

S **RENSSELAER COUNTY** **SHERIFF**

"Serving the Citizens of Rensselaer County Since 1791"



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SHERIFF PATRICK A. RUSSO
UNDERSHERIFF P. J. HIGGITT, JR.

To: Jail Population
From: Jail Command Staff
Date: June 24, 2022
Re: Resuming of Limited Non-contact Visitation

Effective July 1, 2022 and until further notice, the Rensselaer County Jail will resume a limited non-contact visitation program. The program will be monitored using established guidelines (New York State and Rensselaer County Departments of Health) and adjustments may be made as necessary to address fluctuations in the positivity testing statistics of the local community to the program.

Initially, the non-contact visit program will consist of two one-hour, nightly non-contact visit sessions. Each inmate will be eligible to receive one visit per week; slots permitting. There are eight seats available at each session that are granted on a first-come-first-serve basis. Visitors must arrive at the lobby one hour prior to the scheduled time to be processed (Security/COVID screened). Masks must be worn by all participants, no physical contact is allowed, and any violations of this rules will result in the immediate termination of the visit session and may result in the issuance of a misbehavior report.

The comprehensive specific rules governing the limited non-contact visitation program are attached below for your review and compliance. Copies will be made available for your visitors in the lobby also.

Thank you for your cooperation in this matter.

Rensselaer County Correctional Facility

Interim Non-Contact Visitation

Visitor Information Guide
Updated July 1, 2022

Temporary Non-Contact Inmate Personal Visitation Starting July 1, 2022

During continuation of current COVID-19 pandemic pre-cautionary measures to start temporary *Non-Contact Inmate Personal Visitation* on 07-01-2022 – Will stay in effect for up to (90) ninety days to be adjusted, modified, amended or repealed as required in conjunction with authorization by representatives of the New York State Commission of Correction (NYSCOC).

Visitation Memorandum/Highlights

Rensselaer County is working on implementing in person visitation (first-come-first-served) beginning July 01, 2022. Please keep the following highlights in mind until further notice;

- Family members coming from near or far may have visits denied due to seating limitations. Please understand and be patient and consider allowing a few weeks for the visitation schedule to level out before making visitation arrangements.
- We ask that you remain patient and understand that there may be unforeseen issues that may arise during this transition. We intend to make this transition as easy and as safely as possible. We may need to adjust, adapt and reevaluate as necessary.
- Visitation is limited to one, (1-hour) visit per week with one adult and one minor.
- Visits are limited to eight spots per time schedule daily 6-7PM (eight spots) and 8-9PM (eight spots). First come first served- signed in at least one-hour before visit scheduled.
- A visit may be canceled at any time for any inmate or visitor that does not follow rules and staff directions during visitation.
- Your patience and your family's patience and cooperation with staff is expected during this time. Any inmate or family member creating a disturbance in the lobby or visitation or attempts to introduce contraband (defined below) will be denied in-person visitation access indefinitely- for the safety, security and good order of the facility.

WHEN ARE THE VISITATION DAYS AND TIME?

The Rensselaer County Correctional facility allows visitation seven (7) days a week during the following time periods:

Temporary Non-Contact Visitation Schedule

Limit of eight (8) visits total per session. (2) sessions shall be scheduled daily.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00PM - 7:00PM	6:00PM - 7:00PM	6:00PM - 7:00PM	6:00PM - 7:00PM	6:00PM - 7:00PM	6:00PM - 7:00PM	6:00PM - 7:00PM
8:00PM - 9:00PM	8:00PM - 9:00PM	8:00PM - 9:00PM	8:00PM - 9:00PM	8:00PM - 9:00PM	8:00PM - 9:00PM	8:00PM - 9:00PM

HOW DO I SCHEDULE A VISIT?

It is not necessary to schedule a visit; the facility honors walk up visits on a “first-come, first-serve” basis provided there is room. Inmates are responsible for informing their visitors about this program. Additionally, the same information will be available at the Rensselaer County Sheriff’s Office website (<https://www.rensco.com/325/Sheriff>)

HOW MANY VISITS AM I ALLOWED?

Each inmate is allowed (1) one, (1) one hour visit to be permitted weekly; the week runs Monday through Sunday.

WHO CAN VISIT AN INMATE?

Only (1) adult visitor allowed per visit, and one (1) additional minor child may accompany the adult. If you are under the age of eighteen (18), you must be accompanied by your parent / legal guardian or provide written and notarized permission from your parent / legal guardian and be accompanied by an adult. **THE WRITTEN PERMISSION MUST BE ABLE TO BE VERIFIED BEFORE YOU WILL BE ALLOWED TO VISIT.**

HOW DO I OBTAIN CONTACT VISITATION PRIVILEGES WITH AN INMATE?

You must provide the Visitation Control Officer with a valid government issued photo identification card. The Officer will enter your information into the inmates’ visitor log as a permanent visitation record.

SPECIAL VISITATION CONDITIONS IN EFFECT DURING THE COVID-19 PANDEMIC PERIOD.

- Visitors must arrive schedule visits at least one (1) hours in advance to book a seat.
- Visit is Non-Contact utilizing seating in both petitioned visitation area and original non-contact visitation room.
- The “Kiss on the lips” or embracing at the beginning and end of any inmate visit will not be allowed until full contact visitation is available and safe for inmates, visitors and staff.
- Visitors must maintain social distancing and wear a mask from point of entry to the building until exiting the building upon completion of the visitation period. Face coverings shall cover the nose and mouth. Jail Officers will ask for the mask to be removed and checked to verify that the visitor does not have any contraband which could be brought into the facility and can identify the identity of the visitor. The visitor will be required to use the supplied hand sanitizer in the lobby prior to entering the secure area of the jail.
- The use of a lexan/plexiglass barrier has been implemented in the former contact visitation area to separate the inmate from the visitor. These items are easily removable and the facility can resume normal operations with minimal disruption or down time.
- A health assessment screening shall be conducted of each visitor to include a temperature check and standard questionnaire to include questions regarding travel, exposure, quarantine, possible exposure or proximity to a person known or suspected to have coronavirus and a formal checklist of symptoms. Such

items prohibiting admission shall include but not be limited to the following:

- (1) Any person who has been diagnosed with or has had close contact with anyone diagnosed with COVID-19 and has not obtained medical clearance to appear in public or
- (2) Has been directed to self-quarantine, isolate or self-monitor for the coronavirus by any doctor, hospital or health agency and has not obtained medical clearance to appear in public or
- (3) Has traveled internationally in the previous 14 days or meets the quarantine restrictions set forth from the most current NYSDOH travel advisory.
- (4) Has flu-like symptoms including cough, sore throat, temperature of 100.4 or higher, shortness of breath, loss of sense of taste, loss of sense of smell should not be allowed to enter the Correctional Facility.

- Jail staff shall obtain the name and address of any such person denied entry to the jail
- The Inmate shall be notified of any visits denied for the reasons as listed above.
- Jail officials shall arrange for immediate appropriate cleaning of areas where any person whom has denied visitation has been in contact.
- All visit station surfaces will be disinfected prior to, between and after scheduled visitation period(s).
- NYSCOC Staff will be granted access to audit and review at any time.
- All other visitation, policies, protocols, practices with regard to security and supervision shall remain in place.

CONTRABAND is defined as those articles:

1. Whose possession is prohibited under any law applicable to the general public.
2. Which are readily capable of being used to cause death or serious physical injury, including but not limited to handguns, shoulder guns, cartridges, knives, explosives, lighters, matches, marijuana, synthetics, and other dangerous drugs.
3. Which have been introduced into the Correctional Facility with the intent to transfer the items to an inmate without the permission of the Jail Administrator or designee.
4. Which are possessed and/or made by an inmate without authorization. All items are subject to censorship by the Jail Administrator based upon; legitimate penological interest, clear and present danger, and good correctional practice.

****ANY VISITOR WHO IS CAUGHT WITH DRUGS OR CONTRABAND WILL BE ARRESTED AND PROSECUTED****

SPECIAL NOTES:

1. All visitors are required to be processed by electronic screening devices prior to entering the visitation area. Additionally, a trained K9 and Handling officer will be used for the purpose of control and contraband detection in the visitation area.
2. There will be no splitting of visits to accommodate additional visitors.
3. Once a visitor leaves the visitation area for any reason (bathroom, phone call, etc.), they will not be permitted to re-enter the area.
4. The facility reserves the right to refuse to admit any visitor to the facility who is not properly attired. Refer to the Visitation Rules and Regulations concerning visitor dress code.
5. The facility will only accept valid and verifiable emergency phone calls (such as medical emergency or death in the family).
6. **DO NOT** call the facility to leave personal messages.

WHAT RULES AND REGULATIONS AM I EXPECTED TO FOLLOW DURING A CONTACT VISIT?

While in the facility for contact visitation, you are expected to conduct yourself in a manner consistent with reasonable standard of public decency. To assist you, we have attached a list of rules and regulations you are expected to follow during contact visitation. You must comply with all staff orders and direction.

VISITATION RULES AND REGULATIONS: (ALL RULES ARE STRICTLY ENFORCED)

1. Visitors must be checked in completely at least one-hour in advance of expected visit. Visitors who arrive late will not be allowed in for that visitation period.
2. Visitors are required to be screened by electronic devices prior to and after visitation. Visitors may be required to consent to a “pat-down” frisk and comply with other staff requests, if based upon reasonable suspicion as determined by staff during visitor processing or as a result of other provided information and evidence. If a visitor has a medical metal implant they must show medical documentation of such device. Failure to successfully clear the walk-through metal detector and/or a handheld metal detection device for any reason may result in a visitor being denied entry into the facility.
3. Visitors are required to place all personal property (Money, cell phones, wallets/purses.) in the public lockers located in the Visitation Lobby area.
4. Loud talking, excessive emotionalism or any other type of disruptive behavior will not be tolerated in the visitation area.
5. No photographs may be brought into the visitation area. Photographs are only allowed to be sent through the mail.
6. No radios, tape recorders or electronic devices are allowed into the visitation area.
7. No items shall be passed between inmates and visitors.
8. Visitors and inmates are expected to follow all staff instructions and conduct themselves in a manner consistent with common decency.
9. Inmates and visitors are required to remain seated during visitation; no one shall be allowed to wander throughout the visitation room. All children and infants are to remain seated with the visitor and **MAY NOT** be passed over the glass or held by the inmate.
10. The dress code for all visitors is that they wear the proper clothing. The following items will not be permitted:

Short Shorts	See-Through Fabrics
Mini-Skirts	Hats or Headgear
Tube Tops	Hooded Clothing
Tank Tops	Coats and Jackets
Low Cut Tops	Swimwear (bikinis, etc.)

11. Visitors under sixteen (16) years of age must bring a signed and notarized copy of the facility’s Minor Consent Form. They must also be accompanied by a parent or guardian. Exceptions / Deviations will require Administrative approval.
12. Visitors between the ages of sixteen (16) and eighteen (18) must also have a signed and notarized copy of the facility’s Minor Consent form and be accompanied by an adult or parent/guardian. Written requests for a waiver of this requirement, (example a 17-yr. old spouse) may be made by an Administrator. The visitor shall provide the following information:
 - (a) A birth certificate must also be provided for visitors under the age of eighteen (18).
 - (b) The name, address and telephone number of his parents or legal guardian.

13. Each visitor who arrives at the facility shall be required to enter in a facility visitors log the following information:
 - (a) His / her name
 - (b) His / her address
 - (c) The date
 - (d) The time of entry
 - (e) The name of the inmate to be visited
 - (f) The time of exit
14. Any violation of the visitation rules and regulations by inmates or visitors may result in the termination of the visit, suspension of future contact visitation privileges and / or a formal discipline or arrest.
15. Inmates and visitors are responsible for familiarizing themselves with the visit times, rules and regulations.
16. Eating and drinking is prohibited in the visitation area. This includes gum and candy.
17. Visitors suspected of being under the influence of alcohol or drugs shall **NOT** be admitted into visitation.