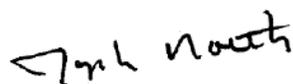
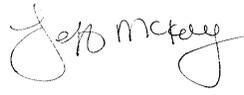


 Corrections and Community Supervision DIRECTIVE	TITLE Correctional Facility Tours		NO. 4755
			DATE 12/23/2021
SUPERSEDES DIR# 4755 Dtd. 05/19/20	DISTRIBUTION A B	PAGES PAGE 1 OF 4	DATE LAST REVISED
REFERENCES (Include but are not limited to) Juvenile Justice Delinquency Prevention Act (JJDP, 42 U.S.C. Sections 5601-5785); Directives #0401, #0415, #4750, #4900, #4935, and #4936	APPROVING AUTHORITY  		

- I. **PURPOSE:** To establish the Department’s policy and provide general guidelines for conducting guided tours of correctional facilities for citizens and community groups, and to meet the annual requirement of a general tour for private citizens from the surrounding community.
- II. **DESCRIPTION:** The initial introduction of the public to the correctional process is usually by means of a guided tour of a correctional facility. The Department and its individual facilities receive frequent requests from colleges, community groups, and other State agencies to visit a facility to see this component of the criminal justice system in operation. On an annual basis, the facility Superintendent will invite the public into their correctional facility to better educate them about day-to-day prison operations.
- III. **PROCEDURES**
 - A. Request for Tours: All requests for tours by the general public received at a correctional facility, or in Central Office, will be referred directly to the facility Superintendent’s Office.
 1. Copies of these requests are to be maintained at the facility and forwarded, when requested, to the Deputy Commissioners for Program Services and Correctional Facilities.
NOTE: Legislative and Judicial Visits (tours) are covered in Departmental Directive #0415, “Legislative Inquiries and Visits.”
 2. The Superintendent at each correctional facility shall establish the times and specific guidelines for group tours at their facility.
 3. The Superintendent shall verify the authenticity of any group requesting a tour and submit [Form #4755A](#), “Request for Facility Tour.” [Form #4755A](#) shall be addressed to the Deputy Commissioner for Program Services who will forward it to the Deputy Commissioner for Correctional Facilities along with any comments.
 4. The Deputy Commissioners for Program Services and Correctional Facilities, in consultation with the Superintendent, shall determine whether the tour will be permitted.
 5. The Superintendent or designee shall provide the representative of the group requesting the tour with a copy of the Standards of Conduct for Volunteers (see Directive #4750, “Volunteer Services Program,” [Form #4750C](#)) and a copy of the “Guidelines,” as listed in Section IV below.

- B. **Annual Tour by Private Citizens:** On an annual basis each correctional facility will schedule a general tour to include up to 30 interested private citizens from the surrounding community. Each facility will work with its Community Advisory Board to generate the list of attendees for the tour, as well as the logistics of the tour itself. The facility may also work with the Governor's Regional Representative and state and local elected officials to identify prospective participants for the tour.
1. During the first week of January of each year, the Superintendent will identify a tentative date for which the tour will occur and submit [Form #4755B](#), "Annual Tour by Private Citizens;" with Part A completed, to the Public Information Office, with a copy to the Deputy Commissioner for Correctional Facilities; who will track the annual tour dates and assist in publicizing the event by use of social media or other media sources.
 2. Two weeks prior to the annual tour by private citizens, the Superintendent will complete the previously submitted [Form #4755B](#), Part B, and resubmit it to the Public Information Office, with a copy to the Deputy Commissioner for Correctional Facilities, finalizing the details of the event.
 3. The Superintendent, together with members of the executive team, shall first meet with the tour group, and provide current and historical information about the facility.
 4. As the tour progresses through the different areas of the facility, the facility staff will explain their responsibilities.
 5. Some interaction with the population may be permitted if, in the judgement of the Superintendent, it can be accomplished without compromising safety and security.
 6. At the conclusion of the tour, the Superintendent, and their executive team, will again briefly meet with the tour group to answer any questions.
 7. Within five business days after the tour, the Superintendent will submit a written report and group photograph to the Public Information Office and Deputy Commissioner for Correctional Facilities detailing the event, including areas visited and any notable occurrences.

IV. GUIDELINES

- A. Each person entering a correctional facility as part of a tour group shall be required to furnish proof of identity. Once satisfactory proof of identity is furnished, each person shall sign the visitor's logbook, be required to pass through a metal detector, and have their hand stamped.
- This is standard procedure for anyone entering one of the Department's correctional facilities.
- Exception: Tour group visitors to minimum security facilities are not required to pass through a metal detector or have their hand stamped.
- B. Group tours will be limited to adults 18 years or older. The following exceptions shall be made:
1. In accordance with the Juvenile Justice Delinquency Prevention Act (JJDP, 42 U.S.C. Sections 5601-5785), no juvenile offender shall enter a secure setting of an adult jail, lock-up, or correctional facility that is under public authority, while in the care, custody, or jurisdiction of law enforcement; or under the jurisdiction of a juvenile or criminal court.

2. Persons between 16 and 18 years shall be permitted on tour when they are part of a group of supervised college students; however the facility must verify such persons are not currently under the jurisdiction of any juvenile or criminal court.
3. With the Superintendent's permission, high school students 16 years or older may tour a facility if there is adequate supervision and the touring students are members of a class participating in a course related to criminal justice or corrections and such students are not currently under the jurisdiction of any juvenile or criminal court.
4. Other youths between the ages of 13 and 18 may be allowed to participate in presentations at the facility as part of a Youth Assistance Program.
 - a. Facilities will not accept participant referrals from court judges, youth probation officers, or the Office of Children and Family Services (OCFS) supervisors for youth who are currently under the jurisdiction of any court to participate in the Youth Assistance Program (YAP).
 - b. Youth who are currently classified as Juvenile Delinquent (JD), or Persons-in-Need-of-Supervision (PINS) are not eligible to participate in YAP. Therefore, the facility must verify that youth from community agencies are not currently under the jurisdiction of any juvenile or criminal court.

NOTE: All minors (below the age of 18) who enter a correctional facility for a tour must submit a permission slip from their legal guardian in order to enter the facility.

- C. A final list of tour members must be submitted at least 48 hours in advance. After submission of the final list, no other person may join the tour under any circumstances.
- D. An individual on an incarcerated individual's visiting list or any ex-offender may be allowed to tour a facility as long as they are a member of the touring group. Ex-offenders and releasees must have been released for a period of at least one year and must obtain specific permission of the facility Superintendent to tour that facility. Releasees who are on parole must also have the permission of their Parole Officer. These requirements must be met PRIOR to the final list submission.
- E. Those on tour should conduct themselves in an orderly manner.
- F. Manner of dress should be conservative. Wearing of expensive jewelry should be discouraged and carrying sums of money exceeding \$100 is prohibited, per Directive #4936, "Search of DOCCS Employees."
- G. Tour members are not permitted to bring in any materials, equipment, cameras, etc., unless permission has been granted by the Superintendent after consultation with the Deputy Commissioner for Correctional Facilities.
- H. Tour members are not permitted to give to or exchange any items with incarcerated individuals. Tour members will be permitted, however, to verbally give their names, titles, and the name of the touring organization.
- I. Dialogue with incarcerated individuals must not be of a personal nature, but rather of information about facility programs, populations, etc.
- J. Tours may be canceled at any time without notice.

- K. In the event the touring group is forced to cancel, notice should be given to the facility by telephone or in writing. The Superintendent shall notify the Deputy Commissioners for Program Services and Correctional Facilities of the cancellation and if and when a new date has been scheduled.
- L. If questions about these guidelines should be raised, or questions about the tour in general need clarification, such inquiries should be directed to the facility tour guide. Scheduling a facility tour may be accomplished by calling the respective facility at its listed telephone number and speaking to the appropriate personnel.
- M. Requests from the news media shall be processed in accordance with Directive #0401, "Release of Information to the News Media."