

**New York City Department of Correction
Annual Visitor Training Report
CY2025**

Pursuant to Local Law 23 of 2019, the Department is required to implement annual training regarding the treatment of visitors for staff who interact regularly with visitors, and issue reports on these trainings. The following report provides an overview of the training and its methodology, descriptions of the training materials used, and the number of staff who received the training.

The Department facilitates in-person visits on a walk-in basis on Wednesdays, Thursdays, Saturdays, and Sundays. Televisits are held exclusively on Fridays. All visits adhere to the Department's established in-person visit schedule which arranges visit days according to the first letter of the person in custody's last name.

Visitor Process Training

As of December 2025, all 214 staff members identified as having frequent interactions with visitors have completed the visit process training. The course focuses on the policies and procedures for ensuring safe, successful interactions between visitors and incarcerated individuals at New York City Department of Correction facilities. Below are the course modules and their related descriptions:

1. Visiting Incarcerated Individuals

This module emphasizes the advantages that visits provide for incarcerated individuals. Advantages highlighted by the training include how visits reduce recidivism and violence, and how visits increase motivation amongst the population to partake in the Department's many programmatic offerings.

2. Visitor Rules and Guidelines

This module addresses the rules and expectations that all visitors and incarcerated individuals are expected to abide by throughout the visit process.

3. Visitor Searches

This module explores the various types of searches that a visitor may be subjected to during the visit process.

4. Visitor Screening Process

This module describes the process for screening a visitor to ensure that they are not carrying or concealing any unauthorized items that may jeopardize the safety of staff, other visitors, incarcerated individuals, or the facility itself.

5. Visitor Pat Frisk Search

This module teaches the steps involved in a visitor pat frisk search, the conditions under which staff are required to conduct one, and the consequences for concealing any form of contraband.

6. Performing a Visitor Pat Frisk Search

This module explains correct search procedures and clearly specifies inappropriate behavior. During this training, participants study the rules, learn appropriate verbiage for explaining the process to visitors that require a pat frisk search, and learn the proper technique for conducting a pat frisk search on specific demographics of visitors, including children, transgender visitors, non-binary visitors, and inter-sex visitors.

7. Discovery of Visitor Contraband

This module addresses the proper way to handle contraband detected during the visitor search process.

8. Visitor Screening and Search Application

This module provides an opportunity for staff to practice using the electronic screening equipment that the Department uses to screen visitors. Participants practice completing a visitor pat frisk search, and demonstrations on how to use the line scan machine, magnetometer, Transfrisker, and L3 body scanner are given.

9. Strengthening Interactions with Visiting Children

This module focuses on the Department's mission to promote positive visit experiences for children and coaches participants on how to interact with children of all ages.