENCE;
 - F. SWIMMING ATTIRE;
 - G. SEE-THROUGH GARMENTS;
 - H. UNIFORMS;
 - I. JEWELRY (EXCLUDING A WEDDING RING AND ONE RELIGIOUS MEDAL NO MORE THAN TWO INCHES IN DIAMETER HUNG ON A CHAIN OF A QUARTER INCH OR LESS IN DIAMETER AND NO LONGER THAN TWO FEET);
 - J. TOPS, INCLUDING DRESSES, EXPOSING THE CHEST, STOMACH, OR BACK;
 - K. SHORTS, SKIRTS, OR DRESSES THE HEM OF WHICH IS MORE THAN THREE INCHES ABOVE THE KNEE;
 - L. SPANDEX LEGGINGS UNLESS COVERED BY TOPS, SHORTS, SKIRTS OR DRESSES THE HEM OF WHICH IS NO MORE THAN THREE INCHES ABOVE THE KNEE; AND
 - M. OUTER GARMENTS INCLUDING COATS, SHAWLS, PONCHOS, JACKETS, VESTS, GLOVES, OR OVER BOOTS OR OVERSHOES (OUTER BOOTS OR SHOES THAT SLIP OVER OTHER SHOES).
2. VISITORS MUST WEAR UNDERGARMENTS.
3. VISITORS WHOSE ATTIRE VIOLATES THE DRESS CODE WILL BE PERMITTED A CONTACT VISIT IF THEY AGREE TO WEAR A COVER-UP GARMENT PROVIDED BY THE DEPARTMENT. DEPARTMENT STAFF OF THE RANK OF CAPTAIN OR HIGHER WILL BE RESPONSIBLE FOR DETERMINING WHETHER A VISITOR IS IN VIOLATION OF THE DRESS

CODE. VISITORS WHO REFUSE TO WEAR A COVER-UP GARMENT PROVIDED BY THE DEPARTMENT WILL BE DENIED A VISIT. THE PROCEDURES SET FORTH IN SECTION III.F OF DIRECTIVE 2007R-B SHALL APPLY TO ANY SUCH DENIAL.

- a. THE VISIT CAPTAIN SHALL ENSURE THAT AT ALL TIMES THERE ARE A SUFFICIENT NUMBER OF CLEAN COVER-UP GARMENTS AVAILABLE FOR VISITORS.
- b. THE VISIT CAPTAIN SHALL ENSURE THAT THE FACILITY'S STOCK OF COVER-UP GARMENTS IS STORED WITHIN THE FACILITY'S VISIT AREA.
- c. THE VISIT CAPTAIN SHALL MAKE ARRANGEMENTS WITH THE FACILITY'S CLOTHES BOX OFFICER OR OTHER DESIGNATED OFFICER TO ENSURE THAT AFTER EACH USAGE ALL COVER-UP GARMENTS ARE LAUNDERED AND RETURNED BACK TO THE VISIT AREA.
- d. IF THE VISIT CAPTAIN ANTICIPATES A SHORTAGE OF COVER-UP GARMENTS, THE VISIT CAPTAIN SHALL MAKE EFFORTS TO OBTAIN ADDITIONAL COVER-UP GARMENTS FROM THE CENTRAL STOREHOUSE.

I. VISITORS - ADDITIONAL ITEMS NOT PERMITTED ON FACILITY VISIT FLOOR

1. TO ENSURE SAFETY AND SECURITY AND TO EXPEDITE ACCESS TO THE FACILITY VISIT FLOOR, UNLESS SPECIFIED ABOVE, VISITORS ARE NOT PERMITTED TO POSSESS OR WEAR ANY PERSONAL BELONGINGS, OTHER THAN A SINGLE LAYER OF CLOTHING, WHEN MEETING WITH INMATES. SECURE STORAGE LOCKERS WILL BE PROVIDED AT THE FACILITY. HOWEVER, AT RIKERS ISLAND, COINS TO OPERATE LOCKERS CAN ONLY BE OBTAINED AT THE VISIT CONTROL BUILDING. VISITORS MAY NOT ACCESS THE FACILITY VISIT FLOOR POSSESSING ANY OF THE FOLLOWING:
 - A. POCKETBOOKS, PURSES, BACKPACKS, RUSSET SACKS, WAIST POUCHES, DIAPER BAGS OR WALLETS;
 - B. MONEY AND METROCARDS;
 - C. IDENTIFICATION;
 - D. KEYS, EXCEPT A FACILITY LOCKER KEY;
 - E. READING MATERIALS;
 - F. TOYS;
 - G. STROLLERS;
 - H. DIAPERS (EXCLUDING THE DIAPER WORN BY THE BABY);
 - I. FOOD AND CANDY; AND
 - J. BEVERAGES (EXCLUDING ONE CLEAR PLASTIC BOTTLE FOR THE BABY).
2. VISITORS ARE PERMITTED TO BRING ON TO THE FACILITY VISIT

FLOOR ONE BABY BLANKET, ONE CLEAR PLASTIC BABY BOTTLE CONTAINING A NON-ALCOHOLIC BEVERAGE AND ONE BABY BIB FOR THE BABY.

3. VISITORS ARE PERMITTED TO BRING TO THE FACILITY VISIT FLOOR ONLY LIFE-SAVING PRESCRIPTION MEDICATION SUCH AS AN ASTHMA PUMP OR NITROGLYCERIN. VISIT FLOOR STAFF WILL SECURE ALL SUCH LIFE-SAVING PRESCRIPTION MEDICATION FOR THE DURATION OF THE VISIT, GIVE BACK THE MEDICATION TO THE VISITOR AS REQUESTED BY THE VISITOR FOR MEDICAL REASONS, AND RETURN THE REMAINDER OF THE MEDICATION TO THE VISITOR AT THE CONCLUSION OF THE VISIT. OTHER PRESCRIPTION MEDICATION MAY BE BROUGHT TO THE FACILITY BUT MUST BE STORED IN A FACILITY LOCKER AND MAY NOT BE BROUGHT TO THE FACILITY VISIT FLOOR.
4. VISITORS ARE PERMITTED TO BRING MOBILITY AIDS SUCH AS WALKERS, WHEELCHAIRS, CANES, AND CRUTCHES TO THE FACILITY VISIT FLOOR. OTHER THAN WHEELCHAIRS, VISIT FLOOR STAFF WILL SECURE MOBILITY AIDS, FOR THE DURATION OF THE VISIT AND RETURN THE AID TO THE VISITOR AT THE CONCLUSION OF THE VISIT. CONSISTENT WITH OPERATIONS ORDER 24/07 ENTITLED TRANSPORTING VISITORS WITH DISABILITIES, SECTION III, VISITORS IN WHEELCHAIRS WILL BE PERMITTED TO USE THE WHEELCHAIR FOR THE DURATION OF THE VISIT.

5. ALL OTHER PROVISIONS OF DIRECTIVE #2007R-B SHALL REMAIN IN FULL FORCE AND EFFECT.

6. COMMANDING OFFICERS OF FACILITIES AND DIVISIONS ARE DIRECTED TO ENSURE THAT:

- A. THE APPROPRIATE PERSONNEL ARE APPRISED OF THE CONTENTS OF THIS TELETYPE ORDER AND INSTRUCTED ACCORDINGLY;
- B. THIS TELETYPE ORDER IS POSTED IN ALL APPROPRIATE AREAS AND STRICTLY COMPLIED WITH; AND
- C. ALL RELATED COMMAND-LEVEL ORDERS ARE REVIEWED AND REVISED.

AUTHORITY:
COMMISSIONER
AB/CR