

**New York City Department of Correction
Report on Annual Training Regarding
the Treatment of Visitors
Calendar Year 2024**

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 visits according to the first letter of the person in custody's last name.

Visit Process Training

As of December 2024, all 214 staff members identified as having frequent interactions with visitors have completed the Visit Process training. The course focuses on the policy 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 for incarcerated individuals provides. Advantages highlighted by the training include how visits reduce recidivism and violence and increase motivation amongst the population to partake in the Department's many program offerings.

2. Visitor Rules and Guidelines

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

3. Visitor Searches

This module explores the variety of searches that a visitor may have to undergo 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 discusses the steps involved in a visitor pat frisk search conducted by a Correction Officer, the conditions under which a Correction Officer is required to conduct a visitor pat frisk search, as well as outlines 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 who require a pat frisk search, and learn the proper technique for conducting a visitor pat frisk search on specific demographics of visitors, including minors, transgender visitors, non-binary visitors, and inter-sex visitors.

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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 to practice using the electronic screening equipment used to screen visitors. Participants also practice completing a visitor pat frisk search. Demonstrations on how to use the line scan machine, magnetometer, Transfrisker, and L3 scanner are also 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.