

FROM: CHIEF'S ORDER
TO :
SUBJ:

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TELETYPE ORDER NO. HQ -02814-0

DATE DECEMBER 02, 2010

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 DECEMBER 15, 2010:**

2. ON PAGE 2, REMOVE AND REPLACE SECTION III.A.1 WITH THE FOLLOWING:

A. APPROVED VISITORS

1. ANY PROPERLY IDENTIFIED PERSON 16 YEARS OF AGE OR OLDER WILL, WITH THE INMATE'S CONSENT, BE PERMITTED TO VISIT. INDIVIDUALS UNDER THE AGE OF 16 MAY VISIT, PROVIDED THEY ARE ACCOMPANIED BY A PROPERLY IDENTIFIED ADULT AT LEAST 18 YEARS OF AGE, WHO MUST REMAIN WITH THEM FOR THE DURATION OF THE VISIT. A PERSON 16 OR 17 YEARS OF AGE MAY VISIT BUT CANNOT ACT AS AN ADULT TO ACCOMPANY VISITORS UNDER THE AGE OF 16 UNLESS HE OR SHE IS THE PARENT OF THE CHILD AND THE INMATE BEING VISITED IS ALSO THE PARENT OF THE SAME CHILD. (FOR VISITOR IDENTIFICATION REQUIREMENTS SEE SECTION IV.H.2 OF THIS DIRECTIVE.)

3. ON PAGE 19, REMOVE AND REPLACE SECTION IV.H.2 WITH THE FOLLOWING:

2. IDENTIFICATION

A. FOR EACH VISIT, EVERY PERSON 16 YEARS OF AGE OR OLDER MUST PRESENT ONE FORM OF VALID IDENTIFICATION THAT CONTAINS A DISTINGUISHABLE PHOTOGRAPH AND SIGNATURE. INDIVIDUALS UNDER THE AGE OF 16 MAY VISIT, PROVIDED THEY ARE ACCOMPANIED BY A PROPERLY IDENTIFIED ADULT AT LEAST 18 YEARS OF AGE. THE ADULT ACCOMPANYING AN INDIVIDUAL UNDER THE AGE OF 16 SHALL PROVIDE THE VISIT REGISTRATION OFFICER THE NAME, DATE OF BIRTH AND GENDER OF THE CHILD.

B. AS PROMPTED, THE VISIT REGISTRATION OFFICER SHALL ENTER

EACH VISITOR'S IDENTIFYING INFORMATION INTO THE VISITOR EXPRESS APPLICATION AND ENROLL THE VISITOR IN THE VISITOR EXPRESS COMPUTER SYSTEM. THE ENROLLMENT WILL INCLUDE: COMPUTER SCANNING OF THE VISITOR'S IDENTIFICATION, PHOTOGRAPHING THE VISITOR, AND COLLECTING THE VISITOR'S FINGERPRINTS USING THE BIOMETRIC READER DEVICE. THE REGISTRATION OFFICER IS REQUIRED TO ATTEMPT BIOMETRIC REGISTRATION AND THE OFFICER SHALL EXPLAIN TO THE VISITOR THAT SUBMITTING TO FINGERPRINTING WILL RESULT IN SPEEDY REGISTRATION FOR FUTURE VISITS. IF THE VISITOR REFUSES TO BE FINGERPRINTED THE REGISTRATION OFFICER SHALL IMMEDIATELY NOTIFY THE VISIT CAPTAIN. THE VISIT CAPTAIN SHALL ATTEMPT TO PERSUADE THE VISITOR TO PROVIDE FINGERPRINTS. IF ALL ATTEMPTS TO OBTAIN THE FINGERPRINTS FAIL, THE VISIT CAPTAIN SHALL OVERRIDE THE FINGERPRINT REQUIREMENT IN THE VISITOR EXPRESS APPLICATION, NOTING THAT THE VISITOR REFUSED TO BE FINGERPRINTED AND THEN ENROLLMENT SHALL PROCEED. IN ADDITION, IF THE BIOMETRIC READER IS INOPERABLE, THE VISIT SUPERVISOR SHALL OVERRIDE THE FINGERPRINT REQUIREMENT IN THE VISITOR EXPRESS APPLICATION, NOTING THAT THE EQUIPMENT IS INOPERABLE.

- C. RETURNING VISITORS WILL ONLY HAVE TO PRESS THEIR FINGERS ON THE BIOMETRIC FINGERPRINT READER. ONCE THE FINGERPRINTS ARE READ AND IDENTIFIED, THE COMPUTER WILL DISPLAY THE VISITOR'S NECESSARY INFORMATION. IF THE VISITOR REFUSES TO PROVIDE HIS OR HER FINGERPRINTS, IT WILL BE NECESSARY FOR THE OFFICER TO SCAN THE RETURNING VISITOR'S ID CARD TO LOCATE THE VISITOR'S INFORMATION.

NOTE: IF VISITOR EXPRESS IS NOT WORKING, STAFF SHALL IMMEDIATELY NOTIFY THE HELP DESK AND OBTAIN A TICKET NUMBER FOR ASSISTANCE AND THEN REVERT TO MANUAL PROCEDURES.

- D. VALID IDENTIFICATION MUST BE UNEXPIRED, VERIFIABLE, AND UNALTERED, INCLUDE A DISTINGUISHABLE PHOTOGRAPH AND SIGNATURE, AND CONSIST OF ONE OF THE FOLLOWING:
 - I. DRIVERS LICENSE (FROM ANY STATE OR TERRITORY IN THE UNITED STATES);
 - II. RESIDENT ALIEN CARD OR PERMANENT RESIDENT CARD ISSUED BY THE U.S. DEPARTMENT OF JUSTICE (E.G., "GREEN CARD");
 - III. PASSPORT FROM ANY NATION;
 - IV. SCHOOL IDENTIFICATION (FROM ANY STATE OR TERRITORY IN THE UNITED STATES);
 - V. EMPLOYMENT IDENTIFICATION CARD (FROM ANY STATE OR TERRITORY IN THE UNITED STATES);

- VI. NEW YORK STATE BENEFITS IDENTIFICATION CARD (E.G., MEDICAID/FOOD STAMP PHOTOGRAPHIC IDENTIFICATION);
- VII. U.S. ARMED SERVICES IDENTIFICATION CARD;
- VIII. DEPARTMENT OF MOTOR VEHICLES NON-DRIVERS LICENSE IDENTIFICATION CARD (FROM ANY STATE OR TERRITORY IN THE UNITED STATES); OR
- IX. CONSULATE-ISSUED IDENTIFICATION OR DIPLOMATIC IDENTIFICATION.

E. A 16-YEAR OLD OR 17-YEAR OLD WITH VALID IDENTIFICATION MAY ACCOMPANY A CHILD UNDER THE AGE OF 16 IF HE OR SHE IS THE PARENT OF THAT CHILD AND THE INMATE BEING VISITED IS ALSO THE PARENT OF THE SAME CHILD. IN THIS CASE, THE 16-YEAR OLD OR 17-YEAR OLD MUST PRODUCE A BIRTH CERTIFICATE FOR THE CHILD UNDER THE AGE OF 16.

F. THE REGISTRATION OFFICER SHALL CONSULT WITH THE VISIT CAPTAIN REGARDING ANY ISSUES INVOLVING A VISITOR'S AGE OR IDENTIFICATION.

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

5. 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/BJ