



# Corrections and Community Supervision

## **HANDBOOK FOR THE FAMILIES AND FRIENDS OF NEW YORK STATE DOCCS INMATES**

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**ANDREW CUOMO**  
Governor

**ANTHONY J. ANNUCCI**  
Acting Commissioner

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## **INTRODUCTION**

Incarceration is not a sanction that is served solely by inmates. Incarceration affects families, friends and communities throughout this State and Nation. The term incarceration is reflected negatively given its cause (crimes and victims), its portrayal in the media, and how it has been used in the past. An inmate's ability to rehabilitate, better themselves and to achieve goals can be overshadowed by society's misguided understanding of incarceration. The New York State Department of Corrections and Community Supervision is committed to ensuring that its mission is achieved; "To improve public safety by providing a continuity of appropriate treatment services in safe and secure facilities where all inmates' needs are addressed and they are prepared for release, followed by supportive services for all parolees under community supervision to facilitate a successful completion of their sentence."

Having a family member, loved one or friend incarcerated in state prison may present challenges and stresses to maintain one's relationship with that person. Though their incarceration may impact their ability to be present in your daily activities, the New York State Department of Corrections and Community Supervision offers several programs for inmates to have access to their loved ones.

This handbook has been designed to help you to understand more about the New York State Department of Corrections and Community Supervision, and the services and programs that it offers inmates and their families. Hopefully, this will guide you and offer you information to aid you in your ongoing support of your incarcerated loved one.

## **UNDERSTANDING NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION**

The New York State Department of Corrections and Community Supervision (DOCCS) is headed by the Commissioner. The Commissioner has final responsibility for the overall management and operation of the New York State Department of Corrections and Community Supervision to ensure the care, custody, and respectful treatment of individuals sentenced to state prison, as well as those inmates who are under community supervision.

The agency employs approximately 30,000 employees and houses approximately 43,500 inmates in 52 correctional facilities.

Community Supervision is responsible for the supervision and reintegration of inmates released from prison by action of the New York State Board of Parole, by conditional release, release to a period of post-release supervision or those sentenced to direct parole supervision. There are currently approximately 36,500 parolees under Community Supervision.

The Department is not responsible for inmates housed in city or county correctional facilities or local police lock-ups. For information about local facilities, please contact the specific city or county facility.

Every correctional facility has an administration. These are people who manage the correctional facility. Each facility has a Superintendent, and most facilities have Deputy Superintendents for Security, Programs, and Administration. Security staff consists of Captains, Lieutenants, Sergeants, and Correction Officers. There is also a myriad of Program and Administrative staff from the civilian ranks including Offender Rehabilitation Coordinators, Supervising Offender Rehabilitation Coordinators, Grievance Supervisor, Teachers, Education Supervisors, Recreation Program Leaders, Chaplains, Institution Stewards, Nurses, Principal Account Clerks, Maintenance Supervisors, Plant Utilities Engineers, Food Services Administrators and Stores Clerks, and other support staff.

Generally, staff can be reached during week days, however, many Chaplains are available in the evenings and on weekends. Watch Commanders work on weekends, evenings and on holidays, and are the security personnel in charge of the prison during those periods.

Often, Chaplains and Offender Rehabilitation Coordinators are the primary contacts with family members. Chaplains and Family Services staff can be contacted in reference to family matters at DOCCS Central Office, Albany, during normal business hours.

## LOCATING AN INMATE

A Department Identification Number (DIN) is assigned to each inmate admitted to the New York State Department of Corrections and Community Supervision (DOCCS). It is an internal number used as an identifier for the inmate while he/she is in the custody of the Department. This number can be used to locate your loved one, and you need to know this number. If you do not know this number, you may find it by using our [online Inmate Lookup service](#). You will need to know the inmate's complete name and birth date for a successful search. The website ([www.doccs.ny.gov](http://www.doccs.ny.gov)) will show you the name of the facility where the inmate currently is assigned. It is recommended that just prior to visiting the inmate; you should try to find their location by utilizing this website or by contacting the facility directly. Unscheduled transfers, although infrequent, could result in you traveling a long distance only to find that he/she is no longer at that facility. PLEASE NOTE: Inmates with Youthful Inmate status are not listed on the Department's website.

Inmates, including youthful inmates, can also be located by calling the DOCCS Central Office at (518) 457-5000 during normal business hours. If an inmate is in the process of being transferred, his or her location will not be available until he or she arrives at the next destination. That information takes a few days to be updated in our system. It is the inmates' responsibility to notify you of their new location.

Telephone calls upon transfer or return to a facility: Within 24 hours of arrival at a new facility an inmate will be permitted one collect telephone call to his/her family. If security precautions prevent the inmate from placing this call, a staff person designated by the Superintendent, usually from the Guidance and Counseling Unit, shall make the call to a person of the inmates' choice. This procedure does not apply to an inmate in "transit status" or temporarily housed at a transit facility overnight or for a weekend during transfer. It does apply to inmates in transit units in Auburn and Sing Sing Correctional Facilities.

Inmates who are "out to court" or in a hospital for a period of 5 days or more will be allowed to make a collect telephone call within 24 hours of returning to the correctional facility. Collect calls from an outside hospital, other than a secure ward, may be made only with the approval of the Superintendent or designee.

Inmates who violate their parole, and are returned to prison, will be allowed to make one collect telephone call to a person of his/her choice within 24 hours of their arrival.

## **SENDING MAIL TO AN INMATE**

Correspondence is allowed and encouraged. The sending and receiving of mail by inmates will be restricted only to the extent necessary to prevent a threat to the safety and security of the facility, or the safety or well-being of any person, and to prevent unsolicited and unwanted mail. **PLEASE NOTE:** No inmate may correspond with any person who is on his/her negative correspondence list. No inmate may correspond with any person who is listed on a court Order of Protection which prohibits such correspondence.

People sending mail into the correctional facility are personally responsible for the contents of their mail. Inmates and all correspondents are advised that sending obscene, threatening, or fraudulent materials through the mail may be a crime under state and federal laws. The Department will urge prosecution whenever such mail is brought to its attention. Unauthorized items shall either be returned to the sender at the expense of the inmate, or otherwise disposed of. Such will be the choice of the inmate and accomplished at the inmate's expense. **PLEASE NOTE:** Dangerous contraband will not be returned.

All mail sent to the inmate must be clearly marked with the inmate's name, DIN and return address in the left top corner of the envelope. Envelopes may include your personal letters and photographs. Do NOT send nude photographs or Polaroid photos. Do NOT send postage stamps or letters from other people, except children. A limit of 5 pages of printed or photocopied materials (an individual newspaper clipping will be considered one page) may be received within a piece of regular correspondence. (Note the following exception in the next paragraph). In order to facilitate media review, pages or clippings must not be taped, glued, or pasted together or to other papers.

Not to exceed once every four months, an inmate may make a written request to the Superintendent to receive in excess of 5 pages of printed or photocopied legal papers specifically related to his or her current legal matter (e.g., legal brief or trial transcript relating to the inmate's active case) within a piece of regular correspondence. If approved, the piece of correspondence must be received within 30 days thereafter.

All incoming mail will be opened and inspected for printed or photocopied materials, or contraband. Checks, money orders and cash will not be accepted via packages and mail at DOCCS facilities. Please note that printed or photocopied materials may delay the offender receiving the letter due to Media Review procedures. Again, postage stamps are not allowed.

All mail that you receive from an inmate should be well marked with the inmate's DIN and correctional facility address and other clear indications that the letter is from a correctional facility.

## EMAILING AN INMATE

The Department is pleased to announce the "Inmate Tablet Program" (Directive #4425) has been implemented this year. DOCCS is working with a secure vendor to provide each inmate with access to a tablet that contain educational materials. On these tablets, inmates also now have the opportunity to purchase music, videos, e-books and through this secure network, a messaging system to communicate with family and friends, as approved by the Department. These tablets do NOT have access to the internet.

Inmates may only send and receive secure messaging to and from community members who have established an account with the kiosk service provider and have registered that inmate to their account. Inmates and community members using secure messaging must adhere to all applicable provisions as outlined in Directive #4422, "Inmate Correspondence Program," regarding mail, contraband and inmate communication.

The Department will NOT print incoming emails or attachments for inmates.

All incoming and outgoing messages are subject to content screening by authorized staff. Secure messages and associated attachments that violate policy will be rejected. Inmates will receive a rejection notice in their in-box. Stamps will NOT be refunded for rejected messages. If an inmate is found to have authored a message in violation of Department policy, he/she may be issued a misbehavior report. The Superintendent may terminate or suspend secure messaging privileges for any community member, if the Superintendent has reasonable cause to believe that such action is necessary to maintain the safety, security and good order of the facility. The Department is not responsible for any funds lost as a result of the suspension of accounts for actions found in violation of Department policy as outlined in section V of Directive #4425. Should your messaging privilege be terminated or suspended, you will receive a notice in writing, which you will have 60 days to appeal. You will be provided with a written decision within 45 days of the receipt of the appeal. Appeals should be sent directly to the following address:

Deputy Commissioner and Counsel  
New York State Department of Corrections and Community Supervision  
The Harriman State Office Campus  
1220 Washington Ave  
Albany, NY 12226-2050

Community members who have established an account with the kiosk service provider may also send videograms. Videograms may be sent at a higher rate (rates are available in [Appendix E- Cost and Fees Associated with Inmate Tablet Program](#)) and are subject to the same review and provisions as outlined above. Community members may send videograms to the inmate, however the inmate cannot send them in return. It is your responsibility to ensure the content of your videogram meets DOCCS policy provisions.

Secure messaging stamps are purchased at the kiosk using funds in the inmate's Kiosk Media Account. Community members may purchase secure messaging stamps for inmates through the kiosk service provider and will be available to the inmate for use in the inmate's Kiosk Media Account.

JPay is the independent vendor currently providing the secure network. Please contact them directly at 1-800-574-5729 or [WWW.JPAY.COM](http://WWW.JPAY.COM) in order to establish your account and/or make purchases in regard to the Tablet Program.

## **PACKAGES**

This booklet was put together as a broad guideline. Each facility is different. For specific information, contact the facility in question. Generally, inmates may receive a package through the mail or at a visit from anyone who is not on a negative correspondence or negative vendor list. A package which does not have a return address will not be delivered to the inmate. For a complete understanding of packages, refer to Directive # 4911, Packages & Articles Sent or Brought to Facilities on the Department's website [www.doccs.ny.gov](http://www.doccs.ny.gov).

At most correctional facilities, inmates are allowed two food packages per month, and the combined weight cannot exceed 35 pounds (see exceptions for [TV facilities](#)). Food packages received from both visitors, and through the mail, shall be included in the two-packages limit. Food items must be commercially or hermetically sealed and contain no alcohol. For exceptions, please review the [list of allowable items \(Appendix C\)](#).

Additional packages containing non-food items such as clothing, tobacco, etc. may be received by an inmate and shall not be counted against the food package limit. Be advised, there are limits on the amount of personal property an inmate may accumulate based on physical and/or programmatic considerations. There are also restrictions on color of clothing, please review list of allowable items (Appendix C).

Exceptions to the above package rules exist for inmates in Special Housing Units (SHU), inmates on "loss of package" sanctions, "reception", or "in-transit" status, Shock, Drug Treatment Centers, CASAT, and Work Release Centers. For example, no packages may be received at any time by an inmate in SHU except books, periodicals, and legal materials. For specific information about these special populations, contact the facility in question.

Additionally, an inmate who is located in a "TV Facility" may only receive 2 food packages per calendar year from family, friends, or other personal sources, as well as items ordered directly by the inmate from approved vendors. These packages may only contain food items and may not exceed 20 pounds. The following are classified as "TV Facilities":

Attica	Clinton	Elmira
Five Points	Great Meadow	Shawangunk
Southport Cadre	Wende	Upstate Cadre

### **DIRECTIVE # 4911 – PACKAGE & ARTICLES SENT OR BROUGHT TO FACILITIES**

#### **LIST OF ALLOWABLE ITEMS (See Appendix C)**



## TELEPHONE CALLS

The Department's "Call-Home" program allows inmates to make phone calls as a way to maintain contact with family and friends. The inmate may only call you collect. This means you will have to pay for the call.

An inmate is only permitted to call persons on their approved telephone list and may only have up to 15 telephone numbers on their approved list at any time. Phone numbers may only be added or deleted at the request of the inmate. This is generally done on a quarterly basis when the inmate meets with his or her assigned Offender Rehabilitation Coordinator. If, you do not wish to receive telephone calls from an inmate, you need to notify the facility, in writing, and your name will be entered on the inmate's Negative Correspondence and Telephone List. The inmate will be immediately notified in writing that you have been removed from his/her "Telephone List" and that disciplinary action may be taken if the telephone is used in any manner to contact you. In addition, your telephone number will be removed from the telephone system.

According to the type of facility, inmates are permitted to make phone calls every day, including holidays, between the hours of 7:00 AM to 11:00 PM. A schedule for phone calls will be established. Calls will automatically be terminated when the facility specific time limit has been reached, preceded by a warning. No call shall exceed 30 minutes. When other inmates are waiting to place calls, a 10-minute limit may be imposed.

**PROHIBITED CALLS:** The following rules are some of the restrictions you should be aware of regarding calls made by inmates. Inmates are prohibited from placing telephone calls to the following (unless the individual called is a member of the inmate's immediate family, e.g. spouse, child, parent, grandparent, brother, sister, aunt, or uncle):

- A. Present or former employees of the Department of Corrections and Community Supervision and their families.
- B. Present or former employees of Federal, State, and local criminal justice agencies, including, but not limited to, police agencies, district attorneys, Federal and local correctional agencies, Probation departments and the families of such employees.
- C. Jurors involved in the conviction of the inmate, and their families.
- D. Judges involved in the conviction or indictment of the inmate, and their families.
- E. Crime partners who are not incarcerated.

No inmate may place a telephone call to the residence of a victim of the crime(s) for which he/she has been convicted, or is presently under indictment, regardless of whether immediate family members maintain the same residence, unless prior written authorization has been received from the Superintendent.

No inmate may call the phone number of any person listed on a court Order of Protection which prohibits telephone communication; unless the order specifically states that the inmate is not prohibited from communication by phone with another person at that same phone number.

Inmates are prohibited from making telephone calls for the purpose of harassing or intimidating any person. Staff and inmates are advised that such telephone calls may violate Federal and/or State laws. Facility Superintendents shall report serious and/or continuing telephone calls of this nature to the proper law enforcement authorities.

Inmate telephone calls and telephone conversations are restricted to the telephone number dialed or otherwise placed by or for the inmate. Telephone call forwarding, third party phone calls, and calls to 1-800 numbers are prohibited. Inmates will be subject to disciplinary action should they violate these rules.

PLEASE NOTE: All inmate telephone conversations are subject to electronic monitoring and/or recording by Department personnel.

The New York State Department of Corrections and Community Supervision has entered into a new agreement with Securus Technology, who will be providing the inmate telephone system at each state operated facility at a reduced rate. Those wishing to accept calls from incarcerated individuals in NYS Correctional Facilities are required to have an account with Securus. An account can be created by visiting the website ([www.securustech.net](http://www.securustech.net)) or calling them at 1-800-844-6591. For further information please see "NOTICE TO FRIENDS AND FAMILIES OF NEW YORK STATE INMATES" on the Department's website at [www.doccs.ny.gov](http://www.doccs.ny.gov).

## **VISITATION**

Visitation by family and friends is encouraged and can be a positive influence during an inmate's time in prison, as well as after the inmate's release. Research has shown that an inmate who receives regular visitation adjusts much better once he or she is released from prison when the privilege is used to maintain a positive relationship.

- In addition to enhancing the safety of our correctional facilities, DOCCS wants to ensure that visiting is family friendly and the visiting experience for inmates and their loved ones is positive.
- Visitors who violate visitor rules may be prosecuted and/or lose visiting privileges. Rules are established to keep everyone safe and offer a positive experience.

## **Directions and Mileage**

Correctional facilities are sometimes hard to find and may take longer to reach than you originally anticipated. Please refer to the addresses of state correctional facilities (Appendix A). The DOCCS website gives directions to correctional facilities from Albany, New York. Directions may also be obtained through Map Quest on the internet or by calling the correctional facility.

## **Who Can Visit?**

With little exception, anyone can visit an inmate, as long as it is during visiting hours, the visitor has proper identification, and the inmate agrees to the visit. Visitors are required to sign a statement indicating that they have been advised of and agree to abide by the rules and regulations regarding visiting. Make sure you know how many visitors may visit at one time. Each facility is different. Sometimes special arrangements for extra visitors can be made through the Superintendent's Office, with several weeks or a month's notice. You can call the facility to find out about special arrangements.

## **Special Permission Visitors**

The following individuals can only visit with special permission:

- A former inmate who was incarcerated at the facility where he/she requests to visit

- A formerly incarcerated person who has been released within the last 5 years
- A person who is currently under Parole or Probation supervision.
- A Department employee.
- An active volunteer for the Department.
- A current contract employee.
- A person with pending or past criminal proceedings may be denied pending approval by the Superintendent.

If any of these conditions applies to you, permission must be sought by writing to the Superintendent. Permission from the Superintendent must be granted before a visit can take place. A Superintendent may deny visiting privileges to visitors with criminal histories if he or she feels that the visitor's presence could create a threat to the security and good order of the facility. Criteria to be considered shall include, but not be limited to, the purpose of the proposed visit, the former institutional adjustment of the ex-inmate, the nature of the pending criminal proceeding, and the time frame between release and the proposed visit.

NOTE: In addition to the Superintendent's approval, Probationers and Parolees also need written approval from their Probation or Parole Officer.

### **Visiting Days and Times**

**BEFORE YOU VISIT, MAKE SURE YOU KNOW THE VISITING SCHEDULE.**

**BE THERE ON THE CORRECT DAY!!!**

Except in cases of emergency and instances of termination, suspension, or revocation of visiting privileges, the number, length and frequency of visits by each visitor will be limited only as necessary to accommodate all visitors who arrive during the scheduled visiting time.

Visiting days and times are different for each facility. For your reference, this information is included in Appendix A of this handbook. They are influenced by the security level and population concerns of the facility. Some facilities only allow visits on certain days of the week. Examples include visits by last name (A-L) (M-Z), or by the inmate's DIN. As a rule, maximum security facilities allow visiting on a daily basis. Medium and minimum-security facilities allow visiting on weekends and holidays. Work Release facilities allow visiting for inmates in restriction units only. Shock Incarceration inmates allow visiting every other weekend.

**PLEASE NOTE:** Inmates designated as SHU status (Special Housing Unit) are limited to one visit per week, excluding legal visits that have been approved. Contact the facility for the specific visiting schedule. Loss of visitation privileges may be imposed as a sanction for certain misbehaviors, please contact the facility prior to your intended visit.

Visiting hours vary by facility, and some facilities include evening hours. At times, such as holidays, visiting rooms can become very crowded, and on rare occasions, visitors may be asked to end their visit early to accommodate other visitors waiting to participate. As policies may vary from facility to facility, inquire from the facility specific information regarding their visitation overcrowding procedure. It is recommended that visitors learn as much as possible about the facility they are going to visit. Contact should be made with the facility prior to your initial visit to determine its visiting policy.

## **Visitor Processing Areas and Visiting Rooms**

Visitor processing is slightly different at every correctional facility. Some facilities have a Visitor Hospitality Center where you can wait, change clothes and relax until you are called for your visit.

Visiting rooms vary. Some visiting rooms are like high school cafeterias with chairs, tables, and vending machines. Other visiting rooms have a counter that wraps around the room where inmates sit on one side and visitors on the other side. The inmate will sit facing the Correction Officer's desk. Often there are vending machines in the room or in a nearby room. There are restrooms in the area as well. It is always a good idea to bring change for the vending machines. Generally, once you are in the visiting room, you cannot leave without terminating your visit.

Depending on the correctional facility, activities for children vary. Most facilities have a specialized area where children can watch videos and play games. Normally, you cannot take toys or stuffed animals into the visiting room.

**AN INMATE HAS A RIGHT TO REFUSE A VISIT. SHOULD THIS OCCUR, YOU WILL BE NOTIFIED BY THE OFFICER IN CHARGE OF THE VISITING ROOM.**

## **VISITING GUIDELINES**

The Superintendent may deny, limit, suspend, or revoke the visitation privileges of any inmate or visitor if the Superintendent has reasonable cause to believe that such action is necessary to maintain the safety, security, and good order of the facility.

### **Identification**

Visitors are required to furnish proof of identification, which includes the following: All adult visitors will be required to present photo identification when being processed to visit an inmate in DOCCS. Acceptable forms of photo identification must be valid, and current (not expired) and may include:

- A driver's license with photo
- A Department of Motor Vehicles non-driver photo identification
- Government issued photo identification
- Armed Services I.D. with photo
- Employment identification with a photo

**To ensure faster processing, it is recommended that you use the same identification at every visit, regardless of who you are visiting and where.** Your photograph will also be taken for the visitor identification system. For minor children only, birth or baptismal certificates may be used for identification purposes. **Lawyers and other persons entering for official visits can use:**

- **Government issued employee photo identification.**
- **A court issued employee picture identification or a Unified Court System attorney secure pass identification card.**

## **Visitors Under 18 Years of Age**

- All minors must be escorted by an adult who is approved to visit or an adult in an official capacity with proper identification and the approval of the Superintendent or his/her designee. The adult escort will be responsible for the behavior and conduct of the minor while on facility property, as well as identification of the minor.
- Children of inmates will be allowed to visit without written permission. The inmate's name should appear on the child's birth certificate as verification of relationship. No visit will be permitted if a court order prohibiting such visit is on file with the facility.
- Children of inmates who are 16 years of age and older will be admitted without adult escort.
- Unmarried minors under 18 years of age must have written permission from their parent or guardian to visit an inmate, if they are not accompanied by their parent or guardian. Written permission may be mailed to the facility in advance or presented by the accompanying adult at the time of the visit.
- Married persons under 18 years of age who are related to an inmate do not need the permission of a parent, guardian, or an adult escort in order to visit an inmate. However, proof of age and marriage will be required.

## **Small Children**

If you arrive with a small child, you will be allowed to take a diaper bag, three (3) diapers, and plastic baby bottles into the visiting room. (Milk is not always available at the facility. It is a good idea to bring your own). All articles must be searched beforehand. A suitable area within the perimeter of the visiting room is provided for the changing of diapers.

## **Contraband**

The introduction of contraband to the facility is **ABSOLUTELY PROHIBITED**. Do not bring weapons, drugs, alcohol, cell phones, memory cards and other posted items into the correctional facility. Contraband is defined as:

- Anything in possession that would constitute an offense under the law applicable to the public.
- Anything which could be used to cause death or serious physical injury, including, but not limited to, a hand gun, shoulder gun, cartridge, knife, explosive, or dangerous drug (including marijuana).
- Anything that is introduced into a correctional facility with the intent to transfer to an inmate without the permission of the Superintendent or designee.
- Anything that is not specifically authorized to be possessed by an inmate in a state correctional facility according to the rules of the Department or local rules of the facility. (Cell phones, alcohol and money are among the items inmates are not permitted to possess).

If you are caught with weapons, drugs, passing drugs, or if there is reasonable suspicion that you are involved with drugs, your visits can be suspended forever, and criminal charges can be filed against you. If this happens, your loved one may have outside criminal charges pressed against them which could lead to a new sentence and more prison time. In a correctional facility, promoting prison contraband is a felony offense. Such a situation could result in your being arrested in a town far from home, your children (if they are with you) being taken by Child Protective Services, prison time, and other serious disruptions to your life.

## **Searches**

All persons entering a correctional facility are subject to search, as a condition of entry. Visitors who refuse to comply with search procedures will not be permitted entry into the correctional facility.

## **Substance Detection/Canine Presence**

Visitors being processed into correctional facilities are entering a secure area. People, vehicles and property are subject to search. DOCCS' canines are used for this purpose. Therefore, in addition to the regular security screening upon entry to the facility, a canine may be used as an additional screening tool for you and your property/vehicle.

## **Metal Detector**

You will have to pass through a metal detector. Clothing containing metal (e.g. decorative buckles, buttons or studs) or wire, including, but not limited to underwire bras, may cause the metal detector to alert and require further processing. If you wear clothing containing metal, you may have to go through a limited visual search, personal item search, or strip search before entry into the facility will be permitted. If you choose not to go through the additional search, your visit will be denied. Your decision to decline to be searched will not affect future visits. Special processing arrangements can be made for visitors who are the recipient of a pacemaker or defibrillator and wish not to walk through the metal detector.

## **Limited Visual/Personal Item**

If a metal detector alerts and the visitor cannot reveal or remove the detected object due to its personal nature, staff may pursue several search options. If you do not want to be searched, you will be allowed to leave. Deciding to leave instead of being searched will not negatively impact your ability to visit in the future.

## **Limited Visual Search**

A limited visual search is a search done in a private area where an officer or staff member of the same gender will visually inspect the area in question. The visitor will lift any clothing or under garments necessary, to show the staff that no contraband is hidden on the visitor's person in the area in question. If a staff member of the same gender is not available, a personal item search is used instead.

## **Personal Item Search**

A search of personal items may be conducted as an alternative to a limited visual search or when a staff member of the same gender is not available. The visitor is allowed to enter a private area or room to remove items of a personal nature including braces, underwire bras, etc., and given a paper bag in which to place the personal items. The visitor is also allowed to wear a large white shirt as an outer covering during reprocessing procedures. The visitor will be reprocessed via a hand scanner or walk-through metal detector. The bag and its contents shall be discreetly inspected for contraband.

## **Strip Search**

If a visitor to a correctional facility has complied with all of the search processes and a supervisor determines that further processing is warranted, the Superintendent or the officer of the day may authorize a consensual strip search after reviewing the matter.

- The Superintendent must have reasonable cause to believe that contraband is concealed upon the person, based upon specific and explainable facts and inferences reasonably drawn from those facts.
- The visitor has the option to submit to the requested search procedure or to refuse.
- If a visitor refuses to submit to a strip search the visit will be denied.
- Refusing to submit to a strip search is not proof of guilt and future visits cannot be denied because you refused a strip search.

If you submit to a strip search, a security supervisor must obtain your written consent on Form #2061 – Notice of Consent to Search. In the case of a minor child, the consent must be given by a parent, guardian, or a person in an official capacity regarding the minor. Strip searches shall be conducted in locations heated to a level of human comfort for disrobed persons.

Strip searches shall be conducted by an officer of the same gender as you. In unusual circumstances, you may be told that your child has to be strip-searched. In this case, the parent, guardian, or person in an official capacity who has escorted the minor to the facility shall be requested to be present, and, at the discretion of the officer, may participate in the strip search. If at any time during the procedure the minor objects to the strip search, the procedure shall be terminated immediately.

It may take time for the person to come to where you are to do the search. If you pass the search, you will be allowed to visit. If you do not pass the search, your visit will be denied, future visits can be denied, and the State Police may be called to arrest you if illegal contraband is found. There may be other negative consequences.

**Cellular phones, pagers, personal digital assistants, cameras, recording devices, two-way radios, laptop computers, “smart” watches or other similar electronic devices** are prohibited from entering correctional facilities.

## **Religious Apparel**

A visitor is not routinely required to remove religious headwear during search procedures. However, if staff determines, following the use of the hand scanner, that removal of the headwear or any other item of religious apparel is necessary, the item shall be removed in a private area in the presence of a security or civilian staff member of the same gender. If there is no staff member of the same gender on duty, and the visitor still refuses or cannot remove the item due to its religious significance in the visitor processing area, the visit will be denied

## **Smoking**

Smoking is not allowed inside the buildings of our correctional facilities. As such, tobacco products (including matches) for personal use are not recommended to be brought by visitors. Contact should be made with the facility prior to your initial visit to determine its visiting policy.

## **Prescribed Routine Medications**

All medications must be declared and given to the processing officer. They shall be identified and stored in a secure area. If the visitor needs the medication during the visiting period, it may be obtained as directed by security staff.

## **Clothing/Hair/Jewelry**

Visitors should wear clothing that enhances a family atmosphere. Please wear: complete attire with appropriate undergarments; comfortable footwear (bare feet are not allowed) and weather appropriate attire when necessary. Inappropriate clothing will result in you being denied entry into the facility. Make sure you understand the dress code for visitors. It helps to have a change of clothes with you if you are not sure.

## **Prohibited Dress**

- See-through (sheer) clothing, bare midriffs or backs.
- Plunging necklines, short shorts or athletic shorts, low tops, backless tops or backless dresses.
- Shorts or skirts shorter than mid-thigh length are not allowed.
- Bathing suits.
- Attire displaying obscene/offensive, derogatory language or drawings; or promoting illegal activity.

If in doubt, you should not wear a questionable item of clothing. Under no circumstances will a visitor be allowed into the facility dressed inappropriately.

- Please be advised, if your bra makes the metal detector go off, you will have to take it off and/or be searched by an officer. (See policy regarding searches).
- If you wear many hair pins and the metal detector goes off because of them, you will be told that you must take them out of your hair in order to visit. It is easier to do your hair another way.
- Be aware that some head wraps may have to come off for you to pass through the metal detector successfully.
- Many kinds of jewelry make the detector go off. It is easier to remove anything questionable, carry it with you in the processing area, then put it back on later.
- Zippers, metal studs, and decorations can make the detector go off. If this happens, you may be asked to go into the bathroom, take off the clothing, put on an alternative article of clothing provided by the Department and kept there for those purposes, and go through the detector again until you make it through successfully. It is best to wear simple clothing until you become accustomed to the procedures at the correctional facility.

## **Sobriety**

Visitors who appear to be intoxicated or under the influence of drugs will not be admitted inside a correctional facility.



## **Monies**

Checks, money orders and cash may be used to deposit money into inmate's trust fund account during a visit. It is best to keep your receipts for your records. Please see instructions at the facility for leaving funds during visits.

## **Cross-Visiting**

Cross visiting is the participation of two inmates in a visit with one or more visitors. Cross visiting is permitted with the approval of the Superintendent, and, in cases of immediate family members, is to be encouraged. Inmates wishing to cross visit must submit requests to their respective Offender Rehabilitation Coordinator at least one month prior to the proposed visit.

- Only persons who are on both inmates' visiting records may participate in cross visits.
- Cross visiting may be limited when necessary to accommodate all visitors.
- When a cross visit is taking place the two inmates may participate in a common photograph.

## **Objectionable Behavior**

Objectionable behavior may result in termination of a visit. Such behavior may include, but is not limited to the following: loud, abusive, or boisterous actions, disruptive or argumentative behavior, unacceptable physical contact or conduct. While visiting, use good judgment and discretion in dress and behavior so as not to offend others in the visiting room. You may be tempted to try to have more physical contact than what is allowed. This can be upsetting to other visitors who have children with them and can cause your relative or friend to be issued a misbehavior report, as well as your visiting privileges suspended.

## **Families with Special Needs**

- Accommodations: Procedures for acquiring reasonable accommodations are available at each general confinement facility.
- Wheelchairs: For those visitors who require the use of a wheelchair, facilities have made provisions which allow reasonable accessibility.

## **Special Events Visits**

Each general confinement facility schedules "Special Events Programs" designed to celebrate cultural, religious, and ethnic affiliations. Special Events Programs also recognize individual and group achievements and strengthen community and family ties. Under most circumstances, an inmate's guest will only be allowed to participate if he or she has visited the inmate at least twice in a New York State Department of Corrections and Community Supervision facility during the current incarceration. An exception may be made for an inmate's legal child, less than 18 years of age, who has not previously visited, provided that the child is accompanied by an adult visitor who has met the previous visiting requirement.

## **Tele-Visiting (Select Facilities)**

The Tele-Visitation Program offers another opportunity for family contacts through video visiting for those individuals who meet eligibility requirements and are approved by facility staff. This program

supplements face to face visits and builds and/or maintains family relationships between inmates and their family members in selected communities across the State.

### **Other Visits**

- Legal Visits: For inmates and their legal representatives.
- Outside Hospital Visits: For inmates in outside community hospitals.
- Facility Hospital Visits: For inmates

## **VISITING MISCONDUCT/VIOLATIONS**

### **Visitor Suspensions**

Visitor sanctions apply at all DOCCS correctional facilities and for all incarcerated inmates visited. If a visit is terminated, visiting privileges may be suspended for up to one week until the Superintendent makes a decision reinstating, limiting, suspending, or indefinitely suspending the visitor's visiting privileges.

Many categories of serious visitor misconduct now include as the maximum penalty imposition of an "Indefinite Suspension" of visiting privileges. An indefinite suspension of visiting privileges has no predetermined end date, but instead the visitor may request that the Superintendent of the facility housing the inmate to be visited review the matter on an annual basis for possible restoration of visiting privileges.

### **Inmate Suspensions**

An inmate found guilty of misconduct before, during or after the visitation process, may have his or her visiting privileges suspended. Certain types of misconduct, such as smuggling contraband, or sexual misconduct will result in a loss of visits with all visitors.

An inmate found guilty of drug related charges under any circumstances, can lose visiting privileges with all visitors for 6 months for a first offense or 1 year for a second or subsequent offense.

## **RULES SPECIFIC TO THE VISITING ROOM**

- Posted Rules: All inmates and visitors shall follow posted rules and directions of the visiting room officers.
- Allowable items: Allowable items may vary according to facility policy. No large bags or packages will be allowed in the visiting room. Lockers are available in the front gate area for such items.
- Exchange: Visitors will not give anything to inmates, nor will inmates give anything to visitors, unless it is examined and approved by the officer
- Kissing: A visitor and inmate may embrace and kiss at the beginning and end of any contact visit. Brief kisses and embraces are also permitted during the contact visit. However, prolonged kissing and what is commonly considered "necking" or "petting" is not permitted.
- Hand Holding: A visitor and an inmate may hold hands if the hands are in plain view of others.
- Seating: The officer in charge of the visiting room will make the seating arrangements. Seating arrangements will not be changed by the inmates or visitors.
- Food: Only food and beverages purchased in the vending machines will be allowed in the visiting room, and only visitors are allowed to use the machines.

- Pictures: Pictures of you and your loved one may be made available according to facility policy.
- Visitor's Complaint: Visitors who wish to express a complaint against a staff member should request to see a security supervisor. Visitors who wish to lodge a complaint of unlawful discriminatory treatment shall send a written description outlining the particulars of incident, including date, time, place, name(s) of person(s) involved, if known, and/or other documentation in support of the claim to:

Director, Office of Diversity Management  
New York State Department of Correction and Community Supervision  
The Harriman State Campus - Building #2  
1220 Washington Avenue  
Albany, NY 12226-2050

## **VISITOR CHECKLIST**

- ✓ Confirm that the inmate has not been transferred and has visitation privileges.
- ✓ Bring valid photo Identification (ID).
- ✓ If you have made special arrangements with the facility, call before leaving to be sure that plans for your visit have been made and are in place.
- ✓ Check clothing and jewelry for compliance with visiting regulations.
- ✓ If you are bringing a child and you are not the legal guardian or parent, you must have the notarized statement from the child's parent or legal guardian with you.
- ✓ Before leaving home, check your vehicle for contraband and/or hazardous items. This includes, but is not limited to, implements of escape, drug paraphernalia, intoxicants, poisons, any items that pose a danger to others, weapons, such as knives, scissors, or firearms, and any item used to show a gang affiliation. Remove these items before entering the correctional facility grounds.
- ✓ Arrive on the designated day during proper visiting hours.
- ✓ Leave purses, wallets, and electronic devices in your car - either in the glove compartment, or in the trunk. Be sure to lock your car!
- ✓ Do not leave any minor children waiting in the car or your visit will be ended.
- ✓ Remember to treat correctional staff with respect.
- ✓ Do not have any contraband on you when you enter the facility.
- ✓ Do not bring anything into the visiting room to give to the inmate. Inmates are not permitted to take anything from the visiting area.

## **TRANSPORTATION**

There are privately operated bus lines that provide transportation to many correctional facilities. Seats must be reserved in advance. Transportation to facilities may vary according to facility location. Information pertaining to each facility's busing services may be obtained by calling the bus company or obtaining this information via the internet. This information is provided solely as a convenience for visitors. Neither the facility, nor the New York State Department of Corrections and Community Supervision assumes any responsibility for the quality of the transportation services provided by privately operated bus companies.

## **EMERGENCIES**

If you are an immediate family member of the inmate, it is advised that you keep the inmate informed of any change in your address and phone number.

## **GRAVE ILLNESS OR DEATH OF A FAMILY MEMBER**

One of the unfortunate realities that may occur during your loved one's incarceration may be the grave illness or death of a family member. It is the family's responsibility to notify the facility in the event of grave illness or death of an inmate's relative. All information related to the illness or death should be provided as soon as possible. You should notify the Chaplain or Supervising Offender Rehabilitation Coordinator if the event occurs during regular business hours. After hours, or on the weekend, contact the facility and ask for the Watch Commander.

If a family member is gravely ill, you may want the inmate to have a final visit with their loved one. If a family member passes away, you may want the inmate to attend the viewing or the funeral. The approval for a Funeral or Death Bed Visit rests solely with the facility Superintendent. The only persons with whom the inmate may visit for funeral or deathbed visits are: father, mother, legal guardian, or former legal guardian, child, brother, half-brother, sister, half-sister, spouse, grandparent, grandchild, ancestral uncle or ancestral aunt. All visitations of this type must be within New York State.

The relationship between the inmate and the deceased must be verified by Departmental records, and/or by furnishing documents that clearly prove the relationship (i.e., birth certificates, obituary notice, marriage certificates). These documents must be provided in a timely fashion for a favorable decision to be considered.

Please remember that final approval for an inmate to attend the funeral or deathbed visit rests solely with the facility Superintendent. PLEASE NOTE: Deathbed visits may only occur at recognized healthcare facilities.

## **INMATE MONIES/INMATE ACCOUNTS**

Inmates are not permitted to physically possess money while they are incarcerated. This includes paper money and coins. To allow inmates to buy things they need or want; their money is held in their inmate trust fund account. Jobs, assignments and gifts from family and friends are the usual sources for these funds. The inmate can use the money in their account to buy items from the commissary or send money home.

You need to know that often there are court surcharges, fees, or other encumbrances that inmates may have that are unpaid. Monies coming in from the outside will be applied to those outstanding obligations. Other than the inmate's incentive wage, funds may not be available for commissary and other items until these obligations are satisfied.

DOCCS utilizes a vendor to accept deposits from family and friends for inmate trust fund accounts. Please see DOCCS Website for options to fund inmate trust accounts.

Inmates receive a monthly print-out of their account balances. Any questions that you may have regarding the inmate's account should be directed to the inmate. He/she has access to that information. Facilities will not give information over the phone concerning the status of an inmate's account.

## **RELEASE DEBIT CARDS**

At the time of release DOCCS will issue a debit card to each inmate funded with the final balance of their ICAS account and/or COGI funds. The debit card will be supported by a financial institution contracted by JPay.

The following are exceptions when inmates will not receive debit cards upon release:

- Inmates under 18 years of age;
- Inmates released to a warrant/ICE warrant;
- Inmate releasing to/from psychiatric centers;
- Inmates that are Court ordered discharged.

## **INMATE COMMISSARY**

The facility commissary is a store located inside the facility specifically for inmates. It may carry a wide variety of items. This includes personal care items such as shampoo, soap, and toothpaste. An inmate is entitled to a "commissary buy" every 2 weeks if they have available funds and they are not otherwise restricted by disciplinary dispositions.

**PLEASE NOTE:** The facility provides personal hygiene items, such as toothpaste, toothbrush, and soap, if the inmate is in need and makes a request.

## **INMATE MISCONDUCT**

The Department has a disciplinary system in effect which inmates must always abide by certain rules of conduct while in custody at all facilities. When inmates arrive at a reception facility, they are given a handbook of appropriate standards of inmate behavior that provides the appropriate policy for inmate rules, penalties and outline procedures. Inmates are strongly encouraged to become familiar with the Standards of Inmate Behavior.

When a violation of a rule has occurred, the inmate will be issued a misbehavior report. These misbehavior reports are classified into three categories:

- Tier 1
- Tier 2
- Tier 3

Once a misbehavior report is issued, the inmate will attend a disciplinary hearing for a Tier II or Tier III offense. If the inmate is found guilty, he/she will receive a disposition appropriate to the Tier system. The more severe instances of inmate misbehavior may result in the inmate being transferred to a more restrictive living condition.

Tier II and III disciplinary “tickets” (misbehavior reports) cost \$5, if an inmate is found guilty. This will come out of the inmate’s account.

At the conclusion of the disciplinary process, if the inmate disagrees with the disposition or the process, they have the right to appeal the decision.

## **INMATE COMPLAINTS/GRIEVANCES**

Inmates can speak to any supervisor regarding the conduct of correctional staff, unlawful discrimination, harassment, or unfair policy/procedures. There is also a formal grievance process which provides each inmate an orderly, fair, simple, and expeditious manner, with an appeal method of resolving grievances.

## **GENERAL INFORMATION ABOUT PROGRAMS AND SERVICES**

The Department offers an extensive array of programs and services which inmates may utilize to re-direct their lives to becoming productive, law-abiding members of society. Programs include educational and vocational training, substance abuse treatment, parenting skills, anger management, health education, sex offender programming, religious services, and many more. Following is a general listing of programs available.

### **Education Programs**

The Division of Education oversees all academic, college, vocational, and recreation programs. Education is also responsible for Language Access Services. The objective of education programs is to provide inmates with the skills and credentials that will assist them to become productive members of the community upon release.

- Academic Education is provided in all general confinement correctional facilities. The core academic programs are: Adult Basic Education (ABE), High School Equivalency preparation (Pre-HSE and HSE), English as a Second Language (ESL) /Bilingual, Cell Study, and Computer Assisted Instruction. Inmates who are 21 years of age or younger may also receive Special Education and Title 1 services. All inmates who enter the system without a verified high school credential are determined to have an academic need and required to participate in school until attainment of a high school equivalency diploma.
- College programs are offered at many facilities in partnership with colleges, funding sources and the correctional facility. An inmate must have a verified high school credential to participate in a college program. For a complete listing of college programs and locations, please refer to the Department's website ([www.doccs.ny.gov](http://www.doccs.ny.gov)). Inmates with a high school diploma or equivalency may participate in post-secondary correspondence programs at any facility. The inmate and/or family member are responsible for the cost of correspondence courses. Correspondence courses must be from an accredited institution of higher education and approved by the Education Supervisor at the facility.
- Vocational programs are offered in 28 different trade areas. These programs are available at most general confinement facilities. Inmates who enter the system without a verified work history or employment skills are identified as having a vocational need and required to participate in a vocational program. All vocational programs are competency based. Inmates complete tasks and modules that lead to the earning of job titles. All job titles represent real world jobs. To satisfy the vocational need, an inmate must complete a cluster of job titles from the Employment Readiness Title Chart.
- Vocational programs offer qualified inmates the opportunity to participate in Department of Labor Apprenticeship Training Programs. Certain programs also offer Industry recognized certifications such as NCCER (construction trades), IC3 (computer skills), Serve-Safe (food handling).
- Recreational programs offer the inmates the opportunity to participate in a wide variety of recreational activities, including organized sports, participation with community groups, fine arts, in-house video programs and wellness programs.
- Inmate organizations are intended to provide structured and meaningful leisure time activities that will assist the re-entry process by instilling teamwork, leadership skills, good sportsmanship and wellness.
- Hispanic and Cultural Services ensure that all limited English proficient individuals have access to all programs and services within the Department.



## **Guidance and Counseling Programs**

The main purpose of counseling in the Department is to assist inmates in adjusting to facility life and to establish a foundation for successful re-integration into the community upon release from custody.

Each inmate is assigned an Offender Rehabilitation Coordinator. The coordinator is responsible for identifying the inmate's needs, providing counseling and guidance services throughout the incarceration, and securing appropriate services. Inmates meet with their coordinator within 5 business days of arrival at their facility. The coordinator will seek information about family and emergency contacts at that time.

Inmates are encouraged to communicate any facility and interpersonal concerns with their assigned coordinator who is in the best position to assist them. The inmate's assigned Offender Rehabilitation Coordinator is generally the primary person with whom you will have contact.

## **The Division of Ministerial, Family and Volunteer Services**

- **Ministerial Services:** The facility has Chaplains who work closely with the inmate population and provide religious counseling. There are weekly services in most facilities for the major faith groups and there are a variety of other religious activities as well. Ministerial Services is also responsible for meeting the religious needs of inmates who ascribe to less well-known religious faiths. If you would like to speak with a Chaplain during a visit, please notify the Visiting Room Officer or call in advance to schedule an appointment.
- **Family Services:** seeks to enrich and strengthen family relationships in anticipation of the inmate's eventual return to the community and his/her family reintegration. The Family Reunion Program provides approved inmates and their families the opportunity to meet in a limited supervised setting for a designated time in a private home-like setting.
- **Volunteer Services:** promotes the involvement of responsible community persons in the continuum of services and programs made available to the incarcerated inmate and his/her family.

## **Transitional Services**

The Department operates a Transitional Services Program to assist inmates in achieving a successful transition to the community. Participation in the Transitional Services Program is mandatory for all inmates.

Transitional Services program components include:

- **Phase 1-Introductory Phase** - is designed to assist inmates to begin planning for their transition to the community.
- **Phase II-Thinking for a Change/Moving On** - Thinking for a Change is for male inmates and Moving On for female inmates and Decision Points for Youth (16/17-year-olds) consists of lessons designed to provide inmates with the cognitive and behavior changing tools necessary to lead to successful and crime-free lives.

- Phase III-The Transitional Phase - is designed to assist inmates in their final preparation for release to the community. Inmates will be placed in Phase III within 120 days of an approved release date.
- Transitional Services Resource Center – each facility shall be responsible for the development and maintenance of a Transitional Services Resource Center which allows for community resource information to be printed, stored and organized by release region and topic. The Resource Center shall be a designated space accessible to all inmates where they can conduct research regarding available assistance in the communities they are returning to. Resource material is also available in the general library
- Personal Document Procurement – Ensures eligible inmates are provided with the opportunity to secure personal documents.
- Aggression Replacement Training (ART) - is designed to assist inmates in identifying and controlling their aggressive behavior.
- Living Safely Without Violence – Trauma informed aggression program for female inmates emphasizes self-regulation practices as a coping mechanism to deal with stress and is an extension of Moving On.
- Inmate Program Associate (IPA) - The purpose of the IPA program is to provide meaningful work assignments for inmates with advanced education and training, and to assist staff in providing program services to inmates in each facility.
- Network - is a voluntary, therapeutic program that uses a hierarchal process to assist inmates in learning cooperative work and leadership skills while demonstrating responsible behaviors.
- Community Lifestyles - is an open ended residential therapeutic program. It provides a structured dormitory program that supports the essential correctional goals of order and safety.
- Parole Diversion Program (PDP) – Designed to provide parolees who have committed a technical violation of parole terms an opportunity to correct behaviors before it escalates to re-incarceration.
- Re-Entry Units – Designed to provide inmates with 120 days or less to release an opportunity to finalize their release plan for an orderly transition back into society.
- Alt 90 Program – An open-ended program for individuals without a substance abuse need who have violated terms of parole.
- Medicaid Enrollment – Provides assistance to eligible inmates with Medicaid enrollment.

### **Substance Abuse Treatment Services**

Most correctional facilities offer substance abuse treatment services. These services focus on the treatment of alcoholism and addiction to drugs. Treatment services are recommended for inmates with a history of drug and/or alcohol abuse, or present with significant risk factors for such abuse. It is important to understand that an inmate's refusal to participate in a recommended program may affect early release. Inmates with a history of addiction and/or alcoholism with special needs such as mental health issues, sensorial disabilities, developmental disabilities, and long-term medical issues are provided specialized substance abuse treatment programs.

- Medicated Assisted Treatment (MAT):

Eligible inmates/parolees may voluntarily accept MAT to complement their substance abuse treatment and commitment to recovery. Offered at Bedford Hills and Willard Drug Treatment Campus (DTC) (female); Cayuga, Edgecombe, Elmira, Hale Creek, Marcy, Orleans, Queensboro, Wallkill, Willard DTC (male).

## **Additional Treatment Programs**

➤ Trauma, Addiction, Mental Health, and Recovery (TAMAR):

TAMAR is designed to assist those inmates who identify with experiences of trauma and who voluntarily request participation. Participants meet twice per week with trained staff in a closed group format with the goal of identifying and practicing self-regulation strategies designed to alleviate the signs and symptoms of their experienced trauma. TAMAR is primarily a group intervention, but may include activities such as journaling and creative expression. Offered at Albion, Bedford Hills, and Taconic CF (female); Gouverneur, Greene, Groveland, and Wyoming CF (male). Expansion anticipated.

➤ The Department offers Sex Offender Programming, and Aggression Replacement Training to inmates that have a need for such treatment.

## **Veteran's Services**

Facility staff works with Veteran's Administration staff to make inmates aware of benefits and services available to him or her. Some facilities have residential programs specifically for veterans. Hyperlink for complete listing of services for incarcerated veterans: [www.doccs.ny.gov/programservices](http://www.doccs.ny.gov/programservices)

## **MEDICAL/DENTAL/MENTAL HEALTH SERVICES**


Every inmate in the custody of the New York State Department of Corrections and Community Supervision has access to medical, dental, and mental health services.

- **Medical Services:** Medical staff is on-site at all correctional facilities. Inmates have access to medical services daily through each facility's sick call procedure. Facilities differ in the level of medical services they may be able to provide. Inmates with special medical needs (short term or long term) may be transferred to a facility which can better meet those needs. For the chronic or terminally ill, the Department provides Regional Medical Units (RMUs) in selected facilities across the state. When medically necessary, inmates may be transported to a community hospital for emergency treatment or other medical services.
- **Dental Services:** Inmates receive periodic dental checkups. Follow-up or emergency treatment is provided as needed. As with medical services, inmates may be transferred to another facility or to a community hospital for treatment when necessary.
- **Mental Health Services:** NYSDOCCS partners with the NYS Office of Mental Health (OMH) in providing special programs along a continuum of care for inmates with a mental illness. Upon reception into the DOCCS system and throughout incarceration as necessary, inmates can be referred and assessed by OMH staff to determine the amount of mental health services required and are then assigned to facilities where that level of service is available. Although not on site at every facility, each facility has a procedure in place for inmates to receive such services. Services include crisis intervention, individual short and long-term counseling, group counseling, and special programs and services for those who are eligible. OMH operates several prison-based reentry and in-reach programs and provides extensive discharge planning to assist in the transition from prison to community. In collaboration with NYSDOCCS, OMH applies for entitlements such as Social Security, Medicaid, the Medication Grant Program, and mental health housing, and arranges post-release appointments with mental health clinics. OMH works

in tandem and community-based providers and the inmate to develop individualized plans to facilitate continuity of care and successful transition to the community. **If, at any time during your visit, you feel that the inmate you are visiting is experiencing thoughts of suicide or displaying signs of hopelessness, anxiety, anger or if you notice dramatic mood changes, please contact the nearest staff member immediately.**

**PLEASE NOTE:** Inmate health information is considered confidential and its release is protected by the Federal HIPAA Law (Health Insurance Portability and Accountability Act), the New York State Public Health Law, and the New York State Department of Corrections and Community Supervision policies. Privacy requirements do not allow the disclosure of specific health information without inmate authorization. All requests for inmate health information should be directed to the health services unit at the facility.

Request for mental health information should be addressed to the facility/Satellite Mental Health Unit, to the attention of the Unit Chief. If the facility does not have a mental health presence, the request should be forwarded in writing to the Executive Director of Central New York Psychiatric Center, Maureen Bosco, at 9005 Old River Road, Marcy, NY 13403-0300 or by phone at (315) 765-3600.

Separate written releases must be obtained for disclosing substance abuse treatment information in accordance with 42 CFR Part 2 and DOCCS Directive #2010  – Departmental Records. In accordance with Department Directives, an inmate must sign a Release of Drug and Alcohol Abuse Records form #1079 or #1080 to authorize release of alcohol and drug treatment records.

## **TRANSFERS**

Questions regarding transfers should first be directed to the inmate's assigned Offender Rehabilitation Coordinator.

The Office of Classification and Movement in Central Office can also be contacted regarding transfer-related information. You may write to them at:

The Office of Classification and Movement  
New York State Department of Corrections and Community Supervision  
The Harriman State Campus - Building #2  
1220 Washington Avenue  
Albany, NY 12226-2050

## **RETURNING TO THE COMMUNITY - COMMUNITY SUPERVISION**

Inmates are encouraged to maintain a positive disciplinary record and participate in programs according to their individualized program plan. Inmates can lose good time for not participating in their recommended program plan and may not be eligible for early release. Therefore, we encourage you to support them in maintaining a positive disciplinary adjustment so that they will be more apt to pursue and attend needed programs.

Generally speaking, there are four ways to be released from DOCCS custody back to the community:

- Presumptive Release/Merit Time
- Parole Board Release
- Conditional Release
- Completion of Maximum Sentence (Max-out)

### **Presumptive Release/Merit Time**

There are other avenues for release earlier than the court imposed minimum sentence. An inmate may be considered for presumptive release based on crime and sentence, satisfactory disciplinary and program participation, time already served, and prior criminal history. Questions should be directed to the inmate's assigned Offender Rehabilitation Coordinator.

### **Parole Board Release**

Parole Board Commissioners may grant discretionary parole release after a minimum portion of the sentence is served.

### **Conditional Release**

A statutory type of release that the Board of Parole does not have discretion to grant or deny.

- Indeterminate sentences, where there is a minimum and maximum sentence imposed, the inmate must serve 2/3 of their maximum sentence with no loss of good time.
- Determinate sentences, where there is a flat length of time, the inmate must serve 6/7 of their sentence, and have no loss of good time.

### **Completion of Maximum Sentence (Max-Out)**

An inmate is released from prison after serving the maximum term of their sentence. This can occur in the following instances:

- The inmate is not paroled and lost all good time.
- The inmate is returned to prison for violating the conditions of their release with less than one year remaining on the original sentence, and a Parole Board decision that they be held to the maximum expiration (ME) of their sentence, or, the inmate refuses conditional release.

## Frequently Asked Questions

### ***My loved one has been incarcerated. How do I find him or her?***

Computerized Inmate information is available on the Department's website at [www.doccs.ny.gov](http://www.doccs.ny.gov). If you do not have access to the internet, you can call (518) 457-5000 during normal business hours.

### ***Do I need prior approval before my first visit?***

No, unless you meet any of the conditions noted under the visitation section of this handbook. Otherwise, the Watch Commander, a security supervisor in charge of a particular shift, will allow initial visits for persons not on an Inmate's approved visitor record as long as you have proper identification and the Inmate agrees to the visit. As a first-time visitor, you will be required to sign a statement indicating that you have been advised of and agree to abide by the rules and regulations regarding visiting. Please note that your registration information will be entered in a database so that future visits will be much easier.

### ***Can I send cash directly to an Inmate?***

No, please see DOCCS Website for options to fund inmate trust accounts.

### ***Can I send an Inmate an e-mail message?***

Yes! Inmates now have access to a secure network through the Inmate Tablet Program. Please refer to "Emailing an Inmate" beginning on page 6 of this handbook for specific instructions.

### ***Can I place a telephone call to an Inmate?***

No. Inmates cannot receive telephone calls. However, if an emergency arises, you should call the facility and speak to the Inmate's Offender Rehabilitation Coordinator, a facility Chaplain, or the Watch Commander.

### ***Can Inmates phone their family or friends?***

Inmates can make collect calls from designated pay phones located in all facilities. Inmates can have 15 phone numbers on their approved phone list at any time. Telephone numbers are added or removed from the Inmate's phone list by request of the Inmate only. Please note that all phone calls may be monitored. Call forwarding and third-party calls are not allowed. Calls to pagers and 800 numbers are not allowed.

### ***Will I be informed if my loved one is sick?***

If the Inmate is admitted to an outside hospital, notification will be made to persons designated by the Inmate. **Please Note:** Inmates have the authority to decline notification.

***Can I visit a hospitalized Inmate, either in the facility hospital or in an outside hospital?***

Yes. Facility Hospital - Inmates may be visited for limited periods of time by persons on their visitor record, an attorney, or authorized individual. Outside Hospital - Inmates may receive visitors only with the permission of the doctor, and within the rules of the hospital. Visiting times are only during the regular hospital visiting hours, and will not exceed two hours, unless the Inmate is on the critical list. A person can visit an inmate in the hospital if on the visiting record and with the Superintendent's permission. All persons requesting to visit an inmate in the outside hospital need to receive permission from the Superintendent. If approved, visitor will be subject to the visitor's rules and regulations.

***What if someone close to my loved one dies or is very sick?***

It is recommended that facility staff be contacted as soon as possible so that the Inmate may be notified in an appropriate manner and provided with pastoral care and counseling. As soon as possible, contact the facility where the Inmate is located and speak with the Chaplain, Supervising Offender Rehabilitation Coordinator, or the Watch Commander. **It is the family's responsibility to notify the facility as soon as possible in the event of grave illness or death of an Inmate's relative.**

***Is there any bus transportation that will take me directly to the prison?***

Due to the variations in bus availability, you are encouraged to contact the individual correctional facility regarding transportation.

***How can I find directions to the facility?***

Directions to correctional facilities are located on the internet at [www.doccs.ny.gov](http://www.doccs.ny.gov). Additionally, you can contact the specific facility.

***What do I need to bring to visit?***

Proper identification and permission, if required (i.e., you are a minor). Additional information can be found in the section on **Visitation**.

***Can I visit if I am on parole or probation?***

Probationers and Parolees must have the prior permission of the Superintendent and the written permission of their probation or parole officer.

***What am I allowed to bring into the visiting room?***

You are allowed to bring in money for the vending machines and for purchasing photos where that service is available. You will also be allowed baby supplies if you have a baby with you (See **VISITING GUIDELINES**).

***What do I do with my prescription medication?***

Visitors who have medication in their possession shall declare and relinquish it to the gate officer. Medications shall be identified and stored in a secure area. If a visitor needs the medication during the visiting period, it may be obtained as directed by the facility.

***Can I bring a care package for my loved one to a visit?***

Yes, you may bring a package for your loved one. The package must be presented at the front gate prior to the visit. Remember, you cannot give anything to an Inmate during the visit without permission. Please refer to the section on packages and to Appendix C for further information. Checks, money orders and cash may be used to deposit money into inmate's trust fund account during a visit. It is best to keep your receipts for your records. Please see instructions at the facility for leaving funds during visits.

***What days am I allowed to visit and for how long?***

See **Visiting Days and Times**.

***What is contraband?***

Contraband is any article that is not to be possessed by an Inmate. This includes, but is not limited to: weapons, alcohol, illegal drugs (including marijuana) money, cell phones, and chewing gum. Any visitor found in possession of illegal drugs or weapons will be reported to the proper authorities for prosecution. (See page 10, # 4.)

***How can my loved one get a visit with their child who is currently in foster care?***

Foster care visits are managed between the agency that oversees and has jurisdiction of the foster child and the facility they plan to visit. Generally, the facility contact person is the Inmate's assigned Offender Rehabilitation Coordinator.

***How can my loved one get transferred to a facility closer to home?***

The Office of Classification and Movement in Central Office oversees transfers. Your loved one should contact their assigned Offender Rehabilitation Coordinator to address any concerns about transferring.

***How can I marry a person who is incarcerated?***

To begin the process, you and your loved one must send a letter requesting permission to marry to the Superintendent of the facility. The Superintendent will then inform the Guidance Unit, and if a legal marriage is approvable, the process will proceed.



### ***How do Inmates spend their time in prison?***

Inmates participate in required treatment, educational/vocational training, work and recreation programs unless they are physically unable or constrained by the following circumstances: intake/transfer processing, keep-locked status, administrative segregation, or court hearings. Treatment programs include Alcohol and Substance Treatment (ASAT), RSAT (Residential Substance Abuse Treatment), CASAT (Comprehensive Alcohol Substance Abuse Treatment), Aggression Replacement Training (ART), Sex Offender Counseling Treatment Program (SOCTP) and Prison Based Sex Offender Treatment Program (PBSTP). Educational/vocational programs include Adult Basic Education (ABE), High School Equivalency (HSE) preparation, and various vocational trainings including custodial and building maintenance, computer repair, horticulture, and welding, to name a few. Examples of work assignments include food preparation, ground maintenance, as well as industry production and services.

Families and friends are encouraged to help support their loved one to follow through with their prescribed program plan in a positive manner and motivate them to use their time constructively.

For more information regarding inmate programming, please visit the following link: <http://www.doccs.ny.gov/ProgramServices/index.html>

## Handbook Evaluation

We hope you found the information in this handbook helpful. We invite you to tell us what you think about this handbook so that we can make improvements. You can cut out this page or copy the questions on another sheet of paper. Please take the time to answer these three questions honestly.

1. What material was most helpful to you?
  
2. What material was least helpful?
  
3. What would you like to see included in this type of handbook?

Thank you for taking the time to answer these few questions. Please return the completed evaluation to:

New York State Department of Corrections and Community Supervision  
Division of Ministerial, Family, and Volunteer Services  
The Harriman State Campus – Building #2  
1220 Washington Avenue  
Albany, New York 12226-2050

**APPENDIX A**

**ADDRESSES, PHONE NUMBERS AND VISITING SCHEDULE FOR  
NEW YORK STATE CORRECTIONAL FACILITIES IN**

Facility	Security Level
<p><b>Adirondack Correctional</b>                      PO Box 110                      196 Ray Brook Road                      Ray Brook, NY 12977-0110                      (518) 891-1343                      (Essex County)</p> <p><u>Visiting Hours</u>                      Sat/Sun, Legal Holidays 8:00 am – 3:00 pm                      No processing after 2:00 pm</p>	<p><b>Medium</b></p> <p><b>Male</b></p>
<p><b>Albion Correctional</b>                      3595 State School Road                      Albion, NY 14411-9399                      (585) 589-5511                      (Orleans County)</p> <p><u>Visiting Hours</u>                      Sat/Sun 8:00 am - 2:30 pm                      (Alternate days by last name A-K, L-Z)                      SHU 8:00 am - 2:30 pm                      Holidays 8:00 am - 2:30 pm                      No processing after 2:00 pm</p>	<p><b>Medium</b></p> <p><b>Female</b></p>
<p><b>Altona Correctional</b>                      PO Box 3000                      555 Devils Den Road                      Altona, NY 12910-2090                      (518) 236-7841                      (Clinton County)</p> <p><u>Visiting Hours</u>                      Sat/Sun, Legal Holidays 8:30 am - 2:30 pm                      No processing after 1:45 pm</p>	<p><b>Medium</b></p> <p><b>Male</b></p>

Facility	Security Level
<p><b>Attica Correctional</b>                      639 Exchange Street                      Attica, NY 14011-0149                      (585) 591-2000                      (Wyoming County)</p> <p><u>Visiting Hours</u>                      Daily 9:00 am – 3:00 pm (except if more than 2 visits Mon-Fri, no weekend visits are allowed)                      SHU 9:30 am - 2:30 pm (Only 1 visit every 7 days allowed)                      No processing after 1:45 pm</p>	<p><b>Maximum</b></p> <p><b>Male</b></p>
<p><b>Auburn Correctional</b>                      135 State Street                      Auburn, NY 13024-9000                      (315) 253-8401                      (Cayuga County)</p> <p><u>Inmate Mail:</u>                      PO Box 618, Zip 13021</p> <p><u>Visiting Hours</u>                      Daily 9:00 am – 3:00 pm except on Sat/Sun (Alternate days by last name A-L, M-Z)                      SHU 9:00 am – 3:00 pm (Only 1 visit weekly allowed)                      No processing after 2:00 pm</p>	<p><b>Maximum</b></p> <p><b>Male</b></p>

Facility	Security Level
<p><b>Bare Hill Correctional</b>  181 Brand Road  Caller Box #20  Malone, NY 12953-0020  (518) 483-8411  (Franklin County)</p> <p><u>Visiting Hours</u>  Sat/Sun 7:30 am – 3:00 pm  (Alternate days by last # of DIN)  Legal Holidays 7:30 am – 3:00 pm  SHU 7:30 am – 3:00 pm (Alternate days by last # of DIN)  No processing after 2:00 pm</p>	<p><b>Medium</b></p> <p><b>Male</b></p>
<p><b>Bedford Hills Correctional</b>  247 Harris Road  Bedford Hills, NY 10507-2400  (914) 241-3100  (Westchester Co.)</p> <p><u>Visiting Hours</u>  Daily 8:30 am - 3:30 pm except on Sat/Sun (Alternate days by last name A-L, M-Z)  SHU 8:30 am - 3:30 pm (Only 1 visit weekly Sun-Sat allowed)  No processing after 2:00 pm</p>	<p><b>Maximum</b></p> <p><b>Female</b></p>
<p><b>Cape Vincent Correctional</b>  PO Box 599  36560 State Route 12E  Cape Vincent, NY 13618-0599  (315) 654-4100  (Jefferson County)</p> <p><u>Visiting Hours</u>  Sat/Sun, Legal Holidays 8:00 am - 2:15 pm  SHU 8:00 am – 2:00 pm Sat or Sun (Only 1 visit per weekend allowed)  No processing after 1:30 pm</p>	<p><b>Medium</b></p> <p><b>Male</b></p>

Facility	Security Level
<p><b>Cayuga Correctional</b>  PO Box 1150  2202 State Route 38A  Moravia, NY 13118-1150  (315) 497-1110  (Cayuga County)  <u>Inmate Mail:</u>  PO Box 1186, Zip 13118</p> <p><u>Visiting Hours</u>  Sat/Sun 8:30 am - 3:30 pm (By odd/even date by last # of DIN)  Legal Holidays 8:30 am - 3:30 pm  SHU 8:30 pm - 3:30 pm (By odd/even date by last # of DIN)  No processing after 2:30 pm</p>	<p><b>Medium</b></p> <p><b>Male</b></p>
<p><b>Clinton Correctional</b>  PO Box 2000  1156 Route 374  Dannemora, NY 12929-2000  (518) 492-2511  (Clinton County)  <u>Inmate Mail - Clinton Main:</u>  PO Box 2001, Zip 12929  <u>Inmate Mail - Clinton Annex:</u>  PO Box 2002, Zip 12929</p> <p><u>Visiting Hours</u>  Main &amp; Annex-  Daily 8:30 am – 3:00 pm  SHU 8:30 am - 2:30 pm (Only 1 visit weekly Sun-Sat allowed)  No processing after 2:00 pm</p>	<p><b>Maximum</b></p> <p><b>Male</b></p>

Facility	Security Level
<p><b>Collins Correctional</b>            PO Box 490 - Middle Road            Collins, NY 14034-0490            (716) 532-4588            (Erie County)  <u>Inmate Mail:</u>            PO Box 340, Zip 14034-0340</p> <p><u>Visiting Hours</u>            Sat/Sun, Legal Holidays 8:30am - 3:00 pm            SHU 5:00 pm – 9:00 pm Sat only (except-Level III also allowed Sun only if a visit occurs on Sat) No processing after 2:30 pm</p>	<p><b>Medium</b></p> <p><b>Male</b></p>
<p><b>Coxsackie Correctional</b>            PO Box 200            11260 Route 9W            Coxsackie, NY 12051-0200            (518) 731-2781            (Greene County)  <u>Inmate Mail:</u>            PO Box 999, Zip 12051-0999</p> <p><u>Visiting Hours</u>            Daily 9:00 am – 3:00 pm except Sat/Sun (Alternate day by last name A-L, M-Z)            SHU 9:00 am – 3:00 pm Only 1 visit every 7 days (Sat/Sun visits alternate by last name A-L, M-Z)            **Legal holidays only 2 visitors allowed**            No processing after 2:00 pm</p>	<p><b>Maximum</b></p> <p><b>Male</b></p>

Facility	Security Level
<p><b>Downstate Correctional</b>            PO Box 445            121 Red Schoolhouse Road            Fishkill, NY 12524-0445            (845) 831-6600            (Dutchess County)  <u>Inmate Mail:</u>            PO Box F, Zip 12524</p> <p><u>Visiting Hours</u>            Daily 8:30am - 3:15pm            SHU 8:30am - 3:15pm (Only 1 visit weekly Mon-Sun allowed)            No processing after 2:15 pm</p>	<p><b>Maximum</b></p> <p><b>Male</b></p>
<p><b>Eastern NY Correctional</b>            PO Box 338            30 Institution Road            Napanoch, NY 12458-0338            (845) 647-7400            (Ulster County)</p> <p><u>Visiting Hours</u>            Daily 9:00 am – 3:00 pm except Sat/Sun (odd/even date by last # of DIN)            SHU Daily 9:00 am – 3:00 pm except Sat/Sun (odd/even date by last # of DIN)            **Legal holidays if Sat/Sun (odd/even date by last # of DIN)            No processing after 2:30 pm</p>	<p><b>Maximum</b></p> <p><b>Male</b></p>
<p><b>Edgecombe Residential Treatment Facility</b>            611 Edgecombe Avenue            New York, NY 10032-4398            (212) 923-2575            (New York County)</p> <p><u>Visiting Hours</u>            Parolees 9:00 am – 11:00 pm:            Group A Mon    Group C Weds            Group B Tues    Group D Thurs</p> <p>Cadres Mon-Thurs 9:00 am – 12:00 pm (allowed only one day per week)            No processing after 10:30 pm</p>	<p><b>Minimum</b></p> <p><b>Male</b></p>

Facility	Security Level
<p>Elmira Correctional PO Box 500 1879 Davis Street Elmira, NY 14901-0500 (607) 734-3901 (Chemung County)</p> <p><u>Visiting Hours</u> Daily 9:00 am – 3:00 pm Except: (**Reception- Only after 6 days odd/even date by last # of DIN**) SHU 9:00 am – 3:00 pm (only 1 visit every 7 days allowed) No processing after 2:00 pm</p>	<p>Maximum  Male</p>
<p>Fishkill Correctional Facility 18 Strack Road Beacon, NY 12508-0307 (845) 831-4800 (Dutchess County) <u>Inmate Mail:</u> 271 Matteawan Road PO Box 1245, Zip 12508</p> <p><u>Visiting Hours</u> Sat/Sun, Legal Holidays 8:00 am – 3:00 pm No processing after 2:00 pm SHU Sat/Sun 5:00 pm – 9:00 pm No processing after 8:00 pm</p>	<p>Medium  Male</p>
<p>Five Points Correctional Caller Box 400 6600 State Route 96 Romulus, New York 14541 (607) 869-5111 (Seneca County) <u>Inmate Mail:</u> Caller Box 119, Zip 14541</p> <p><u>Visiting Hours</u> Daily 9:00 am – 3:00 pm SHU 9:00 am – 3:00 pm Only 1 visit every 7 days (except Level III allowed 2 per week) No processing after 2:30 pm</p>	<p>Maximum  Male</p>

Facility	Security Level
<p>Franklin Correctional PO Box 10 62 Bare Hill Road Malone, NY 12953-0010 (518) 483-6040 (Franklin County)</p> <p><u>Visiting Hours</u> Sat/Sun 7:30 am – 3:00 pm (Alternate days by Last # of DIN: 0-4, 5-9) Legal Holidays 7:30am – 3:00 pm SHU 7:30 am – 3:00 pm Sat or Sun (only 1 weekend day allowed) No processing after 2:30 pm</p>	<p>Medium  Male</p>
<p>Gouverneur Correctional PO Box 370 112 Scotch Settlement Road Gouverneur, NY 13642-0370 (315) 287-7351 (Saint Lawrence County)</p> <p><u>Visiting Hours</u> Sat/Sun, Legal Holidays 9:00 am – 3:00 pm (includes SHU) No processing after 2:00 pm SHU 200 Sat 5pm-9pm (except Level II &amp; III Sat/or Sun) 1 visit every 7 days No processing after 8:00 pm</p>	<p>Medium  Male</p>
<p>Gowanda Correctional PO Box 350 - South Road Gowanda, NY 14070-0350 (716) 532-0177 (Erie County) <u>Inmate Mail:</u> PO Box 311, Zip 14070-0311</p> <p><u>Visiting Hours</u> Sat/Sun 7:30 am – 2:00 pm (Alternate odd/even date by last # of DIN) Legal Holidays 7:30 pm – 2:00 pm SHU 7:30 am – 2:00 pm (Only 1 visit every 7 days) No processing after 1:30 pm</p>	<p>Medium  Male</p>

Facility	Security Level
<p><b>Great Meadow Correctional</b>            PO Box 51            11739 State Route 22            Comstock, NY 12821-0051            (518) 639-5516            (Washington County)</p> <p><u>Visiting Hours</u>            Daily 9:30 – 3:00 pm except            Sat/Sun (Alternate days by last            name A-L, M-Z)            SHU Only 1 visit per week Weds-            Tues allowed (Level III 2 visits per            week)            No processing after 2:00 pm</p>	<p><b>Maximum</b>  <b>Male</b></p>
<p><b>Green Haven Correctional</b>            594 Route 216            Stormville, NY 12582-0100            (845) 221-2711            (Dutchess County)</p> <p><u>Visiting Hours</u>            Daily 7:30 am – 2:00 pm except            Sat/Sun (Alternate days by Last            Name A-L, M-Z)            SHU 7:30 am – 2:00 pm (Only 1            visit weekly Fri-Thurs allowed)            No processing after 1:30 pm</p>	<p><b>Maximum</b>  <b>Male</b></p>

Facility	Security Level
<p><b>Greene Correctional</b>            PO Box 8            165 Plank Road            Coxsackie, NY 12051-0008            (518) 731-2741            (Greene County)  <u>Inmate Mail:</u>            PO Box 975, Zip 12051-0975</p> <p><u>Visiting Hours</u>            Sat 9:00 am - 3:30 pm            Sun 9:00 am - 3:30 pm or 5:00 pm            – 9:00 pm (Alternate days by Last            # of DIN)            Legal Holidays 9:00 am – 3:00 pm            No processing after 2:00 pm            SHU 200 Sat 5:00 pm – 9:00 pm            (Level III additional visit 5 pm-9            pm Weds)            No processing after 8:00 pm</p>	<p><b>Medium</b>  <b>Male</b></p>
<p><b>Groveland Correctional</b>            PO Box 50            7000 Sonyea Road            Sonyea, NY 14556-0050            (585) 658-2871            (Livingston County)</p> <p><u>Visiting Hours</u>            Sat/Sun, Legal Holidays            8:00 am - 3:30 pm            SHU 8:00 am - 3:30 pm (Only 1            visit every 7 days)            No processing after 2:15 pm</p>	<p><b>Medium</b>  <b>Male</b></p>
<p><b>Hale Creek ASACTC</b>            279 Maloney Road            Johnstown, NY 12095-3769            (518) 736-2094            (Fulton County)  <u>Inmate Mail:</u>            PO Box 950, Zip 12095</p> <p><u>Visiting Hours</u>            Sat/Sun, Legal Holidays 8:30 am -            2:30 pm            No processing after 2:00 pm</p>	<p><b>Medium</b>  <b>Male</b></p>

Facility	Security Level
<p>Hudson Correctional PO Box 576 50 East Court Street Hudson, NY 12534-0576 (518) 828-4311 (Columbia County)</p> <p><u>Visiting Hours</u> Sat/Sun, Legal Holidays 9:00 am - 3:00 pm No processing after 2:00 pm</p>	<p>Medium  Male</p>
<p>Lakeview Shock Incarceration PO Box T 9300 Lake Avenue Brocton, NY 14716-9798 (716) 792-7100 (Chautauqua County)</p> <p><u>Visiting Hours</u> Recept. Inmates Sat. 9:00 am – 3:00 pm Recept. Dorm F2 Sun 9:00 am – 3:00 pm No processing after 2:00 pm SHU 200 Sat. 5:00 pm – 9:00 pm (call due to restrictions)</p>	<p>Medium Male and Female</p>
<p>Marcy Correctional PO Box 5000 9000 Old River Road Marcy, NY 13403-5000 (315) 768-1400 (Oneida County) <u>Inmate Mail:</u> PO Box 3600, Zip 13403</p> <p><u>Visiting Hours</u> Sat/Sun, Legal Holidays 8:30 am - 3:30 pm Last # of DIN 5 TO 9 = Odd day of week 1 TO 4 = Even day of week No processing after 2:00 pm</p>	<p>Medium  Male</p>

Facility	Security Level
<p>Mid-State Correctional PO Box 216 9005 Old River Road Marcy, NY 13403-0216 (315) 768-8581 (Oneida County) <u>Inmate Mail:</u> PO Box 2500, 13403</p> <p><u>Visiting Hours</u> General Pop: 8:00 – 3:00 pm Sat/Sun No processing after 2:00 pm SHU 5:00 pm – 9:00 pm Sat only (call due to restrictions)</p>	<p>Medium  Male</p>
<p>Mohawk Correctional PO Box 8450 6514 Route 26 Rome, NY 13442 (315) 339-5232 (Oneida County) <u>Inmate Mail:</u> PO Box 8451, Zip 13440</p> <p><u>Visiting Hours</u> Sat/Sun, Legal Holidays 8:30 - 3:00 pm. No processing after 2:00 pm By last # of DIN = Even/Odd Corresponds to Even/Odd date on Weekend</p>	<p>Medium  Male</p>
<p>Moriah Shock Incarceration PO Box 999 75 Burhart Lane Mineville, NY 12956-0999 (518) 942-7561 (Essex County)</p> <p><u>Visiting Hours</u> Sundays 10:00 am - 3:00 pm Alternates every other weekend determined by last # of DIN. (Call to find out if odd or even weekend) No processing after 2:30 pm</p>	<p>Minimum  Male</p>



Facility	Security Level
<p>Ogdensburg Correctional One Correction Way Ogdensburg, NY 13669-2288 (315) 393-0281 (Saint Lawrence County)</p> <p><u>Visiting Hours</u> Sat/Sun, Legal Holidays 7:30 am - 2:30 pm No processing after 2:00 pm</p>	<p>Medium</p> <p>Male</p>
<p>Orleans Correctional 3595 Gaines Basin Road Albion, NY 14411-9199 (585) 589-6820 (Orleans County)</p> <p><u>Mailing Address:</u> 3531 Gaines Basin Road</p> <p><u>Visiting Hours</u> General Pop Sat/Sun, Legal Holidays 8:00 am - 3:00 pm No processing after 2:00 pm S-Block Sat <u>OR</u> Sun 5:00 pm - 9:00 pm</p>	<p>Medium</p> <p>Male</p>
<p>Otisville Correctional Facility P.O. Box 8 57 Sanitorium Road Otisville, New York 10963-0008 (845) 386-1490 (Orange County)</p> <p><u>Visiting Hours</u> Sat/Sun, Legal Holidays 7:30 am - 2:30 pm No processing after 2:00 pm</p>	<p>Medium</p> <p>Male</p>
<p>Queensboro Correctional 47-04 Van Dam Street Long Island City, NY 11101-3081 (718) 361-8920 (Queens County)</p> <p><u>Visiting Hours</u> Last # of DIN determines visit eligibility. Visits rotate every 5 days. Visits are 7 days a week from 1:00 pm - 3:45 pm. No processing after 3:15 pm</p>	<p>Minimum</p> <p>Male</p>

Facility	Security Level
<p>Riverview Correctional PO Box 158 1110 Tibbits Drive Ogdensburg, NY 13669-0158 (315) 393-8400 (St. Lawrence County)</p> <p><u>Visiting Hours</u> Sat/Sun, Legal Holidays 7:30 am - 2:30 pm No processing after 2:00 pm</p>	<p>Medium</p> <p>Male</p>
<p>Rochester Correctional 470 Ford Street Rochester, NY 14608-2499 (585) 454-2280 (Monroe County)</p> <p><u>Visiting Hours</u> No Visiting Hours – Inmates Furlough</p>	<p>Minimum</p> <p>Male</p>
<p>Shawangunk Correctional PO Box 750 200 Quick Road Wallkill, NY 12589-0750 (845) 895-2081 (Ulster County)</p> <p><u>Inmate Mail:</u> PO Box 700, Zip 12589</p> <p><u>Visiting Hours</u> 7 days per week 8:30 am - 2:15 pm No processing after 1:45 pm If you come on Saturday, you cannot come on Sunday.</p>	<p>Maximum</p> <p>Male</p>

Facility	Security Level
<p><b>Sing Sing Correctional</b> 354 Hunter Street Ossining, NY 10562-5442 (914) 941-0108 (Westchester County)</p> <p><u>Visiting Hours</u> Mon to Fri 8:00 am - 2:00 pm. Weekend by last # of DIN = Even/Odd Corresponds to Even/Odd date on weekend No processing after 2:30 PM</p>	<p><b>Maximum</b>  <b>Male</b></p>
<p><b>Southport Correctional</b> PO Box 2000 236 Bob Masia Drive Pine City, NY 14871-2000 (607) 737-0850 (Chemung County)</p> <p><u>Visiting Hours</u> Sat/Sun Legal Holidays 9:00 am - 3:00 pm No processing after 2:00 pm</p>	<p><b>Maximum</b>  <b>Male</b></p>
<p><b>Sullivan Correctional</b> PO Box 116, 325 Riverside Drive Fallsburg, NY 12733-0116 (845) 434-2080 (Sullivan County)</p> <p><u>Visiting Hours</u> 7 days per week 9:00 am - 3:00 pm No processing after 2:00 pm</p>	<p><b>Maximum</b>  <b>Male</b></p>
<p><b>Taconic Correctional</b> 250 Harris Road Bedford Hills, NY 10507-2498 (914) 241-3010 (Westchester County)</p> <p><u>Visiting Hours</u> Sat/Sun, Legal Holidays 7:30 am - 3:30 pm No processing after 2:30 pm</p>	<p><b>Medium</b>  <b>Female</b></p>

Facility	Security Level
<p><b>Ulster Correctional</b> PO Box 800 750 Berme Road Napanoch, NY 12458-0800 (845) 647-1670 (Ulster County)</p> <p><u>Visiting Hours</u> Sat/Sun 8:30 am - 2:30 pm by last # of DIN = Even or Odd weekend. Holidays for all DIN #s SHU – Sat OR Sun one day only 8:30 am - 2:30 pm No processing after 2:00 pm</p>	<p><b>Medium</b>  <b>Male</b></p>
<p><b>Upstate Correctional</b> PO Box 2000 309 Bare Hill Road Malone, NY 12953 (518) 483-6997 (Franklin County) <u>Inmate Mail:</u> PO Box 2001, Zip 12953</p> <p><u>Visiting Hours</u> Sat/Sun, Holidays SHU: 8:00 am - 3:00 pm Gen Pop. 8:00 am - 2:30 pm No processing after 2:00 pm SHU – depends on privileges, call to determine what level</p>	<p><b>Maximum</b>  <b>Male</b></p>
<p><b>Wallkill Correctional</b> PO Box G 50 McKenderick Road Wallkill, NY 12589-0286 (845) 895-2021 (Ulster County)</p> <p><u>Visiting Hours</u> Sat/Sun, Legal Holidays 7:30 am - 2:15 pm No processing after 1:30 pm</p>	<p><b>Medium</b>  <b>Male</b></p>

Facility	Security Level
<p>Washington Correctional PO Box 180 72 Lock Eleven Lane Comstock, NY 12821-0180 (518) 639-4486 (Washington County)</p> <p><u>Visiting Hours</u> Sat/Sun, Legal Holidays 7:30 am - 2:00 pm No processing after 1:00 pm</p>	<p>Medium</p> <p>Male</p>
<p>Watertown Correctional 23147 Swan Road Watertown, NY 13601-9340 (315) 782-7490 (Jefferson County)</p> <p><u>Visiting Hours</u> Sat/Sun, Legal Holidays 8:30 am - 2:30 pm No processing after 1:45 pm</p>	<p>Medium</p> <p>Male</p>
<p>Wende Correctional 3040 Wende Road Alden, NY 14004-1187 (716) 937-4000 (Erie County)</p> <p><u>Visiting Hours</u> 7 days per week 9:00 am - 3:00 pm No processing after 2:00 pm</p>	<p>Maximum</p> <p>Male</p>
<p>Willard Drug Treatment Campus 7116 County Route 132 PO Box 303 Willard, NY 14588-0303 (607) 869-5500 (Seneca County)</p> <p><u>Visiting Hours</u> Sat/Sun, Legal Holidays 9:00 am - 3:00 pm by dorm assignment. Call facility No processing after 2:30 pm</p>	<p>Drug Treatment Center Male and Female</p>

Facility	Security Level
<p>Woodbourne Correctional PO Box 1000 99 Prison Road Woodbourne, NY 12788-1000 (845) 434-7730 (Sullivan County)</p> <p><u>Visiting Hours</u> Sat/Sun, Legal Holidays 8:15 am - 2:45 pm Alternates Sat or Sun based on last name, A-L or M-Z No processing after 2:15 pm</p>	<p>Medium</p> <p>Male</p>
<p>Wyoming Correctional PO Box 501 3203 Dunbar Road Attica, NY 14011-0501 (585) 591-1010 (Wyoming County)</p> <p><u>Visiting Hours</u> Sat/Sun 8:15 am - 3:15 pm By last # of DIN = Even/Odd Corresponds to Even/Odd date on weekend. No processing after 2:15 pm</p>	<p>Medium</p> <p>Male</p>

## APPENDIX B

### MILEAGE CHART

Facility	New York City, NY	Albany, NY	Buffalo, NY
<b>Adirondack</b>	292 miles - 4½ hrs.	165 miles - 2¾ hrs.	329 miles - 5½ hrs.
<b>Albion</b>	350 miles - 5½ hrs.	260 miles - 4¼ hrs.	55 miles - 1 hr.
<b>Altona</b>	336 miles - 5½ hrs.	205 miles - 3½ hrs.	356 miles - 6 hrs.
<b>Attica</b>	330 miles - 5¾ hrs.	265 miles - 4½ hrs.	37 miles - ¾ hr.
<b>Auburn</b>	250 miles - 4 hrs.	176 miles - 3¼ hrs.	128 miles - 2¼ hrs.
<b>Bare Hill</b>	340 miles - 5¾ hrs.	230 miles - 4 hrs.	322 miles - 5½ hrs.
<b>Bedford Hills</b>	<b>45 miles - 1 hr.</b>	<b>130 miles - 2¼ hrs.</b>	<b>369 miles - 6¼ hrs.</b>
<b>Cape Vincent</b>	338 miles - 5½ hrs.	197 miles - 3½ hrs.	237 miles - 4 hrs.
<b>Cayuga</b>	234 miles - 4 hrs.	200 miles - 3½ hrs.	145 miles - 2½ hrs.
<b>Clinton</b>	319 miles - 5¼ hrs.	185 miles - 3¼ hrs.	382 miles - 6½ hrs.
<b>Collins</b>	259 miles - 6¼ hrs.	315 miles - 5½ hrs.	31 miles - ½ hr.
<b>Coxsackie</b>	128 miles - 2¼ hrs.	25 miles - ½ hr.	310 miles - 5 hrs.
<b>Downstate</b>	66 miles - 1¼ hrs.	95 miles - 1¾ hrs.	338 miles - 5¾ hrs.
<b>Eastern</b>	94 miles - 1¾ hrs.	90 miles - 1¾ hrs.	306 miles - 5¼ hrs.
<b>Edgecombe RTF</b>	---	155 miles - 2¾ hrs.	354 miles - 6¼ hrs.
<b>Elmira</b>	215 miles - 3¾ hrs.	205 miles - 3½ hrs.	140 miles - 2½ hrs.
<b>Fishkill</b>	66 miles - 1¼ hrs.	95 miles - 1¾ hr.	338 miles - 5¾ hrs.
<b>Five Points</b>	252 miles - 4¼ hrs.	191 miles - 3 hrs.	121 miles - 2 hrs.
<b>Franklin</b>	340 miles - 5¾ hrs.	230 miles - 4 hrs.	322 miles - 5½ hrs.
<b>Gouverneur</b>	338 miles - 5¾ hrs.	190 miles - 3½ hrs.	250 miles - 4 hrs.
<b>Gowanda</b>	356 miles - 6¼ hr.	315 miles - 5¼ hrs.	31 miles - ½ hr.

<b>Facility</b>	<b>New York City, NY</b>	<b>Albany, NY</b>	<b>Buffalo, NY</b>
<b>Great Meadow</b>	216 miles – 3¼ hrs.	70 miles - 1¼ hrs.	316 miles - 5¼ hrs.
<b>Green Haven</b>	71 miles - 1¼ hrs.	95 miles - 1¾ hrs.	352 miles - 6 hrs.
<b>Greene</b>	128 miles – 2¼ hrs.	25 miles - ½ hr.	310 miles - 5 hrs.
<b>Groveland</b>	292 miles – 5 hrs.	260 miles - 4¼ hrs.	64 miles – 1¼ hrs.
<b>Hale Creek</b>	190 miles – 3¼ hrs.	45 miles - 1 hr.	250 miles - 4 hrs.
<b>Hudson</b>	125 miles – 2¼ hrs.	38 miles - ¾ hr.	322 miles - 5 hrs.
<b>Lakeview Shock</b>	393 miles – 6¾ hrs.	335 miles - 5½ hrs.	53 miles – 1 hr.
<b>Marcy</b>	244 miles – 4 hrs.	100 miles - 1¾ hrs.	195 miles - 3 hrs.
<b>Mid-State</b>	244 miles - 4 hrs.	100 miles - 1¾ hrs.	195 miles - 3 hrs.
<b>Mohawk</b>	244 miles - 4 hrs.	120 miles - 2 hrs.	195 miles - 3 hrs.
<b>Moriah Shock</b>	266 miles - 4½ hrs.	150 miles - 2½ hrs.	343 miles - 6 hrs.
<b>Ogdensburg</b>	375 miles - 6¼ hrs.	245 miles - 4 hrs.	271 miles - 4½ hrs.
<b>Orleans</b>	350 miles - 5½ hrs.	260 miles - 4¼ hrs.	55 miles - 1 hr.
<b>Otisville</b>	81 miles - 1½ hrs.	120 miles - 2 hrs.	316 miles - 5¼ hrs.
<b>Queensboro</b>	- - -	175 miles - 3 hrs.	354 miles - 6¼ hrs.
<b>Riverview</b>	375 miles - 6¼ hrs.	245 miles - 4 hrs.	271 miles - 4½ hrs.
<b>Rochester</b>	365 miles - 6¼ hrs.	225 miles - 4 hrs.	55 miles - 1 hr.
<b>Shawangunk</b>	76 miles - 1½ hrs.	90 miles - 1¾ hrs.	323 miles - 5½ hrs.
<b>Sing Sing</b>	40 miles - 1 hr.	120 miles - 2 hrs.	363 miles - 6 hrs.
<b>Southport</b>	220 miles - 4 hrs.	215 miles - 3¾ hrs.	140 miles - 2½ hrs.
<b>Sullivan</b>	102 miles - 2 hrs.	105 miles - 1¼ hrs.	294 miles - 5 hrs.
<b>Taconic</b>	45 miles - 1 hr.	130 miles - 2½ hrs.	369 miles - 6¼ hrs.
<b>Ulster</b>	94 miles - 1¾ hrs.	90 miles - 1¼ hrs.	306 miles - 5¼ hrs.

<b>Facility</b>	<b>New York City, NY</b>	<b>Albany, NY</b>	<b>Buffalo, NY</b>
<b>Upstate</b>	340 miles - 5¾ hrs.	230 miles - 3¾ hrs.	322 miles - 5½ hrs.
<b>Wallkill</b>	76 miles - 1½ hrs.	90 miles - 1¼ hrs.	323 miles - 5½ hrs.
<b>Washington</b>	216 miles - 3¼ hrs.	70 miles - 1¼ hr.	316 miles - 5¼ hrs.
<b>Watertown</b>	315 miles - 5¼ hrs.	167 miles - 2¾ hrs.	213 miles - 3½ hrs.
<b>Wende</b>	338 miles - 6 hrs.	280 miles - 5 hrs.	- - -
<b>Willard DTC</b>	250 miles - 4¼ hrs.	200 miles - 3 hrs.	130 miles - 2¼ hrs.
<b>Woodbourne</b>	102 miles - 2 hrs.	105 miles - 2 hrs.	294 miles - 5 hrs.
<b>Wyoming</b>	330 miles - 5½ hrs.	265 miles - 4½ hrs.	37 miles - ¾ hr.

**APPENDIX C - 3/25/13  
ALLOWABLE ITEMS**

Items listed below may be received through the Package Room by inmates in most facilities, subject to the following restrictions and qualifications:

<b>FOOD ITEMS</b>	
<b><u>General Restrictions:</u></b>	
<u>Contents</u>	
<ul style="list-style-type: none"> <li>- No alcoholic content or ingredients.</li> <li>- No poppy seeds.</li> <li>- No frozen foods.</li> <li>- No USDA or Government surplus food.</li> <li>- No home, bakery, restaurant, or delicatessen-prepared foods.</li> </ul>	
<u>Packaging</u>	
<ul style="list-style-type: none"> <li>- No glass containers.</li> <li>- Items, except for fresh fruits and vegetables, must be received commercially packaged in airtight hermetically sealed containers impervious to external influence (e.g., sealed cans, heat sealed plastic bags, vacuum sealed pouches, vacuum sealed plastic jars, glue sealed paper or cardboard boxes with the inside product being hermetically sealed, etc.).</li> <li>- All items must have a commercially printed ingredients list on the packaging.</li> </ul>	
<b>Individual Items</b>	<b>Specific Restrictions and Conditions</b>
a) Beverages/Liquid	Including concentrates, must be in cans, pouches or boxes only; max. Size 32 oz. each.
b) Beverages/Mixes	Dry, maximum size 32 ounces each.
c) Bread	
d) Canned food	Maximum size 16 oz. each; products must not require cooking (as designated on the manufacturer's label); microwaveable containers are allowed.
e) Candy	
f) Cheese.	Sliced or chunk.
g) Coffee	
h) Dried coffee cream	16 oz. maximum.
i) Fruit	No dried.
j) Meats	Must be ready to eat (i.e., pre-cooked, cured, smoked, cold-cuts).
k) Nuts	Without shells.
l) Pastry	
m) Raisins	Maximum 2 oz. per food package.
n) Seafood	Cooked, cured or smoked only; no shells.
o) Snacks	Potato chips, pretzels, cheese twists, crackers, cookies, and other similar items (or combinations of approved food items, except for those combinations/mixes containing raisins).
p) Tea	Herbal and flavored tea allowed; no loose tea; no tea labeled as being for any treatment or cure, "for medicinal purposes" or "as a dietary supplement," etc. is allowed.
q) Vegetables	Fresh, that does not require cooking (except in facilities that permit cooking).

<b>FOOD UTENSILS</b>	
<b><u>General Restrictions</u></b>	
<ul style="list-style-type: none"> <li>- Plastic only (except where metal cooking utensils are permitted by the Superintendent under local permit.</li> <li>- No double-wall (e.g. foam core or insulated) containers.</li> </ul>	
<b>Individual Items</b>	<b>Specific Restrictions and Conditions</b>
a) Bowls	2 quart max.
b) Can opener	Manual only; short handle
c) Cups	No larger than 16 oz.
d) Drinking containers	No larger than 16 oz.
e) Saucers	
f) Food storage containers	2 quart max.
g) Spoons,	Pliable only
h) Forks/"Sporks"	Pliable only
i) Plates	
j) Thermos bottle	2 qt. max; molded plastic only

<b>TOBACCO PRODUCTS</b>	
<b><u>General Restrictions</u></b>	
<ul style="list-style-type: none"> <li>- Tobacco products must be in the original commercially sealed containers.</li> <li>- Cigarettes must bear New York State Tax Stamps - no exceptions.</li> </ul>	
<b>Individual Items</b>	<b>Specific Restrictions and Conditions</b>
a) Cigarettes	Max. 2 cartons per month; unflavored or menthol only
b) Cigarette roller	Limit 1; plastic only
c) Cigarette papers	Unflavored or menthol only
d) Cigars	Max. 50 per month, unflavored or menthol only
e) Pipes & pipe cleaners	
f) Tobacco, chewing	Max. 24 oz. per month
g) Tobacco, loose	Max. 12 oz. per month
h) Snuff	Max. 24 oz. per month
i) Cigarette tubes	Max. 400 tubes per month, filtered or non-filtered, 100s to king-size, unflavored or menthol only



**RECREATIONAL SUPPLIES****General Restrictions**

- Dice are not permitted

**Individual Items****Specific restrictions and conditions.**

- |                           |   |
|---------------------------|---|
| a) Athletic Gloves        | Baseball (mitt), handball or bag; no metal inserts; no boxing-type; max. value \$50 |
| b) Checkerboards/Checkers | Folding cardboard board or vinyl; plastic or wood pieces; max. value \$50           |
| c) Chess sets             | Folding cardboard board or vinyl; plastic or wood pieces; max. value \$50           |
| d) Dominos                | Plastic or wood pieces; max. value \$50   |
| e) Handballs              | In original sealed container only   |
| f) Jigsaw puzzles         | In original sealed container only   |
| g) Playing cards          | In original sealed container only   |
| h) Tennis balls           | In original sealed container only   |

**TOILET ARTICLES/COSMETICS****General Restrictions**

- No item may be received which lists alcohol as an ingredient.
- No skin tanning or coloring or hair coloring products.
- Maximum size of any single item is 16 oz.
- No glass, except when approved toiletries cannot be obtained in plastic containers or cans; then, one ounce glass containers may be permitted when received directly from an approved store or manufacturer as packaged by them. The containerized items listed below are acceptable (1) if received in commercially-sealed non-pressurized cans or commercially-sealed plastic containers, or (2) when received directly from an approved store or manufacturer as packaged by them.
- No hemp oil or derivatives of hemp in contents.

<b>ALL FACILITIES</b>	<b>SPECIFIC RESTRICTIONS AND CONDITIONS</b>
<ul style="list-style-type: none"> <li>a) Afro Pick</li> <li>b) Aftershave lotion</li> <li>c) Baby oil</li> <li>d) Comb</li> <li>e) Cream rinse/conditioner</li> <li>f) Denture adhesive</li> <li>g) Denture cleanser</li> <li>h) Denture cup</li> <li>i) Deodorant</li> <li>j) Emery boards</li> <li>k) Fingernail clipper</li> <li>l) Hair brush</li> <li>m) Hair dressing</li> <li>n) Hairnet</li> <li>o) Hand/face cream or lotion</li> <li>p) Mirror</li> <li>q) Mouthwash</li> <li>r) Shampoo</li> <li>s) Shaving items - brush, cream, cup, soap</li> <li>t) Soap</li> <li>u) Soap dish</li> <li>v) Stick cologne</li> <li>w) Toenail clipper</li> <li>x) Toothbrush</li> <li>y) Tweezers</li> </ul>	<p>Plastic</p> <p>Plastic; max. length 6"; no handle</p> <p>Tablets only</p> <p>Plastic; transparent only</p> <p>Stick-type only</p> <p>Non-metal</p> <p>No file; 2 ½" max.</p> <p>Plastic; no removable handle or compartment</p> <p>Non-medicated; incl. cream and gel</p> <p>8" x 10" max. size; plastic only</p> <p>Standard size bar; no soap-on-a-rope</p> <p>Plastic</p> <p>No file; 3 ½" max.</p> <p>Non-electric</p>
<b>FEMALE FACILITIES ONLY</b>	<b>SPECIFIC RESTRICTIONS AND CONDITIONS</b>
<ul style="list-style-type: none"> <li>a) Facial makeup</li> <li>b) Hair fasteners</li> <li>c) Hair spray</li> <li>d) Perfume/cologne</li> </ul>	<p>Eye makeup, face powder, lipstick, rouge, etc., no liquid makeup</p> <p>Barrettes, bobby pins, hair (bands, rollers, rubber bands), no stones</p> <p>Non-aerosol</p> <p>Non-aerosol; 3 oz. max. per month</p>

**CLOTHING**

General Restrictions (all clothing items): No quilted clothing or snorkel-type hoods, except where indicated. No leather (except footwear and belts). No mesh materials (except footwear Note: mesh materials may not create a pocket). No spandex-type material. No denim. No removable linings.

Colors: Except as indicated below, blue, black, gray or orange colors are not permitted. Any shades of colors such as melon, peach, aqua, etc. that are not readily distinguishable from blue, black, gray or orange are not permitted. Solid colors only, except where indicated.

Value: Except as indicated, no item may exceed \$50 in value.

Footwear (# 1 below): No hollow or platform heels or soles. No camouflage design. No metal shanks/ supports or toes. No pointed toes, spiked heels, pockets, compartments, clog-type or pump (air-inflation) footwear. No metal/stone or clip-on decorations. Max. Height of heels: males 2"; females 3". Measure boot height from bottom of heel. Size must be within 1 size of that being worn by inmate.

Outerwear (# 2 below): Natural fabrics only (e.g. cotton, wool).

1. Footwear	Color	Additional Restrictions and Conditions
a) Baseball/soccer shoes b) Boots c) Rubber galoshes, overshoes d) Sandals e) Shoes f) Shower shoes g) Slippers h) Sneakers	Any but blue  Any but blue Any color  Any but blue Any but blue Any color Any but blue Any color combination but blue	Non-removable rubber cleats only 3/8" Max Total height 8" Total height 10"  Must be secure to the foot (use ankle strap)
2. Outerwear	Color	Additional Restrictions and Conditions
a) Earmuffs b) Gloves/mittens c) Jacket  d) Rain hat  e) Rain jacket/ poncho f) Scarves g) Winter knit cap	Black permitted Solid green only (including lining)  Clear transparent plastic Clear transparent plastic Black permitted	Plastic band (no metal) Wrist length Length 3/4 max.; military-style field jackets are allowed but short-waist style jackets are not allowed; no hood; no patches, insignia or decals. None labeled "chemical protective."  Hood permitted; max. value \$20

<b>Male Inmates Only</b>	<b>Color</b>	<b>Additional Restrictions and Conditions</b>
a) T-shirts b) Briefs, boxers  c) Thermal underwear	Solid colors only (except for the waistband)  Solid colors only (except for the waistband)	
<b>Sportswear</b>	<b>Color</b>	<b>Additional Restrictions and Conditions</b>
a) Athletic supporter b) Baseball caps c) Shorts d) Sweatshirts, sweatpants		No metal or plastic cups; males only  No logos, no military style Gym or Bermuda style; not to extend below the knee or higher than mid-thigh; no cargo style pockets; no form-fitting or spandex type; no denim; no logos or lettering Cloth only; hoods permitted; may have a multiple or solid vertical stripe down leg or arm only not to exceed 2" in width; no logos; no zippers; no cargo style pockets
<b>Miscellaneous</b>	<b>Color</b>	<b>Additional Restrictions and Conditions</b>
a) Shirts/sweaters.  b) Bathrobe c) Belts  d) Bow ties  e) Handkerchiefs f) Neckties g) Pajamas h) Socks	Solid colors inside and out  Solid brown or black only  Black permitted  White only  Black permitted	Includes turtleneck, mock turtleneck, and polo styles; manufacturer's logo (e.g. fox, alligator, etc.), not to exceed 2" x 2" permitted  Non-elastic; no braided, no metal or stone decoration, less than 1½" wide, with buckle-non-removable, no sliding lock style, no "D" ring style (max. 1½"x1½"), length size appropriate Cloth only; clip-on style only  Cloth only; clip-on style only No pockets

<ul style="list-style-type: none"> <li>a) blouses</li> <li>b) Boots</li> <li>c) Nightgowns</li> <li>d) Shawls</li> <li>e) Shoes</li> <li>f) Stockings/ panty hose</li> <li>g) Bras</li> <li>h) Panties.</li>   <li>i) Slips</li> <li>j) Girdle</li> <li>k) Thermal Underwear</li>   <li>l) T- shirts</li> <li>m) Pajamas</li> </ul>	<p>No blue</p> <p>No blue</p> <p>Solid colors only (except for waistband)</p>	<p>No see-through, midriff or short-cut Total height 18" No see-through 1 yard square max. size (incl. fringe)</p> <p>Stocking/hose requiring garter belts not allowed No metal underwire, no padding No thong style, crotch less, front opening or see-through or lace trim Full and half</p> <p>Crew or V-neck only No see-through; no front opening bottoms</p>
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<b>EDUCATIONAL SUPPLIES</b>	
<b>Office Materials</b>	<b>Additional Restrictions and Conditions</b>
<ul style="list-style-type: none"> <li>a) Mini-calculator</li>   <li>b) Carbon paper</li> <li>c) Clip board</li> <li>d) Composition/Notebooks</li> <li>e) Crayons</li> <li>f) Dictionaries</li> <li>g) Drafting pens</li> <li>h) Erasers</li> <li>i) File folders</li> <li>j) Masking tape</li> <li>k) Paper</li> <li>l) Pens</li>   <li>m) Pencils</li> <li>n) Pencil sharpener</li> <li>o) Rulers</li> <li>p) Transparent tape</li> </ul>	<p>Basic functions only (i.e. addition, subtraction, division, multiplication, percentages) no scientific functions hand-held only; \$30 max. value</p> <p>9" x 15" max.; no metal components</p> <p>No metal components</p> <p>Non-electronic</p> <p>No sharp points; no internal or refillable ink reservoirs</p> <p>No metal components</p> <p>1" maximum width</p> <p>Writing or drawing; no envelopes</p> <p>Ball point (non-retractable-style) or felt tip only - no fluorescent type</p> <p>Standard wooden type only</p> <p>Manual (hand-held); non-removable blade</p> <p>12" maximum; non-metal</p> <p>1" maximum width</p>
<b>Audio Equipment</b>	<b>General Restrictions and Conditions</b>
	<p>Except as indicated, may only be received directly from manufacturer or established dealer. See Directive #4920 for specifics. Not to be altered in any way to meet specifications (except that an external antenna must be removed by the manufacturer or vendor). No detachable components. An inmate may possess and use only 1 audio unit (excluding TV).</p>

<p>a) Cassette Tapes</p> <p>b) Cassette type cleaner automatic demagnetizer</p> <p>c) Headphone Radio</p> <p>d) Headphones (earphones)</p> <p>e) Radio</p> <p>f) Radio/Tape player Combination</p> <p>g) Tape Player</p>	<p><b>Specific Restrictions and Conditions</b></p> <p>Commercially made; sealed in cellophane or similar material; no screws; received directly from a distributor, retailer, or manufacturer only. Subject to Media Review. Religious tapes may be received from a bona fide religious organization. These tapes must be in clear packaging and be reviewed by the Chaplain's office or Media Review.</p> <p>Local permit only; maximum value - \$150.00.</p> <p>Local permit only; maximum value - \$50.00.</p> <p>Local permit only; maximum value - \$150.00; clear (see-through) case only; no larger than 8 inches x 14 inches.</p> <p>Local permit only; maximum value - \$150.00; clear (see-through) case only; no larger than 8 inches x 14 inches; no microphone, talk switch, or recording device.</p> <p>Local permit only; maximum value - \$150.00; clear (see-through) case only; no larger than 8 inches x 14 inches; no microphone, talk switch, or recording device.</p>
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<b>Printed Materials</b>	<b>General Restrictions and Conditions</b>
<p>a) Books, magazines and periodicals</p> <p>b) Calendar</p> <p>c) Greeting cards with matching envelopes</p> <p>d) Posters</p>	<p>Paper only (no laminates). All material subject to Directive #4572, "Media Review Guidelines." Newspapers may only be received from the publisher or an approved distributor via the correspondence unit.</p> <p><b>Specific Restrictions and Conditions</b></p> <p>New or used. May be delayed through the Package Room up to 6 days for close security inspection if received from other than publisher or approved distributor</p> <p>Max. size 18"x14" when opened; no metal components</p> <p>Maximum size 18" x 14" when opened; maximum of 50 per month; no electronic cards.</p> <p>Maximum size 18" x 14"; no metal components.</p>
<b>Typewriters/ Supplies</b>	<b>General Restrictions and Conditions</b>
	<p>Typewriter - 1 only; maximum value - \$350 w/case (if case is purchased, it must be a hard case); the typewriter body must be made of clear, see-through material.</p> <p><u>Sources:</u> Items listed below may only be received directly from an approved commercial source. New only.</p>

a) Portable Typewriter  b) Electric adapter or converter c) Typewriter correction paper d) Correction ribbon e) Typewriter print wheel f) Typewriter ribbons	<b>Specific Restrictions and Conditions</b> Manual or electric; local permit only; no discs or permanent storage memory exceeding 7K, except for "correction memory" and internal spell-check and/or dictionary; no memory upgrade or internal or external ports usable for data transfer. The Department assumes no liability for information lost due to searches, power surges, or outages, etc. Local permit only.  Replacement only. One only, on an exchange basis. Maximum of six.
<b>Musical Instrument</b>	<b>General Restrictions and Conditions</b>
	Local permit only; 1 only; maximum value - \$200 w/case; a non-electronic musical instrument, new or used, may be received from home - otherwise it may only be received directly from an approved commercial source. An electronic musical instrument, if permitted, must be new, may only be purchased from and received directly from an approved commercial source, and may not have voice recording capability, digitally enhanced or re-manufactured like sounds (i.e. voices, ringing, phone tones, animal sounds, etc.), a microphone or any disc or other removable storage device,.

**ART & HOBBY SUPPLIES**  
A list of articles approved by an employee designated by the Superintendent must be submitted to the Package Room before they may be received by an inmate.

<b>MISCELLANEOUS</b>	
<b>Appliances</b>	<b>General Restrictions and Conditions</b>
a) Beard trimmer  b) Coffee pot c) Curling iron. d) Hair/Blow dryer e) Shaver/electric razor	For in-cell use only. <b>Specific restrictions and conditions.</b> Local permit only (electric/cord/cordless/battery, no attachments max 1" blade Local permit only; non-electric; 9 cup maximum. Females only; local permit only; UL approved. Local permit only; UL approved. Local permit only; electric, cord or cordless or battery.

<p><b>General</b></p> <p>a) Extension cord  b) Key ring  c) Magnifying glass  d) Matches  e) Needles  f) Pins – safety  g) Rug</p> <p>h) Saddle soap  i) Shoelaces  j) Sponges  k) Sunglasses w/case</p> <p>l) Thread  m) Tissues</p>	<p><b>Specific restrictions and conditions.</b></p> <p>9 foot maximum; UL approved; 1 only.</p> <p>Plastic; no handle; 2" x 3" or 3" diameter maximum.  Book only.  Sewing; 2 inches maximum size.  2 inches maximum.  Solid color only-no blue, black, orange or gray; max size 3 ft. x 5 ft.; not braided; label must indicate "fire retardant"; 1 only (does not include prayer rug).</p> <p>No leather.</p> <p>Standard size; non-reflector; maximum value \$25 per pair (2 pair only).  No blue, black, orange or gray.  Eyeglass and facial.</p>
<p><b>Linens</b></p> <p>a) Sheets  b) Blanket  c) Pillow cases  d) Towels  e) Washcloths</p>	<p><b>General Restrictions and Conditions</b></p> <p>Colors: No blue, black, orange, gray, green or white permitted. Solid color only.</p> <p><b>Specific Restrictions and Conditions</b></p> <p>twin size only; 2 sets only per inmate  twin size only; 1 only per inmate; label must indicate "fire retardant"  standard size; 2 only per inmate  standard size bath towel (3 feet x 5 feet maximum)</p>
<p><b>Jewelry, etc.</b></p> <p>a) Wrist Watch/Band  b) Watch battery  c) Wedding band</p>	<p><b>General Restrictions and Conditions</b></p> <p>No stones; no protrusions</p> <p><b>Specific Restrictions and Conditions</b></p> <p>Time-day-date-audible alarm only permitted; 1 only; max. combined value - \$50  Subject to exchange on one-for-one basis  Maximum value - \$150; verified married person only</p>



<b>Jewelry-Females Only</b>	<b>Specific Restrictions and Conditions</b>
	Maximum combined value of female-only items - \$150. No stones.
a) Bracelets b) Earrings c) Necklaces d) Rings	Wrist or ankle; limit 2; no charms. Pierced or clip; limit 3 pairs; 1-inch maximum size Limit 2; maximum length 18 inches. Other than wedding; limit 2; no protrusions
<b>Religious Articles</b>	<b>General Restrictions and Conditions</b>
	- Purchase, receipt, or use of religious articles is subject to the provisions of Directive #4202, "Religious Programs and Practices". - No color restrictions apply unless specified. Where multi-colored items are permitted, black, blue, gray or orange must not be predominant. - Clothing items cannot exceed \$50, head coverings cannot exceed \$20 and beads cannot exceed \$20 in value. - Questions on the identity or authenticity of a religious item shall be referred to the facility Chaplain.
	<b>Specific Restrictions and Conditions</b>
a) Fez b) Kufi c) Yarmulke d) Tsalot-kob e) Keski/Dastaar f) Khimar g) Talit Katan	A brimless, cone-shaped flat crowned, hat not to exceed 3" made of red felt; usually has a tassel -- male only. A brimless, hemispheric cap that can be made of cloth, or can be knitted, or crocheted; may have a peak on top; must fit close to the head; no protrusions (visor, tassels, etc.); male only; may be multi-colored or black. A brimless, close-fitting skull cap that can be made of cloth, knitted, or crocheted; may be multi-colored or black. A hemispheric head cap that can be made of cloth, knitted, or crocheted; may have a peak on top; may be multi-colored; approximately 12 inches at longest point; must fit close to the head; male only. A cloth turban head cover; 30 inches x 36 inches maximum; solid black, blue, gray or orange not permitted; may be multi-colored; limit 2. A cloth head item; female only; 4 feet x 4 feet maximum; solid black, blue, gray or orange not permitted; may be multicolored. A fringed garment worn under the clothing.

h) Tefillin	Two square leather boxes containing biblical verses with long leather ties.
i) Talit (Prayer Shawl)	No larger than 72"x72" solid black, blue, gray or orange not permitted; may be multi-colored.
j) Guthra (Prayer Shawl)	1 yard square; solid black, blue, gray or orange not permitted; may be multi-colored.
k) Prayer Robe	Solid black, blue, gray or orange not permitted; may be multi-colored.
l) Prayer Beads	Rosary Dhikr, and Mala Beads black only
m) Prayer Rug	One only; may be possessed in addition to rug permitted under miscellaneous; 3 inches by 5 inches maximum; solid blue, black, gray or orange not permitted; may be multi-colored value may not exceed \$50.
n) Religious Books (Bible, Koran, etc.)	Subject to the restrictions on printed material covered in Section F-3 above.
o) Religious Pendant with Chain or Fabric	Maximum value of \$25; no stones; maximum two inches in diameter; e.g. medal crucifix, cross, pentacles, Thor's hammers, Star of David, chains, crescent with stars and/or moons, scapular.
p) Khimar	A cloth scarf-type head covering; female only; no more than 4'x4' should solid blue, black, gray or orange is not permitted; limit 2
<b>Native American Items</b>	<b>General Restrictions and Conditions</b>
a) Native American Rosette and Cord	Beaded pendant; attached to a leather or fabric cord.
b) Native American Personal Smoking Pipe	Not to exceed six inches in length.
c) Native American Ashtray or Shell	For smudging; less than three inches in diameter.
d) Native American Medicine Bag	No larger than 2'x3' and unsealed with a draw string

## APPENDIX D

### PROGRAMS SERVING FAMILIES OF ADULT INMATES IN NEW YORK STATE

#### **Abraham House**

Telephone: (718) 292-9321

Address: 340 Willis Avenue  
Bronx, NY 10454

Website: [abrahamhouse.org](http://abrahamhouse.org)

- The Abraham House works with incarcerated people, formerly incarcerated people, and their relatives to break the cycle of crime within families. Abraham House's services include an alternative-to-incarceration program, a family center offering social services and a religious community of formerly incarcerated people, after-school programming for all children, college preparation, and mentoring.

#### **Al Anon Family Group Headquarters, Inc.**

Telephone: (212) 941-0094

Address: P.O. Box 862  
4 West 43<sup>rd</sup> Street, Suite 308  
New York, New York 10036

Website: [NYCAlanon.org](http://NYCAlanon.org)

- Information on 12-Step meetings for family and friends of people suffering with Alcoholism.

#### **Angel Tree/Prison Fellowship**

Telephone: (800) 552-6435

Address: P.O. Box 960  
Peck Slip Station  
New York, New York 10272-0960

Website: [www.angeltree.org](http://www.angeltree.org);  
[prisonfellowship.org](http://prisonfellowship.org)

- Provides religious ministry and support to the children and families of prisoners by distributing holiday gifts to children of prisoners.

### **Bronxworks – Stronger Fathers, Stronger Families**

Telephone: (718) 993-8880

Address: 630 Jackson Avenue, Bronx, NY 10455

Website: [bronxworks.org/strong-fathers-stronger-families](http://bronxworks.org/strong-fathers-stronger-families)

- Strong Fathers, Stronger Families is a program designed to help fathers find jobs, achieve economic stability, establish a healthy relationship with their co-parent or spouse, and enhance parenting skills to make a positive impact on the lives of their children.

### **Catholic Charities of the Diocese of Brooklyn and Queens, Inc.**

Telephone: (718) 722- 6001

Fax: (718) 722- 6226

Address: 191 Joralemon Street  
Brooklyn, NY 11201

Website: [www.ccbq.org](http://www.ccbq.org)

- Catholic Charities of Brooklyn and Queens sees its mission as promoting unity among all persons seeking to develop caring communities and to fulfill their commitment in providing humane social services to all their neighbors. Catholic Charities sponsors 180 programs and services throughout the boroughs of Brooklyn and Queens.

### **Child Center of N.Y. (CCNY)**

Telephone: 718-651-7770

Address: 118-35 queens Boulevard, Sixth Floor  
Forest Hills, NY 11375

Website: [childcenterny.org](http://childcenterny.org)

- The Child Center of NY began in 1953 as a children's counseling center in Queens. Today, we are a powerful community presence throughout NYC, reaching nearly 30,000 children and their families each year. Our mission is to strengthen children and families with skills,

### **Children of Promise, NYC**

Address: 54 MacDonough Street  
Brooklyn, NY 11216

Telephone: (718) 483-9290

Website: [cpnyc.org](http://cpnyc.org)

- Children of Promise, NYC (CPNYC) is a nonprofit organization whose mission is to embrace children of incarcerated parents and empower them to break the cycle of intergenerational involvement in the criminal justice system. To meet the distinct need of this forgotten population. CPNYC offer comprehensive services through its after-school program, summer day camp, mentoring initiative and licensed mental health clinic.

### **Coalition of Families of New York State Lifers**

Address: P.O. Box 1314  
Wappingers Falls, New York 12590  
E-mail: [liferfamilies@yahoo.com](mailto:liferfamilies@yahoo.com)  
Website: [Prisontalkhelp@gmail.com](mailto:Prisontalkhelp@gmail.com)

- An organization to help the family members whose loved ones are incarcerated with “life” in their sentence.

### **Family Justice, Incorporated**

Telephone: (212) 982-2335 or (212) 475 1500  
Address: 272 East Third Street  
New York, New York 10009  
E-mail: [familyjustice.org](mailto:familyjustice.org)  
Website: [www.familyjustice.org](http://www.familyjustice.org)

- Provides training and technical assistance in family case management utilizing a model that identifies and mobilizes family and community support for the treatment of drug addiction and other criminal justice related problems. This model is based on La Bodega de la Familia, a storefront program in New York City.

### **Hour Children**

Telephone: (718) 433-4724  
Address: 36-11A 12 Street  
Long Island City, New York 11106  
E-mail: [hour.children@worldnet.ahnet](mailto:hour.children@worldnet.ahnet)

- Provides services to mothers inside and outside correctional facilities. Community-based programs include: transitional and permanent supportive housing, a comprehensive employment training and placement program, case management and therapeutic services, pre- and post-release mentoring, mentoring for children with incarcerated parents, child care that includes fully licensed day care center, an after-school program, and a summer camp that enables mothers to go to work or school, thrift shop and a community food pantry.

### **Legal Action Center**

Telephone: (212) 243-1313  
Address: 225 Varick Street  
New York, New York 10014  
E-mail: [gmartin@lac.org](mailto:gmartin@lac.org); [rampeeples@lac.org](mailto:rampeeples@lac.org)  
Website: [www.lac.org](http://www.lac.org)

- Provides legal information for people with criminal records, HIV/AIDS, as well as drug and alcohol problems.

### **New York State Kinship Navigator Program**

Telephone: (877) 454-6463  
Website: [www.nysnavigator.org](http://www.nysnavigator.org)

- Statewide resource for information and referral for grandparents and other relatives who are caring for children with incarcerated parents. Provides information on the state and federal laws governing kinship care, schooling, special needs, medical decision-making, custody, guardianship, adoption, and much more.

### **Osborne Association**

Telephone: (718) 637 6560  
Address: 175 Remsen Street  
Brooklyn, New York 11201  
Address: 809 Westchester Avenue  
Bronx, NY 10455  
Telephone: (718) 707-2600  
Website: [www.osborneny.org](http://www.osborneny.org)

- Provides multiple services and programs for inmates and their families including: a) the Family Resource Center Hotline (800) 344-3314; b) Family Ties, a program assisting children to visit their mothers incarcerated at Albion Correctional Facility; c) Family Works, a program for incarcerated fathers at three New York prisons.

### **Prison Families Anonymous**

Telephone: (631) 943-0441  
Address: 1324 Motor Parkway  
Hauppauge, NY 11749  
E-mail: [ballanpfa@aol.com](mailto:ballanpfa@aol.com)

- A support system for families who now have, or ever had, a loved one involved in the juvenile or criminal justice system. Meetings are held in Long Island, New York.

### **Prison Families of New York, Inc.**

Telephone: (518) 453-6659  
Address: 40 North Main Avenue  
Albany, NY 12203  
E-mail: [Alison.Coleman@rcda.org](mailto:Alison.Coleman@rcda.org)

- Provides information, referrals, reunification support, self-help support groups, public information, and advocacy.

## **Women's Prison Association**

Telephone: (646) 292-7740

Address: 110 Second Avenue  
New York, NY 10003

Website: [www.wpaonline.org](http://www.wpaonline.org)

- Provides comprehensive services to incarcerated and formerly incarcerated women. Services include parent education, self-help support groups, information, referrals, case management, mentoring, group activities and gifts for children, nursery, family reunification support, family therapy, community residential services, as well as legal services and information.

## **NATIONAL PROGRAMS SERVING FAMILIES OF ADULT INMATES IN THE USA**

### **Aleph Institute**

Telephone: (305) 864-5553  
Address: 9540 Collins Avenue  
Surfside, Florida 33154  
E-mail: [admin@aleph-institute.org](mailto:admin@aleph-institute.org)  
Website: [www.aleph-institute.org](http://www.aleph-institute.org)

- Provides Jewish religious education, counseling, emergency assistance, and referrals for Jewish prisoners and their families.

### **Angel Tree Camping/Prison Fellowship**

Telephone: (800) 552-6435  
Address: 44180 Riverside Parkway  
Lansdowne, VA 20176  
E-mail: [angeltree@pfm.org](mailto:angeltree@pfm.org); [info@pf.org](mailto:info@pf.org)  
Website: [www.angeltree.org](http://www.angeltree.org)

- Provides religious ministry and support to the children and families of prisoners by providing a children's camping program.

### **Bethesda Family Services Foundation**

Telephone: (570) 523-0605  
Address: P.O. Box 210  
260 Reitz Boulevard, Suite #6  
Lewisburg, PA 17837  
E-mail: [staff@bfsf.org](mailto:staff@bfsf.org)  
Website: [www.bfsf.org](http://www.bfsf.org)

- Provides parent education, self-help support groups, information and referrals, religious ministry (if requested), family reunification support, and family therapy.

### **Big Brothers / Big Sisters of America**

Telephone: (813) 720-8778

- Provides a mentoring program for children. Call the above number and you will be asked to enter your zip code which will direct you to your local office.  
Website: [bbbs.org](http://bbbs.org)



### **Child Welfare League of America (CWLA)**

Telephone: (202) 688-4200  
Address: 727 15<sup>th</sup> Street, NW, 12<sup>th</sup> Floor  
Washington, DC 20005  
E-mail: [cseymour@cwla.org](mailto:cseymour@cwla.org)  
Website: [www.cwla.org](http://www.cwla.org)

- Provides information and referrals, technical assistance to child welfare agencies, and public information and advocacy.

### **Fathers Behind Bars, Inc.**

Telephone: (616) 684-5715  
Address: 525 Superior Street  
Niles, Michigan 49120  
E-mail: [fathersbehindbars2@msn.com](mailto:fathersbehindbars2@msn.com)

### **National Resource Center on Children and Families of the Incarcerated**

Website: <http://nrccfi.camden.rutgers.edu>

- The Rutgers University National Resource Center on Children and Families of the incarcerated website is a resource that addresses children of incarcerated parents. There is a directory of programs for children of the incarcerated, their parents, and their families. Visitors can browse a library of helpful material, fact sheets, and research resources for service providers and families.

## APPENDIX E

### COSTS ASSOCIATED WITH INMATE TABLET PROGRAM

#### Costs and Fees:

##### A. Money Transfer

<u>Amount</u>	<u>Online</u>	<u>Phone</u>
\$2.00- \$9.99	\$1.99	\$2.99
\$10.00- \$19.99	\$2.99	\$3.99
\$20.00- \$49.99	\$3.99	\$4.99
\$50.00- \$300.00	\$5.99	\$6.99

<u>Item</u>	<u>Price</u>
MoneyGram \$0.01- \$2,999.99	\$4.00
Lockbox	Free

\*The maximum MoneyGram transaction amount is subject to current MoneyGram regulations.

##### B. Music and Media

<u>Time</u>	<u>Price</u>
Per JPDS (7-inch) Tablet	Free
Per Song	\$1.00 - \$2.50
Per Album	\$2.00 - \$46.00
Games	Free - \$7.99
Movie and Movie Rental	\$2.00 - \$25.00
eBooks/Audio Books	Free - \$19.99

\*Jpay will provide a tablet to each eligible inmate for the life of the contract. JPay reserves the right to deny an inmate a replacement tablet should they willfully damage a tablet. Tablets may be refurbished. The first time each inmate receives a tablet, they will receive a charger and a set of earbuds. Replacements are available at an additional cost.

##### C. Replacement Items

<u>Item</u>	<u>Price</u>
Earbuds	\$5.00
Charger	\$10.00

**D. Secure Messaging Services** (prices below are for incoming and outgoing messages)

<u>Item</u>	<u>Price</u>
Single Stamp* (per secure message)	\$0.33
10 Stamp Bundle	\$3.00
30 Stamp Bundle	\$8.40
60 Stamp Bundle	\$15.00
100 Stamp Bundle	\$23.00

\*Single stamp purchases available for inmates only. Stamps purchase up to 6,000 characters per message.

**E. Secure Messaging Products**

<u>Item</u>	<u>Price</u>
Attachment (picture)	1 stamp
Attachment (picture/card)	2 stamps
Videograms*	4 stamps

\*Videograms can only be sent in by a community member and the price listed is the cost to the community member to send the videogram.

**F. Tablet Based Education**

<u>Item</u>	<u>Price</u>
Inmate and Staff use of JPay's Lantern	Free
KA Lite Video Downloads	Free

**CONCLUSION**

*We hope you found this booklet to be useful,  
and that it helped contribute to an informed and pleasant experience  
with our Department.*