



THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE



<input type="checkbox"/> NEW <input type="checkbox"/> * INTERIM <input checked="" type="checkbox"/> REVISED			SUBJECT		
EFFECTIVE DATE 04/07/2005		* TERMINATION DATE / /		ATTORNEY, LEGAL, AND OFFICIAL VISITS	
CLASSIFICATION # 6000R-A	SUPERSEDES 6000	DATED 09/03/96	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER			AUTHORIZED BY THE COMMISSIONER		
 ROBERT N. DAVOREN, CHIEF OF DEPARTMENT SIGNATURE			 MARTIN F. HORN SIGNATURE		

I. PURPOSE

To delineate the policy and procedure regarding Attorney, Legal and Official Visits with inmates in departmental facilities.

II. POLICY

- A. Inmates who are awaiting trial or any other court disposition shall have the right to communicate with an attorney.
- B. Attorneys possessing a Departmental or Unified Court System (OCA) pass will be permitted to visit any inmate under the jurisdiction of the Department. In addition, Legal Aid (LAS) Attorneys will be permitted access with their Legal Aid Attorney ID. Only LAS Attorneys are permitted access based on their LAS ID. All other LAS employees must obtain appropriate DOC ID.
- C. Attorney visiting hours shall be permitted for at least eight (8) hours per day between 0800 and 2000 hours. During business days, four (4) of those hours shall be 0800 to 1000 hours and 1800 to 2000 hours. The attorney visit schedule shall be posted at each facility. All attorneys shall be required to complete the Counsel Logbook upon arrival and departure from a facility.
- D. When an inmate is to be interviewed by an official of the Department or other public official or for an attorney or legal visit, all necessary precautions, including the searching of the inmate, shall be taken to ensure the safety of the official.
- E. Visits and telephone communication between inmates and attorneys shall be kept confidential and protected unless a lawful warrant is obtained. Visits or telephone communication between inmates and their legal counsel shall not be monitored except visually. Proper security precautions shall be taken to ensure the protection of the attorney, to prevent an inmate escape, and to prevent injury to other inmates or personnel.

	EFFECTIVE DATE 04/07/05	SUBJECT		
	CLASSIFICATION # 6000R-A	ATTORNEY, LEGAL, AND OFFICIAL VISITS		
	DISTRIBUTION A	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAGE 2 OF 6 PAGES	



II. POLICY (cont.)

- F. Visits and telephone communication between inmates and their legal counsel shall not be included in the total number of visits or phone calls to which an inmate is entitled.
- G. Mail between prisoners and attorneys shall not be delayed, read or interfered with in any manner except to search for contraband or pursuant to a lawful search warrant.
- H. Departmental passes (e.g. Attorneys, Legal Assistants or Investigator, Special One Day Passes) shall be retained by the persons to whom they were issued. No Departmental, Unified Court System (OCA) pass or LAS Attorney ID, which will be accepted in lieu of a DOC pass, will be honored after the expiration date has elapsed.
- I. Any attorney visiting an inmate on Rikers Island shall be permitted to proceed directly to any other institution of Rikers Island to visit another inmate without first returning to the Control Building or any other Central Processing Facility.

III. PROCEDURE

A. General

1. Inmates shall not be restricted in their communication with attorneys. The fact that an inmate is represented by one attorney shall not be grounds for preventing that inmate from communicating with other attorneys.
2. If an attorney arrives at a facility for a visit with an inmate while a count is in progress, the attorney shall not be permitted to visit until such time as the count has been completed.
3. Attorneys are permitted to arrange visits in advance by calling to inquire as to whether a particular inmate will be available at a particular time and to leave a message informing the inmate of the time of the attorney's intended visit.



	EFFECTIVE DATE 04/07/05	SUBJECT		
	CLASSIFICATION # 6000R-A	ATTORNEY, LEGAL, AND OFFICIAL VISITS		
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III. PROCEDURE (cont.)

4. Inmates are allowed to receive incoming calls from their attorney. If an inmate is unavailable, a message shall be taken and the inmate shall be permitted to return the call as soon as possible. This call will be in addition to the number of permitted calls and shall be made at Departmental expense if it is a local call. If it is a long distance call, it shall be a collect call. In the event that an incoming legal call is received after the commencement of the evening lock-in, the return call shall be permitted no later than the following morning.
5. All inmates shall be entitled to make the number of completed telephone calls necessary to contact and retain legal counsel. Indigent inmates shall be entitled to make such unlimited calls at facility expense. Long distance telephone calls for the purpose of retaining or consulting with legal counsel shall be made collect, except that, at the discretion of the Commanding Officer or a designee, arrangements may be made to permit inmates to bear the cost of such calls or to allow such calls to be made at the facility expense.

B. Notice to the Warden (Procedure in Lieu of DOC or OCA Pass)

1. This procedure applies to attorneys who have been assigned as counsel by the Court but who do not currently possess a DOC pass or an OCA pass.
2. An attorney requesting to visit an inmate who is awaiting trial or other court disposition, may file at the facility a "Notice to the Warden" form. This instrument, executed under seal and signed by the clerk of the court of jurisdiction, advises the Commanding Officer that the attorney named has filed a "Notice of Appearance" with court. When a "Notice to the Warden" has been presented at the facility, the attorney named therein shall be treated as the attorney of record. A Notice to the Warden is good for one visit. If the attorney wishes to make future visits, he or she should be advised to obtain a DOC attorney pass or an OCA pass. Otherwise, the attorney will be required to present new Notices for each future visit.
3. Whenever an attorney files a "Notice to the Warden", appropriate entries shall be made in the "Notice to the Warden" logbook indicating the date, name of attorney, name of inmate concerned and the court which issued said notice. When entries have been made, the "Notice to the Warden" form shall then be filed in the respective Inmate Record Envelope. In addition, the name and address of the attorney of record shall be entered in the "Remarks" section of the Inmate Detention Record, (Form #239) and the Accompanying Card (Form #236).

	EFFECTIVE DATE 04/07/05	SUBJECT ATTORNEY, LEGAL, AND OFFICIAL VISITS		
	CLASSIFICATION # 6000R-A			
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III. PROCEDURE (cont.)

C. Sentenced Inmates



1. All attorneys desiring to visit inmates serving sentences in Departmental facilities shall present a Departmental Attorney Pass, Unified Court System (OCA) pass or LAS Attorney ID.
2. In cases where sentenced inmates are awaiting trial or other court disposition on pending criminal cases, they shall be permitted to visit with any attorney who presents a DOC pass, an OCA pass or who files a "Notice to the Warden" form at the facility.

D. Federal Inmates

An attorney requesting to visit a federal inmate detained in an institution of the Department shall present a Departmental Attorney pass or a Unified Court System (OCA) pass.

E. Other Official Visits

1. Upon presentation of proper credentials to the Commanding Officer, members of any law enforcement agency, investigators from the Civilian Complaint Review Board (CCRB), and members of the clergy, shall be permitted to interview inmates in connection with their official duties. A record shall be maintained of all such interviews and such record will include the signatures of the officials and clergy concerned. In addition Consulate Visits shall be permitted as set forth in Operations Order #11/87. These individuals do not require clearance.
2. In addition to documenting the official visit by law enforcement personnel as noted above, the Commanding Officer or designee shall notify the Intelligence Unit, anytime members from any outside law enforcement agency request to interview an inmate. The following information shall be provided to the Intelligence Unit:
 - Date and time of visit;
 - Inmate's first & last name;
 - Inmate's Book & Case number;
 - Inmate's NYSID number;
 - Inmate's arrest number (if available);

	EFFECTIVE DATE 04/07/05	SUBJECT		
	CLASSIFICATION # 6000R-A	ATTORNEY, LEGAL, AND OFFICIAL VISITS		
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III. PROCEDURE (cont.)

- Name of official visiting;
- Agency employing the visiting official; and
- Facility name providing information.

The only exceptions to this notification procedure are interviews being conducted by members of the following agencies;



- New York State Division of Parole
- New York City Department of Probation
- New York City Board of Correction
- New York State Commission of Correction
- New York City Police Department Internal Affairs Bureau
- New York City Police Department Intelligence Division personnel assigned to the DOC Intelligence Unit.
- United States Department of Homeland Security Immigration & Customs Enforcement (ICE) personnel assigned to the Rikers Island Field Office.

NOTE: The notification to the Intelligence Unit shall not be construed as requesting permission to allow the official visit to take place.

3. The Commanding Officer of the Intelligence Unit shall establish a hardcover logbook and record the above noted information. This information shall be transmitted daily to the New York City Police Department Personnel assigned to the Intelligence Unit, who shall process this information in accordance to their established procedures.
4. Members of social service or charitable organizations desiring to interview an inmate shall present a special or annual Departmental pass. Representatives of the Department of Social Services shall present the following items issued by the Department of Social Services for identification: an identification card, and a special Departmental pass.

IV. REFERENCES

- A. Benjamin v. Kerik, 75 Civ 3073 (HB), 08/03/2000.
- B. Directive #6002, ATTORNEY VISIT, dated 12/29/00
- C. Board of Correction Minimum Standards for New York City Correctional Facilities, Section 1-09 (c) Access to Counsel.

	EFFECTIVE DATE 04/07/05	SUBJECT		
	CLASSIFICATION # 6000R-A	ATTORNEY, LEGAL, AND OFFICIAL VISITS		
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IV. REFERENCES (cont)

- D. Operations Order #11/87, ACCESS TO FACILITIES BY EMBASSY AND CONSULATE OFFICIALS, dated 03/09/1987.
- E. Teletype Order #3910-0, ATTORNEY VISITS, dated 09/05/1999.
- F. New York City Charter, Section 626 (Board of Correction).
- G. New York State Correction Law, Article 3 (State Commission of Correction).

V. SUPERSEDES

Directive #6000, ATTORNEY, LEGAL, AND OFFICIAL VISITS, dated 09/03/1996.

**NEW YORK CITY DEPT. OF CORRECTION
1-DAY ATTORNEY/ATTORNEY ASST. VISIT PASS**

The person whose signature appears below is authorized to visit the inmate named herein on the date indicated for the purpose shown.

JOHN DOE
NAME OF VISITOR

000 LEX AVE, NEW YORK, N.Y. 00000
BUSINESS ADDRESS

JOHN Q PUBLIC
NAME OF INMATE

ATTORNEY
OCCUPATION

000000000000
BIC NO.

EXP: 01/01/2013




**NEW YORK CITY DEPT. OF CORRECTION
4-MONTH ATTORNEY ASSISTANT VISIT PASS**

JOHN DOE
First Name
Last Name

000 LEX AVE
Business Address
NEW YORK, N.Y. 00000

EXP: 01/01/2013




**NEW YORK CITY DEPT. OF CORRECTION
1-YEAR ATTORNEY ASSISTANT VISIT PASS**

JOHN DOE
First Name
Last Name

000 LEX AVE
Business Address
NEW YORK, N.Y. 00000

EXP: 01/01/2013




**NEW YORK CITY DEPT. OF CORRECTION
3-YEAR ATTORNEY VISIT PASS**

JOHN DOE
First Name
Last Name

000 LEX AVE
Business Address
NEW YORK, N.Y. 00000

EXP: 01/01/2013




01/01/2013 Date of Issue

01/01/2013 Expiration Date

BING BING
Institution

LEGAL
Purpose of Visit

PAA-1 00000
Title of Issuing Officer

No. 20071

**NEW YORK CITY DEPARTMENT OF CORRECTION
Human Resources, Legal Pass Office
75-20 Astoria Boulevard, Suite 320
East Elmhurst, New York 11370
(718) 546-3161**

This pass must be surrendered upon completion of visit or upon demand.

If found return to:

No. 20071

180 Weight

5'10" Height

BRN Hair

BRN Eyes

ATTORNEY ASSISTANT
Occupation

01/01/2013 Date of Issue

01/01/2013 Expiration Date

PAA-1 00000
Title of Issuing Officer

If found return to:
New York City Department of Correction
Human Resources, Legal Pass Office
75-20 Astoria Boulevard, Suite 320
East Elmhurst, New York 11370
(718) 546-3161

No. 20071

180 Weight

5'10" Height

BRN Hair

BRN Eyes

ATTORNEY ASSISTANT
Occupation

01/01/2013 Date of Issue

01/01/2013 Expiration Date

PAA-1 00000
Title of Issuing Officer

If found return to:
New York City Department of Correction
Human Resources, Legal Pass Office
75-20 Astoria Boulevard, Suite 320
East Elmhurst, New York 11370
(718) 546-3161

No. 20071

180 Weight

5'10" Height

BRN Hair

BRN Eyes

FIFTH DEPT.
Judicial Dept. NYS Bar Admission

01/01/2013 Date of Bar Admission

01/01/2013 Expiration Date

PAA-1 00000
Title of Issuing Officer

If found return to:
New York City Department of Correction
Human Resources, Legal Pass Office
75-20 Astoria Boulevard, Suite 320
East Elmhurst, New York 11370
(718) 546-3161

FROM: CHIEF'S ORDER
TO :
SUBJ:

MSG#: 2008-009545
SENT: 12/18/08 1735 HRS

TELETYPE ORDER NO. HQ -03149-0

DATE DECEMBER 18, 2008
TO COMMANDING OFFICERS, FACILITIES AND DIVISIONS
FROM MARTIN F. HORN, COMMISSIONER
SUBJECT COUNSEL VISITS FOR ATTORNEY REPRESENTATIVES

1. IN ORDER TO CLARIFY DIRECTIVE NO. 6002 ENTITLED "ATTORNEY VISITS", DATED 12/29/00 (AS AMENDED), AND IN ACCORDANCE WITH DIRECTIVE NO. 6000R-A ENTITLED "ATTORNEY, LEGAL, AND OFFICIAL VISITS", DATED 04/07/05 STAFF ARE REMINDED TO ADHERE TO THE FOLLOWING PROCEDURES:

- A. LEGAL ASSISTANTS, INVESTIGATORS, SOCIAL WORKERS, ETC., EMPLOYED BY AN ATTORNEY, WHO WISH TO VISIT WITH AN INMATE OR INMATES HOUSED ON RIKERS ISLAND, SHALL REGISTER AT THE SAMUEL PERRY CONTROL BUILDING AND BE PROCESSED IN THE SAME MANNER AS THE ATTORNEY(S) THEY REPRESENT.
- B. SUCH LEGAL ASSISTANTS, INVESTIGATORS, SOCIAL WORKERS, ETC., MUST HAVE A VALID IDENTIFICATION CARD FROM THEIR EMPLOYER AND THE APPROPRIATE DOC ISSUED DEPARTMENTAL PASS.
- C. DOC STAFF SHALL FOLLOW THE PROCEDURES SET FORTH IN DIRECTIVE #6002 WITH REGARD TO THE ISSUANCE AND TIME STAMPING OF THE ATTORNEY VISIT CARDS. THE YELLOW CARDS ARE TO BE ISSUED AT THE SAMUEL PERRY CONTROL BUILDING AND THE BLUE CARDS AT THE HOUSING FACILITIES.
- D. STAFF ARE FURTHER REMINDED THAT HOUSING FACILITIES LOCATED OFF RIKERS ISLAND WILL FOLLOW THE SAME PROCEDURES WITH THE EXCEPTION OF USING THE YELLOW CARDS WHICH ARE ONLY FOR USE WITH RIKERS ISLAND ATTORNEY VISITS.
- E. ALL OTHER PROVISIONS OF DIRECTIVE #6002 AND #6000R-A REMAIN IN FULL FORCE AND EFFECT.

2. COMMANDING OFFICERS SHALL ENSURE THAT A COMMAND LEVEL ORDER IS PROMULGATED WITH A COPY BEING MAINTAINED ON POST AT THE FRONT ENTRANCE.

3. COMMANDING OFFICERS SHALL ENSURE THAT THE CONTENTS OF THIS TELETYPE ORDER IS STRICTLY ADHERED TO AND POSTED IN APPROPRIATE AREAS FOR STAFF TO REVIEW.

4. COMMANDING OFFICERS OF FACILITIES AND DIVISIONS ARE TO ENSURE THAT THIS TELETYPE ORDER IS READ AT TWENTY-ONE (21) CONSECUTIVE ROLL CALLS.

AUTHORITY:
COMMISSIONER
HA/CR

FROM: CHIEF'S ORDER
TO :
SUBJ:

MSG#: 2009-003964
SENT: 05/29/09 1837 HRS

TELETYPE ORDER NO. HQ -01359-0

DATE MAY 29, 2009

TO COMMANDING OFFICERS, FACILITIES AND DIVISIONS

FROM MARTIN F. HORN, COMMISSIONER

SUBJECT DIRECTIVE #6000R-A, ATTORNEY, LEGAL, AND OFFICIAL VISITS

1. PENDING THE REVISION OF DIRECTIVE #6000R-A, ENTITLED "ATTORNEY, LEGAL, AND OFFICIAL VISITS", DATED 04/07/2005, THE FOLLOWING AMENDMENT IS EFFECTIVE IMMEDIATELY:

II. POLICY

- B. ATTORNEYS POSSESSING A DEPARTMENTAL PASS (DOC ID ISSUED BY THE APPLICANT INVESTIGATION UNIT), UNIFIED COURT SYSTEM (OCA) PASS, OR A SEALED AND SIGNED NOTICE TO THE WARDEN FORM WILL BE PERMITTED TO VISIT ANY INMATE UNDER THE JURISDICTION OF THE DEPARTMENT. LEGAL AID (LAS) ATTORNEYS WILL BE PERMITTED ACCESS WITH THEIR LEGAL AID ATTORNEY ID. ONLY LAS ATTORNEYS ARE PERMITTED ACCESS BASED ON THEIR LAS ID. ALL OTHER LAS EMPLOYEES MUST OBTAIN APPROPRIATE DOC ID. IN ADDITION, ATTORNEYS ADMITTED IN A JURISDICTION OUTSIDE OF NEW YORK STATE, MUST OBTAIN AN APPROPRIATE OCA PASS, DOC ID FROM THE APPLICANT INVESTIGATION UNIT, OR RETAIN A SEALED AND SIGNED NOTICE TO THE WARDEN FORM, TO VISIT AN INMATE IN DOC CUSTODY.

(NEW MATERIAL UNDERLINED AND BOLD)

2. ALL OTHER PROVISIONS OF DIRECTIVE #6000R-A REMAIN IN FULL FORCE AND EFFECT.

3. COMMANDING OFFICERS SHALL ENSURE THAT ALL RELATED COMMAND LEVEL ORDERS ARE REVIEWED AND REVISED ACCORDINGLY.

4. COMMANDING OFFICERS OF ALL FACILITIES AND DIVISIONS SHALL ENSURE THAT ALL SUPERVISORS SIGN FOR A COPY OF THIS TELETYPE ORDER. COMMANDING

OFFICERS SHALL CONDUCT MEETINGS WITH ALL SUPERVISORY STAFF ASSIGNED TO THEIR COMMANDS FOR THE PURPOSE OF APPRISING THEM OF THIS POLICY.

5. THE COMMANDING OFFICER OF THE CORRECTION ACADEMY SHALL ENSURE ALL RELEVANT LESSON PLANS ARE UPDATED TO CONFORM TO THE CONTENTS OF THIS TELETYPE ORDER.

6. COMMANDING OFFICERS OF FACILITIES AND DIVISIONS SHALL ENSURE THIS TELETYPE ORDER IS READ AT TWENTY-ONE (21) CONSECUTIVE ROLL CALLS AND THAT IT IS POSTED IN APPROPRIATE AREAS OF EACH FACILITY.

AUTHORITY:
COMMISSIONER
HA/CR

FROM: CHIEF'S ORDER
TO :
SUBJ:

MSG#: 2013-002009
SENT: 04/02/13 1036 HRS

TELETYPE ORDER NO. HQ -00738-0

DATE APRIL 02, 2013
TO COMMANDING OFFICERS, FACILITIES AND DIVISIONS
FROM EVELYN A. MIRABAL, CHIEF OF DEPARTMENT
SUBJECT OPERATIONS ORDER 01/10 ENTITLED, "ATTORNEY, NON-ATTORNEY AND LEGAL ASSISTANT ACCESS TO COURT FACILITIES"

***** I M M E D I A T E A T T E N T I O N *****

1. PENDING THE REVISION OF OPERATIONS ORDER 01/10 ENTITLED, "ATTORNEY, NON-ATTORNEY AND LEGAL ASSISTANT ACCESS TO COURT FACILITIES" DATED JANUARY 1, 2010, THE FOLLOWING AMENDMENT IS EFFECTIVE IMMEDIATELY.

2. ON PAGE 2 OF OPERATIONS ORDER 01/10, SECTION III. ACCESS TO SECURE COURT PENS BY ATTORNEYS, NON-ATTORNEYS AND LEGAL ASSISTANTS WITH VALID IDENTIFICATION, REPLACE SUB SECTION A.2 WITH NEW SUB SECTION A.2 BELOW:

2. THE DOC LEGAL DIVISION PASS (ATTORNEY AND ATTORNEY ASSISTANT)

- A. GREEN, THREE-YEAR ATTORNEY VISIT PASS
- B. PINK, ONE YEAR ATTORNEY ASSISTANT VISIT PASS
- C. BLUE, FOUR-MONTH ATTORNEY ASSISTANT VISIT PASS
- D. YELLOW, ONE DAY ATTORNEY/ATTORNEY ASSISTANT VISIT PASS

3. ON PAGE 5 SECTION VI. ATTACHMENTS, REPLACE SECTION B. WITH NEW SECTION B. BELOW:

B. DOC LEGAL DIVISION PASS (ATTORNEY-GREEN, ATTORNEY ASSISTANT-PINK, ATTORNEY ASSISTANT-BLUE, AND ATTORNEY/ATTORNEY ASSISTANT-YELLOW) SAMPLES

4. THERE IS NO CHANGE TO ANY OTHER CURRENT POLICY PURSUANT TO ATTORNEY VISITS, OTHER THAN THE ADDITION OF THE NEW BLUE FOUR-MONTH ATTORNEY ASSISTANT PASS SPECIFIED IN THIS TELETYPE ORDER, AND THE CHANGE FROM "LEGAL" ASSISTANT TO "ATTORNEY" ASSISTANT TITLE OF THAT PASS.

5. EFFECTIVE APRIL 1, 2013, THE HUMAN RESOURCES, LEGAL PASS OFFICE, WILL ONLY ISSUE THE FOUR PASSES DENOTED ABOVE.

NOTE: D.O.C. WILL CONTINUE TO ACCEPT PREVIOUSLY ISSUED GREEN, PINK, AND YELLOW PASSES WITH "LEGAL" PASS IN THE TITLE, UNTIL THAT PASS EXPIRES AS INDICATED BY THE EXPIRATION DATE ON THE PASS.

6. ACCESS TO A FACILITY WITH AN ATTORNEY/ATTORNEY ASSISTANT PASS IS RESTRICTED TO ONLY THOSE AREAS WITHIN THE COMMAND WHERE COUNSEL VISITS ARE AUTHORIZED TO OCCUR.

7. ALL 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 TO BE PLACED IN ALL COURT FACILITY'S MAIN ENTRANCE AND PORT OF ENTRY POST ORDER FOLDERS, POSTED IN ALL OTHER APPROPRIATE AREAS AND STRICTLY COMPLIED WITH; AND
- C. THE CONTENTS OF THIS TELETYPE ORDER IS TO BE READ AT TWENTY-ONE (21) CONSECUTIVE ROLL CALLS.

AUTHORITY:
CHIEF OF DEPARTMENT
MM/CR

FROM: CHIEF'S ORDER
TO :
SUBJ:

MSG#: 2013-002021
SENT: 04/02/13 1334 HRS

TELETYPE ORDER NO. HQ -00743-0

DATE APRIL 02, 2013

TO COMMANDING OFFICERS, FACILITIES AND DIVISIONS

FROM EVELYN A. MIRABAL, CHIEF OF DEPARTMENT

SUBJECT OPERATIONS ORDER 28/88 ENTITLED, "VISITING ATTORNEYS, LEGAL ASSISTANTS/INVESTIGATORS WITH D.O.C. ISSUED PASSES - REGISTRATION PROCEDURES UPON ENTERING A DEPARTMENT FACILITY"

******* I M M E D I A T E A T T E N T I O N *******

1. PENDING THE REVISION OF OPERATIONS ORDER 28/88 ENTITLED, "VISITING ATTORNEYS, LEGAL ASSISTANTS/INVESTIGATORS WITH D.O.C. ISSUED PASSES - REGISTRATION PROCEDURES UPON ENTERING A DEPARTMENT FACILITY" AS AMENDED, DATED DECEMBER 31, 2009, THE FOLLOWING AMENDMENT IS EFFECTIVE IMMEDIATELY.

2. ON PAGE 1 OF OPERATIONS ORDER 28/88, PROCEDURE, REPLACE SECTION 6 WITH NEW SECTION 6 BELOW:

*6 - IN THE COLUMN, "ADDRESS OF AGENCY," ONLY THE TYPE OF D.O.C. PASS AND PASS NUMBER WILL BE ENTERED FOR THOSE PERSONS WITH PASSES. ALL OTHERS MUST ENTER THEIR BUSINESS ADDRESS.

*THIS AGENCY'S HUMAN RESOURCES, LEGAL PASS OFFICE, ISSUES FOUR (4) TYPES OF PASSES:

- A. GREEN, THREE-YEAR ATTORNEY VISIT PASS
- B. PINK, ONE YEAR ATTORNEY ASSISTANT VISIT PASS
- C. BLUE, FOUR-MONTH ATTORNEY ASSISTANT VISIT PASS
- D. YELLOW, ONE DAY ATTORNEY/ATTORNEY ASSISTANT VISIT PASS

3. THERE IS NO CHANGE TO ANY OTHER CURRENT POLICY PURSUANT TO ATTORNEY VISITS, OTHER THAN THE ADDITION OF THE NEW BLUE FOUR-MONTH ATTORNEY ASSISTANT PASS SPECIFIED IN THIS TELETYPE ORDER, **AND** THE CHANGE IN TITLE FROM "LEGAL" ASSISTANT TO "ATTORNEY" ASSISTANT ON THE PASSES.

4. EFFECTIVE APRIL 1, 2013, THE HUMAN RESOURCES, LEGAL PASS OFFICE, WILL ONLY ISSUE THE PASSES DENOTED ABOVE.

NOTE: D.O.C. WILL CONTINUE TO ACCEPT PREVIOUSLY ISSUED GREEN, PINK, AND YELLOW PASSES WITH "LEGAL" PASS DENOTED IN THE TITLE, UNTIL SUCH TIME THAT THE PASS EXPIRES AS INDICATED BY THE EXPIRATION DATE ON THE PASS.

5. ACCESS TO A FACILITY WITH AN ATTORNEY/ATTORNEY ASSISTANT PASS IS RESTRICTED TO ONLY THOSE AREAS WITHIN THE COMMAND WHERE COUNSEL VISITS ARE AUTHORIZED TO OCCUR.

6. ALL 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 TO BE PLACED IN ALL MAIN ENTRANCE AND PORT OF ENTRY POST ORDER FOLDERS, POSTED IN ALL OTHER APPROPRIATE AREAS AND STRICTLY COMPLIED WITH; AND

C. THE CONTENTS OF THIS TELETYPE ORDER IS TO BE READ AT TWENTY-ONE (21) CONSECUTIVE ROLL CALLS.

AUTHORITY:
CHIEF OF DEPARTMENT
MM/CR

FROM: CHIEF'S ORDER
TO :
SUBJ:

MSG#: 2013-001863
SENT: 04/03/13 1509 HRS

TELETYPE ORDER NO. HQ -00752-0

DATE APRIL 3, 2013

TO COMMANDING OFFICERS, FACILITIES AND DIVISIONS

FROM EVELYN A. MIRABAL, CHIEF OF DEPARTMENT

SUBJECT PROCEDURES FOR ALL PORTS OF ENTRY

1. PENDING THE PROMULGATION OF A COMPREHENSIVE POLICY REGARDING PORT OF ENTRY PROCEDURES THE FOLLOWING SHALL BE IMPLEMENTED IMMEDIATELY.

2. PERSONS ENTERING A DEPARTMENT FACILITY SHALL DISPLAY THE FOLLOWING CREDENTIALS TO THE SATISFACTION OF THE OFFICER ASSIGNED TO THE FRONT GATE, AND TO ANY OTHER UNIFORMED MEMBER OF SERVICE ASSIGNED TO THE MAIN ENTRANCE:

- A. VALID PHOTO IDENTIFICATION ACCEPTABLE TO THE DEPARTMENT; AND
- B. SHIELD (IF APPLICABLE).

3. THE OFFICER ASSIGNED TO THE FRONT GATE SHALL NOT PERMIT ACCESS TO THE FACILITY WITHOUT FACE-TO-PHOTO CONFIRMATION OF THE PERSON'S IDENTITY AND CONFIRMATION OF THE CREDENTIALS AS VALID.

4. STAFF ASSIGNED TO THE FRONT GATE SHALL INSPECT THE IDENTIFICATION CARD TO DETERMINE WHETHER IT HAS EXPIRED (IF THERE IS AN EXPIRATION DATE). IN ADDITION, STAFF SHALL DETERMINE WHETHER THE IDENTIFICATION CARD SHOW SIGNS OF TAMPERING.

5. IF A VISITOR HAS AN IDENTIFICATION CARD AND A SHIELD, THE OFFICER MUST VERIFY THAT THE AGENCY LISTED ON THE IDENTIFICATION CARD AS WELL AS THE RANK OR TITLE, IF PROVIDED, MATCHES THE AGENCY AND RANK OR TITLE DEPICTED ON THE SHIELD.

6. THE FRONT GATE OFFICER, AND ANY OFFICER ASSIGNED TO THE MAIN ENTRANCE, MAY DENY ANY PERSON ACCESS TO THE FACILITY PENDING VERIFICATION OF PROPER IDENTIFICATION AND CREDENTIALS.

7. IN CASES WHERE THE OFFICER ASSIGNED TO THE FRONT GATE, IDENTIFIES DISCREPANCIES, IS CONCERNED ABOUT TAMPERING, HAS ANY QUESTIONS ABOUT WHETHER THE PERSON SHOULD BE ADMITTED OR SUSPECTS THAT A PERSON MAY NOT BE WHO HE OR SHE CLAIMS, THE FRONT GATE OFFICER SHALL RETAIN POSSESSION OF THE

IDENTIFICATION CARD (AND SHIELD, IF APPLICABLE), DENY THE PERSON ACCESS AND REQUEST THE ASSISTANCE OF A SUPERVISOR WHO SHALL REPORT TO THE FRONT GATE AND EVALUATE THE MATTER.

8. UNIFORMED STAFF MAY DETAIN ANY PERSON WHO KNOWINGLY PRESENTS A FAKE/FRAUDULENT IDENTIFICATION CARD IN AN ATTEMPT TO ACCESS A DEPARTMENT OF CORRECTION FACILITY. UNIFORMED STAFF WHO REASONABLY SUSPECT THAT AN IDENTIFICATION CARD IS FAKE/FRAUDULENT SHALL CONFISCATE THE CARD AND NOTIFY A SUPERVISOR WHO SHALL EVALUATE THE SITUATION. IMMEDIATE NOTIFICATION TO THE FACILITY'S TOUR COMMANDER, THE SPECIAL OPERATIONS DIVISION'S TOUR COMMANDER, AND THE INTELLIGENCE UNIT SHALL BE MADE IN THE EVENT ANY PERSON IS DETAINED FOR KNOWINGLY PRESENTING A FAKE/FRAUDULENT IDENTIFICATION CARD.

9. THE CAPTAIN RESPONSIBLE FOR THE FRONT GATE SHALL REVIEW FRONT GATE SIGN-IN LOGBOOKS AT LEAST TWICE PER TOUR FOR COMPLETE AND LEGIBLE ENTRIES.

10. ANY AUTHORIZED CONTRACTOR OR DOC EMPLOYEE MAKING AN APPROVED DELIVERY TO A FACILITY. ENTERING A SPECIFIC AREA OF A FACILITY THROUGH A PORT OF ENTRY OTHER THAN THE FRONT GATE (I.E., COMMISSARY, KITCHEN, ETC.) SHALL NOT BE PERMITTED ACCESS BEYOND THAT AREA FOR ANY REASON. TO ACCESS ANY OTHER PART OF THE FACILITY, THAT PERSON MUST DEPART THROUGH THE SAME PORT OF ENTRY AND THEN, REENTER THE FACILITY VIA THE FRONT GATE AND SATISFACTORILY REPEAT THE CREDENTIALING PROCESS.

11. COMMANDING OFFICERS OF FACILITIES AND DIVISIONS SHALL ENSURE THAT THIS TELETYPE ORDER IS READ AT TWENTY-ONE (21) CONSECUTIVE ROLL CALLS AND POSTED IN APPROPRIATE EMPLOYEE AREAS.

AUTHORITY:
OFFICE OF THE CHIEF OF DEPARTMENT
MM/CR