

out books, magazines, etc., with the visitor, the visitor must notify the Visiting Desk Officer as they exit. This permits the Officer to update the inmate's property record and allow for replacement items to be brought in on future visits. It is your responsibility to take your inmate's property at the end of your visit. Any property left behind will be discarded. You may **not** leave property for an inmate who is out to court or is not currently housed at the facility.

PROPERTY RESTRICTIONS

All items must be new and in the original packages. Inmates will be issued socks and underwear. Additional socks and underwear may be purchased from commissary and will not be received on visits. **Clothing and towels must be solid color and adhere to the color restrictions and have no logos, pockets, zippers or strings.**

PERMITTED ITEMS

- 7 Sports bras (no metal or padding, white only)
- 2 Sweat shirts (dark/hunter green or white)
- 7 Tee shirts (white, cotton only)
- 2 Sweat pants (dark/hunter green or white)
- 2 Gym shorts (dark/hunter green or white)
- 2 Towels 2' by 4' maximum (white)
- 2 Thermals (tops and bottoms, white or off-white)
- 15 Photos 5"x 7" maximum (No Polaroids)
- 1 Prayer rug
- 1 Kuffi (dark/hunter green or white)
- 1 Wedding band (plain)
- 2 sets Court clothes - (see Court clothing)

PRINTED MATERIAL

All print material must be sent from the publisher (subscription) or a reputable vendor such as Amazon.com or BarnesandNoble.com. No hard cover books are accepted.

COURT CLOTHING

Court clothes may be brought in for an inmate any day of the week from 8 am-9 pm. Court clothing need not be new but must be clean and ready to wear. Court clothing may be exchanged. There are no color restrictions for court clothing. No clip tie or belt is permitted. Inmates may possess only two sets of court

clothes at a time. Excess property must be remitted out. Shoes may be left for the inmate to wear to court.

INMATE MAIL AND PACKAGES

The mailing address for inmates in the custody of the Sheriff, regardless of their actual location is:

Inmate's Name (DOB / PIN Number)
Suffolk County Correctional Facility
110 Center Drive
Riverhead, NY 11901

Mail will not be accepted without a return address. No other writing or marks are permitted on the envelope or package. Send only items that are permissible when mailing packages. Sending contraband items through the mail may result in prosecution. Prohibited or excess items that may not be given to the inmate must be remitted out of the facility by him/her within 30 days. Remitted items may be picked up by a designee, mailed out at the inmate's expense or donated to charity. All items not remitted as indicated will be destroyed after 30 days.

BAILS

All bonds are posted in Riverhead. Bail is accepted at either facility, however, you are encouraged to pay the bail at the facility where the inmate is housed. An inmate may post his/her own bail utilizing funds from their inmate account. If you are posting bail for someone, you must know and provide his/her date of birth. The process may take several hours to complete. Payment of bail does not guarantee the inmates release (there may be active holds or warrants). Types of bail payment accepted are Cash, Certified Bank Check (no out of state bank checks accepted) or GPS Credit Card 888-604-7888. Bank checks are only accepted during normal banking hours and must be verified with the branch from which it is drawn. You must provide the business card of a bank representative who is capable of verifying the authenticity of the check.

INMATE MONEY

You may leave money (cash or money order only) for an inmate 7 days a week from 8am-10pm. Cash (do not mail) or Money Orders made out to the inmate (may be mailed) are accepted and deposited into the inmate's account. Personal checks are not accepted and will be placed in the inmate's personal property or returned to you at the inmate's expense.

INMATE COMMISSARY

There is no limit on the amount of money that may be deposited into an inmates account. The amount of commissary items an inmate may purchase is limited to \$30 twice per week. Commissary orders are processed two times per week. Commissary items available for purchase are hygiene items, wash cloths, underwear, socks, snacks, food items, writing utensils and materials, envelopes, stamps, shower shoes, playing cards, Tylenol, Roloids, cough drops, dictionaries, etc. (available items are subject to change)

DIRECTIONS

TO YAPHANK CORRECTIONAL FACILITY

From the L. I. E. 495 to exit 67. Turn South on Yaphank Ave. Turn onto Glover Drive by Police Headquarters and go towards the end. The Correctional Facility entrance is located on the left at the end of Glover Drive.

From Sunrise Highway, take exit 57 North onto Horseblock Rd. and go north. Bear right at the fork onto Yaphank Avenue. Travel north approximately 1.5 miles on Yaphank Avenue and make a left onto Glover Drive. The Correctional Facility entrance is located on the left at the end of Glover Drive.

TO RIVERHEAD CORRECTIONAL FACILITY

From the L. I. E. 495 east to exit 71. Make a right at the stop sign, head south for 4 miles and watch for sign. Sheriff's Office is on the right.

From Sunrise Highway traveling east take exit 61. Follow the signs to County Rd 51 - Riverhead. At Route 24 make a left. Go approximately ¼ mile and watch for the Correctional Facility on the left.

SUFFOLK COUNTY SHERIFF'S OFFICE

Errol D. Toulon, Jr., Ed.D.
Sheriff



CORRECTIONAL FACILITIES VISITOR'S GUIDE

Welcome to the Suffolk County Correctional Facility. We would like your visit to be as pleasant as possible. Please familiarize yourself with the facility rules and direct any questions you may have to Corrections personnel.

Please enjoy your visit

NOTICE TO VISITORS:

Cell phones must be shut off and put away in the visiting waiting area. Use of a cell phone in the visiting waiting area is grounds for removal from the facility.

Any visitor introducing contraband into the facility or defacing facility property will be prosecuted to the full extent of the law and will be banned from visiting at any Sheriff's Office facility

In accordance with COC Minimum Standards Section 7008, visitors may be subject to being searched for contraband.

You must follow all posted orders and instructions given to you by Deputy Sheriffs or Correction Officers. You must leave SCSO grounds at once if directed to do so by an Officer or you may be subject to arrest. Your visit may be terminated for violation of facility rules. You will be denied a visit and/or directed to leave the premises if you appear to be intoxicated, under the influence of drugs, disruptive, unruly or otherwise pose a threat to the safety, security or good order of the facility.

Drug dogs are on patrol in the facility and on SCSO grounds.

PARKING

All individuals in the vehicle must have a valid ID to enter the facility grounds. Park in designated visitor parking areas only or you will be subject to being ticketed and or towed. Remain in your vehicle or in the outdoor sheltered waiting area until 30 minutes prior to your visiting session.

VISITING DAYS & HOURS

There is no visiting on Sunday or Monday. Visiting days are Tuesday through Saturday. There are four visiting sessions on each visiting day. See days and session times below. You must arrive 30 minutes prior to your visit. Inmates are permitted 2 one hour visits per week.

VISITING RESERVATIONS

Reservations are accepted for the week, beginning Monday (for Tues-Sat) on a first call first serve basis to capacity. Reservations are accepted Monday through Friday 8AM-4PM at (631) 852-1893 or (631) 852-1894. A reservation must be made at least one day in advance to the visit. You may schedule 2 visits for the week with one call. You may begin calling each Monday to make reservations for the current week only. You must provide your DMV driver's license ID#, driver's permit ID# or non-driver ID# when making a reservation. You may cancel a visit by calling (631) 852-1893/4 at least one day in advance of the visit. Cancellations are not accepted on the day of the visit. If you arrive late for your scheduled visit, you may be denied the visit or have a shortened visiting period.

VISITING WALK-IN VISITS

Walk-in visits are accepted on a first come first serve basis to capacity. You are not guaranteed a visit as a walk-in and may be turned away. Walk-in visits are permitted according to the schedule below utilizing the first letter of the inmate's last name. The days are according to the odd or even days of the month.

<u>TUESDAY</u> <u>to FRIDAY</u>	<u>ODD#</u> <u>DAYS</u>	<u>EVEN#</u> <u>DAYS</u>	<u>SATURDAY</u>
2:30-3:30 pm	B-E-Z	D-S-V	8:30-9:30 am
4:00-5:00 pm	M-P-Q-X	F-G-J-Y	10:00-11:00 am
6:45-7:45 pm	C-K-W	L-N-T	1:00-2:00 pm
8:15-9:15 pm	O-U-R	A-H-I	2:30-3:30 pm

VISITING RULES

You must follow all posted orders and instructions given to you by Deputy Sheriffs or Correction Officers. Tobacco products, matches, lighters, cell phones, food, drinks or gum are not permitted to be brought into the facility. Please secure them in your vehicle or dispose of them before entering the waiting area.

DRESS CODE

You must be appropriately dressed. Correction Staff will determine if your attire is acceptable. Overly suggestive clothing and clothing in which contraband and non-permissible items can be secreted are not permitted. Visitors shall not be permitted into the facility visit room wearing any of the following:

- Clothing with holes or rips;
- Hooded garments;
- Hats and head coverings (excluding religious head coverings);
- Clothing identifying a specific gang by name or logo;
- Clothing that makes explicit reference to obscene language, drugs, sex, or violence.
- Swimming attire;
- See-through garments;
- Jewelry, piercings, earrings, watches, bracelets of any kind;
- Tops, including dresses, exposing the chest, stomach, or back;
- Shorts, skirts, or dresses with a hem that is more than three (3) inches above the knee; and
- Outer garments including coats, shawls, ponchos, jackets, vests, gloves, or over boots or overshoes (outer boots or shoes that slip over other shoes).

LOCKERS

You may not enter the visiting room with anything other than the clothes you are wearing. A locker will be assigned to you in order to place all items in it. You are responsible for locking your own locker. Lockers are subject to search. The SCSO provides the lockers as a courtesy but assumes no responsibility for any items placed in the lockers. NO Jewelry, piercings, earrings, watches, bracelets of any kind, wallets, keys, pocketbooks, money, papers, writing utensils, hats, coats, vests, sweaters, layered clothing, hooded garments, beepers, phones, belts, hair scrunchies, hair clips, hair pins, no gang affiliated attire or any other item indicated by a Corrections Officer are permitted in the visiting room.

IDENTIFICATION REQUIREMENTS

NOTE: Any altered ID will not be accepted and

may result in prosecution and/or a visiting ban.

A valid state driver's license, permit, non-driver ID, U. S. Military ID, or foreign passport (in English) with photo ID is required to visit. You must be 18 years old to visit alone. Persons under 18 years old must be accompanied by their parent, a documented legal guardian, or have a signed Parental Acknowledgement Form on file signed by the inmate parent to be permitted on the facility property. **The original birth certificate or court documentation is required for all children.**

LIMITATIONS

The visiting area is limited to two adults and two children (under 18) or one adult and three children (under 18) at a time. You may split the visiting time with others however, a maximum of six visitors are permitted during each visiting session. The visitors waiting in the visiting waiting room to split the visit will be allowed in the visiting room as the other visitors come out. Once a visitor leaves the visiting room, they will not be permitted back in during that session. When your visiting session is ended, you must leave the facility grounds.

SECURITY CHECKPOINT

You must satisfactorily pass through a security checkpoint to be permitted access to the visiting room. Non-contact Booth visits may be available to visitors (at the discretion of the visiting Officer) who do not satisfactorily pass through the security checkpoint or who do not wish to remove prohibited items. It is advisable to wear socks, as your shoes must be removed to go through an x-ray machine. You must satisfactorily pass through a metal detector. It is advisable to avoid wearing clothing containing multiple zippers, metal appliques or metal under wire bras, which would set off the metal detector. If you have a metal prosthesis or implant of any kind that prevents you from clearing the metal detector, you must present adequate proof to the Corrections Officer who may use a hand held metal detector to clear you. Drug dogs patrol the visiting waiting area as well as the visiting room.

INMATES NOT AVAILABLE FOR VISIT

At the time of the visit, the visiting desk Officer will inform you if the inmate you want to visit is not available. This may be for a variety of reasons such

as the inmate is out to court, at an outside medical / psychological treatment provider or transferred to another facility. The inmate may also refuse your visit.

CONDUCT IN THE VISITATION AREA

- Conduct by inmates and visitors shall be quiet and orderly at all times.
- A brief kiss and/or embrace shall only be permitted at the beginning and end of the visitation period.
- Inmates and visitors shall remain seated in an upright sitting position with feet on the floor.
- You may hold hands on top of the partition only. **DO NOT** reach over the partition.
- All clothing shall remain properly-fastened at all times. (If you must breast feed, please exit the visiting area and we will provide you with a space for discrete feeding.)
- Visitors or inmates shall not place their hands inside the other's clothing.
- Visitors and inmates are responsible for the conduct of young children and minors and shall be required to monitor and exercise proper control of them during the visit.
- Inmates may briefly hold the child at the beginning and end of the visit. Children are to remain on the visitors lap or the bench at all other times. Children are not to lay down, climb on or sit on the counter or stray from the visitor unattended at any time.
- Disruptive behavior by visitors may cause your visit to be terminated or moved to a booth at the discretion of staff.

INMATE PHONE CALLS

Inmates may not receive phone calls or messages. An inmate may call you. A phone account can be set up by calling Securus Correctional Billing Service at 1-800-844-6591

PROPERTY

You may leave property for an inmate 7 days a week from 8 am - 9 pm. If you are visiting the inmate and wish to leave property, you should do so prior to beginning your visit. At other times there may be a wait for available personnel. When an inmate remits