

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 GTL at 1-800-483-8314

PERMITTED ITEMS

- 2 females/Night gowns (plain & white only)
- 7 females/Sports bras (no metal)
- 2 pairs Sweat shirts (green or white)
- 7 Tee shirts (white)
- 2 pairs Sweat pants (green or white)
- 2 Gym shorts (green or white)
- 2 Towels 2' by 4' maximum (white)
- 2 pairs Thermals (white or off-white)
- 5 Books (paperback only)
- 5 Magazines
- 2 Newspapers (current)
- 15 Photos 5"x 7" maximum (No Polaroid)
- 1 Prayer rug
- 1 Kuffi (green or white)
- 1 Wedding band (plain)
- 2 sets Court clothes- (see Court clothing)

COURT CLOTHING

Court clothes can be brought in for an inmate any day of the week from 8am-8pm. 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. When leaving court clothes for the inmate, the visitor must take home all excess clothing items from the inmates garment storage bag. Shoes may be left for the inmate to wear to court -**NO sneakers**

INMATE MAIL AND PACKAGES

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

Inmate's Name-add DOB for common names
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.

INMATE MONEY

Cash (do not mail) or Money orders made out to 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. If the inmate is admitted directly from another facility and has any of the following checks in his/her personal property (SCCF prisoner fund checks, other correctional facility checks, bail return checks, county treasurer unclaimed funds return checks), they will be deposited in the inmates account.

BAILS

All bails are paid in Riverhead. 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, Bank Check (no out of state bank checks accepted), GPS Credit Card 888-604-7888, or Cashier's Check (written out to the Sheriff of Suffolk County NY). Bank checks and cashier's checks are accepted only during normal banking hours (you must provide bank phone number) and must be verified with the branch from which it is drawn.

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 \$25 twice per week. Commissary orders are processed two times per week. Inmate commissary orders are processed on Mondays & Thursdays for delivery on Tuesdays & Fridays. If you are putting money into an inmate's account for the purpose of allowing the inmate to order commissary, this must be done the day before the inmate's order is processed. 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)

29-0345..07/09

SUFFOLK COUNTY SHERIFF'S OFFICE

Vincent F. DeMarco
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 are **not** permitted in the visiting waiting area-leave them in your vehicle or do not bring them when visiting at the jail.

Any visitor introducing contraband into the facility will be prosecuted.

Any visitor caught defacing facility property may be subject to arrest and will be barred from visiting or entering any department 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.

DIRECTIONS

Stop at booth and have photo ID ready.

Do not block flow of traffic

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

YAPHANK -- L.I.E. 495 to exit 67. Take Yaphank Avenue south and follow the signs to the Yaphank Minimum Security Facility.

PARKING

All individuals in the vehicle must have a valid ID to enter the facility grounds. Park in designated visitor parking areas only (red lined stalls) 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 (all PM).

2:30- 3:30 4:00- 5:00 6:45-7:45 8:15-9:15

(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 **852-1893** or **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 852-1893/4 at least one day in advance of the visit. Cancellations are not accepted on the day of the visit. If you do not show up for your reserved visit, it will be counted as a visit for that week. 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>SESSION</u>	<u>ODD # DAYS</u>	<u>EVEN # DAYS</u>
2:30-3:30 pm	B-E-Z	D-S-V
4:00-5:00 pm	M-P-Q-X	F-G-J-Y
6:45-7:45 pm	C-K-W	L-N-T
8:15-9:15 pm	O-U-R	A-H-I

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. You must be appropriately dressed. A valid state driver's license, permit, non-driver ID, or foreign passport (English) with attached I-94 is required to visit. You must be 18 years old to visit alone. Persons under 18 years old **must** be accompanied by their parent or documented legal guardian at all times while on the facility property. The original birth certificate or court documentation is required for all children. 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. 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. 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 or any other item indicated by a Corrections Officer are permitted in the visiting room. (The Suffolk County Sheriff's Office is not responsible for any items left in the lockers)

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 appliqués 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. The Correction Officer may be able to reschedule your visit at that time, if this occurs.

PROPERTY AND MONEY

You may leave property and/or money (cash or money order only) for an inmate Tuesday-Saturday 8am-5pm. If you are visiting the inmate and wish to leave property and/or money, you must do so prior to beginning your visit. Nothing will be accepted or exchanged after the visit. When an inmate remits 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.

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. There is to be no writing, logos, graphics, zippers, metal, pockets or hoods on clothing. No "altered" clothing will be accepted.