

**NEW YORK STATE  
DEPARTMENT OF CORRECTIONAL SERVICES**



**Handbook for the Families and Friends of  
New York State DOCS Inmates**

*August 2007*

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Commissioner**

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## **ACKNOWLEDGEMENT**

This handbook was produced in collaboration with the New York State Department of Correctional Services' Divisions of Guidance and Counseling, Ministerial, Family, and Volunteer Services, and the Osborne Association's Family Resource Center.

## INTRODUCTION

If you are a family member or friend of a person incarcerated in a state prison, your life has changed in many ways. Some call this “doing time outside.”

Whatever you may call it, this time can be painful and difficult for you. You may have lost the person who supported the family financially or who cared for your children. Relatives and friends may act differently, while others may act as if you are the criminal.

In addition, your relationship with the inmate has changed. Your contacts will be subject to the rules of the New York State Department of Correctional Services. The inmate loses choices about when he or she can make phone calls or have visits. Family and friends also lose the ‘freedom’ to have spontaneous and unsupervised contact with their incarcerated loved one. Changes have to be made in order to maintain the relationship.

This handbook was designed to help you understand more about the New York State correctional system. Hopefully, this will guide you as you cope with these changes in your life. There is an evaluation form at the end of this handbook. Please take a few minutes to help us improve our information by completing the evaluation form.

## UNDERSTANDING THE NEW YORK STATE DEPARTMENT OF CORRECTIONAL SERVICES

The New York State Department of Correctional Services (DOCS) is headed by the Commissioner of Correctional Services. The Commissioner is responsible for the overall management and operation of the New York State Department of Correctional Services to ensure the safe, humane incarceration of adult and young adult offenders committed by the judicial system to our custody.

The Commissioner administers an operating budget of \$2.3 billion. The agency employs approximately 30,000 workers and houses approximately 63,000 inmates in 69 correctional facilities.

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

Every correctional facility has an administration. These are people who manage the correctional facility. They make decisions and are in touch with Central Office in Albany. There is a Superintendent, and at most facilities, there are 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 Correction Counselors, Senior Correction Counselors, Teachers, Education Supervisors, Recreation Program Leaders, Chaplains, Institution Stewards, Nurses, Principal Account Clerks, Maintenance Supervisors, Plant Utilities Engineers, Food Services Administrators and Stores Clerks, to name a few.

Many of these people are not accessible by phone, but in general, you can reach a Correction Counselor, Senior Correction Counselor, or a Chaplain. On weekends, holidays, and evenings, there is always a security staff person in charge of the prison. This person is called the Watch Commander.

Often, the Chaplains and the Correction Counselors are the most helpful with family issues. At Central Office in Albany, there are also Chaplains and Family Services staff who can be contacted about family matters.

## LOCATING AN INMATE

A Department Identification Number (DIN) is assigned to each inmate admitted to the New York State Department of Correctional Services (DOCS). 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 logging onto the Department's website: <http://www.docs.state.ny.us>. You will need to know the inmate's complete name and birth date for a successful search. The website will show you the name of the facility where the inmate currently is held. 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 Offender status are not listed on the Department's website.**

Inmates, including youthful offenders, can also be located by calling the DOCS 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 may take a few days. **It is the inmate's 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 inmate's choice.

This procedure does not apply to an inmate in "transit status", or temporarily held at a transit facility overnight or for a weekend during transfer. It does apply to inmates in holding units in Auburn and Sing Sing.

An inmate who is "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.

A parole violator who is returned to prison will be allowed to make one collect telephone call to a person of his/her choice within 24 hours after their arrival.

## SENDING MAIL TO AN INMATE

Generally, **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 and DIN.** 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 cash, checks, money orders, printed or photocopied materials, or contraband. Monies are credited to the inmate's account. Please note that printed or photocopied materials may delay the inmate 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.

## PACKAGES

This booklet was put together as a broad guideline. Each facility is different. **For specific information, contact the facility in question.** Generally speaking, **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.

At most correctional facilities, inmates are allowed **two food packages per month**, and the combined weight can not exceed 35 pounds. (See exceptions for TV facilities on page 6). Food packages received from both visitors, and through the mail, shall be included in the two-package limit. **Food items must be commercially or hermetically sealed and contain no alcohol.** For exceptions, please review Appendix C in the back of this handbook.

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.

**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 facilities are classified as “TV Facilities”:**

<b>Attica</b>	<b>Wende</b>
<b>Elmira</b>	<b>Clinton</b>
<b>Five Points</b>	<b>Great Meadow</b>
<b>Southport Cadre</b>	<b>Upstate Cadre</b>

*(FOR ALLOWABLE ITEMS, SEE APPENDIX C)*

***DIRECTIVE # 4911 – PACKAGES & ARTICLES SENT OR BROUGHT TO FACILITIES - MAY ALSO BE READ IN ITS ENTIRETY ON THE DEPARTMENT’S WEBSITE AT [WWW.DOCS.STATE.NY.US](http://WWW.DOCS.STATE.NY.US)***

## **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 Correction Counselor. If, however, **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 generally 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:**

**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 are also prohibited from placing calls to wireless communication devices (i.e., cellular or PCS phone, pagers, etc.). **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.**

## 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.

### **Directions and Mileage:**

Correctional facilities are sometimes hard to find and may take longer to reach than you originally anticipated. Please refer to the information found in Appendices A and B for the **addresses of state correctional facilities and the approximate travel times** from major cities in New York State. The DOCS 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 person who is currently under Parole or Probation supervision.
- A Department employee.
- A current, 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 should be sought by writing to the Superintendent well in advance**. You must do this and receive approval before you can visit. The Superintendent may deny visiting privileges to visitors with criminal histories if they feel 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 the visitor's 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.** They are influenced by the security level and population concerns of the facility. At many facilities, you may only visit on certain days of the week, for example, by last name (A-L) (M-Z) or by the inmate's DIN. As a general rule, maximum security facilities have visiting on a daily basis. Medium and minimum security facilities have visiting on weekends and holidays. Work Release facilities have visiting for inmates in restriction units only. Shock Incarceration inmates have 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.**

**Visiting hours vary by facility,** but generally they begin at 7:30 am and end at 3:00 pm. Some may even include evening hours. Many visiting rooms become very crowded and often visitors are told they must leave because there are others waiting to get in. It is good to learn, in advance, as much as possible about the facility you are going to visit.

**Contact the facility prior to your initial visit to determine the visiting policy.**

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

**Processing is slightly different at every correctional facility.** Some facilities have a Visitor Hospitality Center where you can wait, change clothes, get a cup of coffee, 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 winds 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 can not 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.

- 1. Identification:** Visitors are required to furnish proof of identification, which includes the following: driver's license/government issued ID card, passports, or a similar document that contains the visitor's signature and/or picture. Make sure that the proof of

identification is valid and has not expired. For minor children, but not for adults, birth or baptismal certificates may be used for identification purposes.

## 2. 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. Permission should also be notarized.
- **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.

3. **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.

4. **Contraband:** The introduction of contraband to the facility is **ABSOLUTELY PROHIBITED**. 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, explosives, or dangerous drugs (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.

## 5. Searches:

**Normal Search Procedures:** Except at correctional camps, every person entering a facility (except those with cardiac pacemakers) shall pass through a metal detector and all items (handbags, briefcases, etc.) shall be searched. A hand frisker may be used if there is difficulty clearing a visitor using the walk-through metal detector.

- Some metal detectors go off if you have steel located in your body for medical purposes. If you have **steel plates in your body**, it is best to come with a medical letter of notification in order to verify your word.
- You may be subject to an Ion Scan, a non-invasive procedure which is used to detect illegal substances.

If the hand scanner is used and it fails to locate the problem, or if the Correction Officer feels there is probable cause for further processing, strip search procedures may be necessary, even if you offer to voluntarily remove items of clothing other than your coat, hat, or shoes. (See Strip Searches below).

Items not permitted in the facility shall be stored in available lockers until you leave the facility. If, however, there is reasonable cause to believe that **possession of an article would constitute an offense under any law**, the contraband will not be returned to you. Instead, the appropriate law enforcement agency will be notified. Please note that storage lockers can also be searched by correctional staff.

**Other items of contraband that would not normally be deemed illegal** (i.e. cigarettes, gum, clothing) would not be considered unlawfully introduced if the contraband is voluntarily surrendered to an employee in the visitor reception area of the facility.

**When undeclared contraband is found**, your intent shall be controlling. At times, innocent oversights will occur (i.e., medication). Staff will use discretion in judging whether it was an intentional attempt to introduce contraband into the facility. Criteria to be considered include your past history, your demeanor, whether it appears that the contraband was for your personal use and was inadvertently left in a pocket or handbag, or whether an effort was made to conceal the contraband where it would not readily be found.

**Strip Searches:** If the correctional facility has reason to believe that you are carrying contraband on your person, you may be told that in order to have a visit, you may be subjected to a strip-search. The Superintendent or his/her designee has the authority to

determine if a strip search is warranted, based on reasonable cause to believe that contraband is concealed upon your person.

**If you refuse to submit to a strip search**, the visit may be denied by the Superintendent or his/her designee. As an alternative, a non-contact visit may be allowed at the discretion of the Superintendent, if sufficient staff and a non-contact visiting area is available.

Please be aware that:

- Guilt is not to be assumed if you refuse to submit to a strip search.
- Future visits may not be denied solely on the basis of refusing to submit to a strip search.
- Your past refusal to submit to a strip search may not be used as a reason for future strip searches.

**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 sex 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.

6. **Cellular phones, pagers, personal digital assistants, cameras, recording devices, two way radios, laptop computers, or other similar electronic devices** are prohibited from entering correctional facilities.
7. **Smoking:** Due to the fact that smoking is not allowed inside our correctional facilities, tobacco products (including matches) for personal use are not allowed inside a facility.
8. **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.
9. **Clothing / Hair / Jewelry:** Make sure you understand the dress code for visitors. It helps to take a change of clothes if you are not sure. Tight fitting and provocative attire is **NOT**

acceptable. Short skirts, low tops, backless blouses or dresses, see-through clothing, bare midriffs, plunging necklines, short-shorts or athletic shorts, bare feet, bathing suits, etc. are **NOT** acceptable and may result in your visit being denied. 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 have to 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 in order 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 and carry it with you in the processing area. 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 so that you can become accustomed to the procedures at the correctional facility.

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

**11. Monies:** Funds for deposit to an inmate's account may be left before a visit, or they may be sent through the mail by check or money order. Money left at the visiting desk is limited to \$50.00 per inmate per day. Checks or money orders must be made payable to the name under which the inmate is committed. It is also recommended that the inmate's department identification number (DIN) be included on the check / money order. It is best to keep your receipts for your records.

**12. 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 the cases of immediate family members, is to be encouraged. Inmates wishing to cross visit must submit requests to their respective Correction Counselors 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 in order to accommodate all visitors.
- When a cross visit is taking place the two inmates may participate in a common photograph.

**13. Objectionable Behavior.** Objectionable behavior may result in termination of a visit. Such behavior may include, but is not limited to: 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 is 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.

#### **14. 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.

**15. Special Events Visits:** Each general confinement facility schedules “Special Events Programs” designed to celebrate cultural, religious, and ethnic affiliations. They 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 Correctional Services facility during the current incarceration. An exception may be made for an inmate’s legal child, under 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.

#### **16. Other Visits:**

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

### **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 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 course of 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 as long as the hands are in plain view of others.



- e) **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.
- f) **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.
- g) **Pictures:** Pictures of you and your loved one may be made available according to facility policy.
- h) **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 the 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 Correctional Services  
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 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

The Department provides free bus services for family visitors through the **Family Visiting Program**, also known as the **“Free Bus Program.”** This service provides transportation from New York City, Albany, Syracuse, Rochester, and Buffalo to various correctional facilities throughout the state. An inmate will be notified during facility orientation whether or not the “Free Bus Program” is offered at that particular facility. The inmate initiates the process at the facility with an application. Inmates are also responsible for notifying their family members when they have been approved for the **“Free Bus Program”**.

Any concerns regarding the quality of service provided by the **“Free Bus Program”** should be directed in writing to:

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

There are **privately operated bus** lines, as well, 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 from your loved one. This information is provided solely as a convenience for visitors. **Neither the facility, nor the New York State Department of Correctional Services, 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 always good to 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 Senior Correction Counselor 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. In order to allow inmates to buy things they need or want, their money is held in their inmate 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.

Preferably, money should be sent in the form of a money order or a certified check. It is recommended that you do not send cash or a personal check. Personal checks may take longer to clear. Please include the inmate's DIN as well as your name and complete address on the check or money order. **Unidentified money coming into the facility through the mail will be treated as contraband.** Visitors may also leave money. (See section on **Visitation**, page 13, #11.)

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 in the facility. Facilities will not give information over the phone concerning the status of an inmate's account.

### **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 follow at all times while in custody. When inmates arrive at a reception facility, they are given a handbook of appropriate behavior and the violations. Inmates are strongly encouraged to become familiar with these rules.

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 - minor
- Tier 2 - moderate
- Tier 3 - severe

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, domestic violence counseling, health education, sex offender treatment, religious services, and many more. Following is a general listing of programs available.

**Educational Programs:**

- **Academic Programs:** Other than Work-Release facilities, most correctional facilities offer Adult Basic Education (ABE), Pre-General Education Degree (Pre-GED), GED, and English as a Second Language (ESL) classes. Some facilities have bilingual ABE and GED programs for Spanish-speaking students. Some facilities also have volunteer tutors from the community. All inmates are mandated to attend school until they obtain their GED.
- **Continuing Education:** There may be opportunities for the inmate to further his/her education while incarcerated. These options are arranged through the Education Supervisor.
- **Vocational Programs:** The Department offers vocational trades training at most facilities. The Department also offers apprenticeships in conjunction with the New York State Department of Labor.

**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 a Correction Counselor. The counselor is responsible for identifying the inmate's needs, providing counseling and guidance services throughout the incarceration, and securing appropriate services. Inmates meet with their counselor within 5 business days of arrival at their facility. The counselor will seek information about family and emergency contacts at that time.

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

**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.

**Transitional Services:**

Preparation for community re-entry begins with the inmate's arrival at their first general confinement facility. With this premise, the Department offers a three phase re-entry program entitled Transitional Services.

These phases are designed to progressively prepare the inmate for re-entry to the community. This includes employment readiness, money management, family re-integration, the obtaining of essential documents (i.e., birth certificate, social security card), decision-making skills, as well as preparation for parole and general life in the community.

### **Treatment Programs:**

Most correctional facilities offer treatment programs. These programs focus on the treatment of alcoholism and addiction to drugs, sex offender counseling, aggression counseling, and domestic violence services. These treatment programs are recommended for inmates with a history of drug and/or alcohol abuse, sex offenses, violence, and domestic violence.

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.

### **Veteran's Services:**

Facility staff work 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.

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

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

- **Medical Services:** Medical staff are on-site at all correctional facilities. Inmates have access to medical services on a daily basis 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:** As with medical services, inmates can access Mental Health Services throughout the New York State Department of Correctional Services system. Although not “on site” at every facility, inmates can access mental health services state wide. Each facility has a procedure in place for inmates to request and receive such services. Inmates who request, or, who are determined to be in need of specialized services, may be transferred to a facility which can accommodate and address those needs through the Office of Mental Health Services (OMH.) Services include individual counseling (short term or long term) special needs population, suicide intervention, crisis counseling, or treatment of psychological disabilities or illnesses.

**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 Correctional Services 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 to the Office of Mental Health, Bureau of Forensic Services, 44 Holland Ave., Albany, NY 12229.**

**Separate written releases must be obtained for disclosing substance abuse treatment information in accordance with 42 CFR Part 2 and DOCS 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 with regard to transfers should first be directed to the inmate’s assigned Correction Counselor.

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 Correctional Services  
The Harriman State Campus – Building #2  
1220 Washington Avenue  
Albany, NY 12226-2050



## RETURNING TO THE COMMUNITY - PAROLE/RELEASE

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 therefore 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 DOCS custody back to the community:

- a) Parole Board Release
- b) Conditional Release
- c) Completion of the Maximum sentence (Max-out)
- d) Presumptive Release/Merit Time

**a. Parole Board Release:** Parole Board Commissioners may grant release after a minimum portion of the sentence is served.

**b. 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.

**c. 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.

**d. 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 Correction Counselor or to the facility Parole Officer.

## 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.docs.state.ny.us/inmate\\_info.html](http://www.docs.state.ny.us/inmate_info.html). If you do not have access to the internet, you can call (518) 457-5000 during normal business hours, or the automated free line 1-888-846-3469.

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

No. 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?*

Yes. However, it is highly recommended that you send a money order or certified check payable to the inmate, as opposed to cash. Please include the inmate's full name and Department Identification Number (DIN).

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

No. Inmates do not have access to e-mail or internet services.

### *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 Correction Counselor, a facility Chaplain, or the Watch Commander.

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

Inmates are allowed to make collect calls from designated pay phones located in all facilities. Inmates are allowed to 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 cell phones, 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. An inmate may be visited only by the following: spouse, mother, father, grandparents, aunts, uncles, brothers, sisters, sons, daughters, and legal guardian. Visits by other individuals must be approved by Superintendent, Deputy Superintendent for Security, or the Facility Officer of the Day.

***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, Senior Correction Counselor, 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 World Wide Web at [www.docs.state.ny.us](http://www.docs.state.ny.us). Additionally, you can contact the specific facility.

***What do I need to bring in order 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**, page 10, #3.)

***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. If you want to leave money, a money order or check can be left at the appropriate area. You are discouraged from leaving cash. The maximum amount allowed per visit is \$50.00.

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

(See **Visiting Days and Times**), page 8.

***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 Correction Counselor.

***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 Correction Counselor 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) and Sex Offender Program (SOP). Educational/vocational programs include Adult Basic Education (ABE), GED preparation, and various vocational trainings including custodial 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 support their loved one to use their time constructively and to follow through with their prescribed program plan in a positive manner.



*Appendix A*

**Addresses and Phone Numbers of Facilities in New York State**

<b>Facility</b>	<b>Security Level</b>	<b>Facility</b>	<b>Security Level</b>
<b>Adirondack Correctional Facility Box 110, Route 86 Ray Brook, New York 12977-0110 (518) 891-1343 (Essex County)</b>	<b>Medium</b>	<b>Beacon Correctional Facility P.O. Box 780, 50 Camp Beacon Rd Beacon, New York 12508-0780 (845) 831-4200 (Dutchess County)</b>	<b>Minimum Female</b>
<b>Albion Correctional Facility 3595 State School Road Albion, New York 14411-9399 (585) 589-5511 (Orleans County)</b>	<b>Medium Female</b>	<b>Bedford Hills Correctional Facility 247 Harris Road Bedford Hills, New York 10507-2400 (914) 241-3100 (Westchester Co.)</b>	<b>Maximum Female</b>
<b>Altona Correctional Facility 555 Devils Den Road Altona, New York 12910-2090 (518) 236-7841 (Clinton County)</b>	<b>Medium</b>	<b>Buffalo Correctional Facility 3052 Wende Road Alden, New York 14004-0300 (716) 937-3786 (Erie County)</b>	<b>Minimum</b>
<b>Arthur Kill Correctional Facility 2911 Arthur Kill Road Staten Island, New York 10309-1101 (718) 356-7333 (Richmond County)</b>	<b>Medium</b>	<b>Butler Correctional Facility P.O. Box 388, Westbury Cutoff Rd Red Creek, New York 13143-0388 (315) 754-8001 (Wayne County)</b>	<b>Minimum</b>
<b>Attica Correctional Facility Exchange Street Attica, New York 14011-0149 (585) 591-2000 (Wyoming County)</b>	<b>Maximum</b>	<b>Camp Gabriels PO Box 100, Rte 86 Gabriels, New York 12939-0100 (518) 327-3111 (Franklin County)</b>	<b>Minimum</b>
<b>Auburn Correctional Facility 135 State Street Auburn, New York 13021-1800 (315) 253-8401 (Cayuga County) Inmate Mail: P.O. Box 618, Zip 13021</b>	<b>Maximum</b>	<b>Camp Georgetown 3191 Crumb Hill Road Georgetown, New York 13072-9307 (315) 837-4446 (Madison County)</b>	<b>Minimum</b>
<b>Bare Hill Correctional Facility 181 Brand Road, Caller Box #20 Malone, New York 12953-0020 (518) 483-8411 (Franklin County)</b>	<b>Medium</b>	<b>Camp Pharsalia 496 Center Road S. Plymouth, New York 13844-6777 (607) 334-2264 (Chenango County)</b>	<b>Minimum</b>
<b>Bayview Correctional Facility 550 West 20th Street New York, New York 10011-2678 (212) 255-7590 (New York County)</b>	<b>Medium Female</b>	<b>Cape Vincent Correctional Facility Rt. 12E, PO Box 599 Cape Vincent, New York 13618-0599 (315) 654-4100 (Jefferson County)</b>	<b>Medium</b>

Facility	Security Level
<b>Cayuga Correctional Facility</b> P.O. Box 1150, Route 38A Moravia, New York 13118-1150 (315) 497-1110 (Cayuga County) Inmate Mail: P.O. Box 1186, Zip 13118	Medium
<b>Chateaugay Correctional Facility</b> State Route 11, P.O. Box 320 Chateaugay, New York 12920-0320 (518) 497-3300 (Franklin County)	Medium
<b>Clinton Correctional Facility</b> Route 374, Cook Street P.O. Box 2000 Dannemora, New York 12929-2000 (518) 492-2511 (Clinton County) Inmate Mail (Clinton Main): P.O. Box 2001, Zip 12929 Inmate Mail (Clinton Annex): P.O. Box 2002, Zip 12929	Maximum
<b>Collins Correctional Facility</b> P.O. Box 490, Middle Rd Collins, New York 14034-0490 (716) 532-4588 (Erie County) Inmate Mail: P.O. Box 340, Zip 14034-0340	Medium
<b>Coxsackie Correctional Facility</b> Box 200, Route 9W Coxsackie, New York 12051-0200 (518) 731-2781 (Greene County) Inmate Mail: Box 999, Zip 12051-0999	Maximum
<b>Downstate Correctional Facility</b> 122 Red Schoolhouse Rd P.O. Box 445 Fishkill, New York 12524-0445 (845) 831-6600 (Dutchess County) Inmate Mail: Box F, Zip 12524	Maximum
<b>Eastern NY Correctional Facility</b> Box 338, Institution Rd Napanoch, New York 12458-0338 (845) 647-7400 (Ulster County)	Maximum

Facility	Security Level
<b>Edgecombe Correctional Facility</b> 611 Edgecombe Avenue New York, New York 10032-4398 (212) 923-2575 (New York County)	Minimum
<b>Elmira Correctional Facility</b> PO Box 500, 1879 Davis Street Elmira, New York 14902-0500 (607) 734-3901 (Chemung County)	Maximum
<b>Fishkill Correctional Facility</b> Box 307 Beacon, New York 12508 (845) 831-4800 (Dutchess County) Inmate Mail: P.O. Box 1245, Zip 12508	Medium
<b>Five Points Correctional Facility</b> Caller Box 400, State Route 96 Romulus, New York 14541 (607) 869-5111 (Seneca County) Inmate Mail: Caller Box 119, Zip 14541	Maximum
<b>Franklin Correctional Facility</b> P. O. Box 10 Malone, New York 12953 (518) 483-6040 (Franklin County)	Medium
<b>Fulton Correctional Facility</b> 1511 Fulton Avenue Bronx, New York 10457-8398 (718) 583-8000 (Bronx County)	Minimum
<b>Gouverneur Correctional Facility</b> Scotch Settlement Rd., P.O. Box 370 Gouverneur, New York 13642-0370 (315) 287-7351 (Saint Lawrence County)	Medium
<b>Gowanda Correctional Facility</b> P.O. Box 350, South Road Gowanda, New York 14070-0350 (716) 532-0177 (Erie County) Inmate Mail: P.O. Box 311, Zip 14070-0311	Medium



Facility	Security Level
<b>Great Meadow Correctional Facility Box 51 Comstock, New York 12821 (518) 639-5516 (Washington County)</b>	<b>Maximum</b>
<b>Green Haven Correctional Facility Stormville, New York 12582 (845) 221-2711 (Dutchess County)</b>	<b>Maximum</b>
<b>Greene Correctional Facility P. O. Box 8 Coxsackie, New York 12051-0008 (518) 731-2741 (Greene County) Inmate Mail: P.O. Box 975, Zip 12051-0975</b>	<b>Medium</b>
<b>Groveland Correctional Facility 7000 Sonyea Road Sonyea, New York 14556 (585) 658-2871 (Livingston County)</b>	<b>Medium</b>
<b>Hale Creek ASACTC 279 Maloney Road Johnstown, New York 12095 (518) 736-2094 (Fulton County) Inmate Mail: P.O. Box 950, Zip 12095</b>	<b>Medium</b>
<b>Hudson Correctional Facility Box 576 Hudson, New York 12534-0576 (518) 828-4311 (Columbia County)</b>	<b>Medium</b>
<b>Lakeview Shock Incarceration CF P.O. Box T Brocton, New York 14716 (716) 792-7100 (Chautauqua County)</b>	<b>Minimum Male and Female</b>
<b>Lincoln Correctional Facility 31-33 West 110th Street New York, New York 10026-4398 (212) 860-9400 (New York County)</b>	<b>Minimum</b>
<b>Livingston Correctional Facility Route 36, Sonyea Road Sonyea, New York 14556-0049 (585) 658-3710 (Livingston County) Inmate Mail: P.O. Box 1991, Zip 14556</b>	<b>Medium</b>

Facility	Security Level
<b>Lyon Mountain Correctional Facility Box 276 Lyon Mountain, NY 12952-0276 (518) 735-4546 (Clinton County)</b>	<b>Minimum</b>
<b>Marcy Correctional Facility P.O. Box 5000 Marcy, New York 13403 (315) 768-1400 (Oneida County) Inmate Mail: P.O. Box 3600, Zip 13403</b>	<b>Medium</b>
<b>Mid-Orange Correctional Facility 900 Kings Highway Warwick, New York 10990-0900 (845) 986-2291 (Orange County)</b>	<b>Medium</b>
<b>Mid-State Correctional Facility P.O. Box 216 Marcy, New York 13403-0216 (315) 768-8581 (Oneida County) Inmate Mail: P.O. Box 2500, 13403</b>	<b>Medium</b>
<b>Mohawk Correctional Facility P.O. Box 8450 6100 School Road Rome, New York 13440 (315) 339-5232 (Oneida County) Inmate Mail: P.O. Box 8451, Zip 13440</b>	<b>Medium</b>
<b>Monterey Shock Incarceration Corr. Facility R.D. #1, 2150 Evergreen Hill Road Beaver Dams, New York 14812-9718 (607) 962-3184 (Schuyler County)</b>	<b>Minimum</b>
<b>Moriah Shock Incarceration CF P.O. Box 999 Mineville, New York 12956-0999 (518) 942-7561 (Essex County)</b>	<b>Minimum</b>
<b>Mt. McGregor Correctional Facility 1000 Mt. McGregor Road, Box 2071 Wilton, New York 12831-5071 (518) 587-3960 (Saratoga County) Inmate Mail: 1000 Mt. McGregor Rd, Zip 12831</b>	<b>Medium</b>

Facility	Security Level
<b>Ogdensburg Correctional Facility</b> One Correction Way Ogdensburg, New York 13669-2288 (315) 393-0281 (Saint Lawrence County)	Medium
<b>Oneida Correctional Facility</b> 6100 School Road Rome, New York 13440 (315) 339-6880 (Oneida County) Inmate Mail: P.O. Box 4580, Zip 13442-4580	Medium
<b>Orleans Correctional Facility</b> 35-31 Gaines Basin Road Albion, New York 14411 (585) 589-6820 (Orleans County)	Medium
<b>Otisville Correctional Facility</b> Box 8 Otisville, New York 10963-0008 (845) 386-1490 (Orange County)	Medium
<b>Queensboro Correctional Facility</b> 47-04 Van Dam Street Long Island City, NY 11101-3081 (718) 361-8920 (Queens County)	Minimum
<b>Riverview Correctional Facility</b> P.O. Box 158 Ogdensburg, New York 13669 (315) 393-8400 (St. Lawrence County)	Medium
<b>Rochester Correctional Facility</b> 470 Ford Street Rochester, New York 14608-2499 (585) 454-2280 (Monroe County)	Minimum
<b>Shawangunk Correctional Facility</b> 750 Prison Road Wallkill, New York 12589-0750 (845) 895-2081 (Ulster County) Inmate Mail: P.O. Box 700, Zip 12589	Maximum
<b>Sing Sing Correctional Facility</b> 354 Hunter Street Ossining, New York 10562-5442 (914) 941-0108 (Westchester County)	Maximum

Facility	Security Level
<b>Southport Correctional Facility</b> P.O. Box 2000, Institution Road Pine City, New York 14871 (607) 737-0850 (Chemung County)	Maximum
<b>Sullivan Correctional Facility</b> Box 116, Riverside Drive Fallsburg, New York 12733-0116 (845) 434-2080 (Sullivan County)	Maximum
<b>Summit Shock Incarceration CF</b> R.F.D., Dibbles Road Summit, New York 12175-9608 (518) 287-1721 (Schoharie County)	Minimum
<b>Taconic Correctional Facility</b> 250 Harris Road Bedford Hills, New York 10507-2498 (914) 241-3010 (Westchester County)	Medium
<b>Ulster Correctional Facility</b> P.O. Box 800, Berme Road Napanoch, New York 12458 (845) 647-1670 (Ulster County)	Medium
<b>Upstate Correctional Facility</b> P.O. Box 2000 309 Bare Hill Road Malone, New York 12953 (518) 483-6997 (Franklin County) Inmate Mail: P.O. Box 2001, Zip 12953	Maximum
<b>Wallkill Correctional Facility</b> Box G Wallkill, New York 12589-0286 (845) 895-2021 (Ulster County)	Medium
<b>Washington Correctional Facility</b> Box 180 Comstock, New York 12821-0180 (518) 639-4486 (Washington County)	Medium
<b>Watertown Correctional Facility</b> 23147 Swan Road Watertown, New York 13601-9340 (315) 782-7490 (Jefferson County)	Medium

Facility	Security Level
<b>Wende Correctional Facility</b> <b>P.O. Box 1187 (3622 Wende Road)</b> <b>Alden, New York 14004-1187</b> <b>(716) 937-4000 (Erie County)</b>	<b>Maximum</b>
<b>Willard Drug Treatment Center</b> <b>P.O. Box 303</b> <b>7116 County Route 132</b> <b>Willard, New York 14588</b> <b>(607) 869-5500 (Seneca County)</b>	<b>Drug Treatment Center</b> <b>Male and Female</b>
<b>Woodbourne Correctional Facility</b> <b>Riverside Drive</b> <b>Woodbourne, New York 12788</b> <b>(845) 434-7730 (Sullivan County)</b>	<b>Medium</b>
<b>Wyoming Correctional Facility</b> <b>P.O. Box 501, Dunbar Road</b> <b>Attica, New York 14011</b> <b>(585) 591-1010 (Wyoming County)</b>	<b>Medium</b>

*Appendix B*

**Mileage Chart**

<b>Facility</b>	<b>New York City, NY</b>	<b>Albany, NY</b>	<b>Buffalo, NY</b>
Adirondack	292 miles - 4½ hrs.	165 miles - 2¾ hrs.	329 miles - 5½ hrs.
Albion	350 miles - 5½ hrs.	260 miles - 4¼ hrs.	55 miles - 1 hr.
Altona	336 miles - 5½ hrs.	205 miles - 3½ hrs.	356 miles - 6 hrs.
Arthurkill	16 miles - ½ hr.	190 miles - 3 hrs.	358 miles - 6¼ hrs.
Attica	330 miles - 5¾ hrs.	265 miles - 4½ hrs.	37 miles - ¾ hr.
Auburn	250 miles - 4 hrs.	176 miles - 3¼ hrs.	128 miles - 2¼ hrs.
Bare Hill	340 miles - 5¾ hrs.	230 miles - 4 hrs.	322 miles - 5½ hrs.
Bayview	- - -	155 miles - 2¾ hrs.	354 miles - 6¼ hrs.
Beacon	66 miles - 1¼ hrs.	95 miles - 1¾ hrs.	338 miles - 6¼ hrs.
Bedford	45 miles - 1 hr.	130 miles - 2¼ hrs.	369 miles - 6¼ hrs.
Buffalo	404 miles - 7 hrs.	285 miles - 4½ hrs.	- - -
Butler	263 miles - 4½ hrs.	180 miles - 3 hrs.	124 miles - 2¼ hrs.
Camp Gabriels	304 miles - 5¼ hrs.	185 miles - 3¼ hrs.	332 miles - 5¾ hrs.
Camp Georgetown	227 miles - 3¾ hrs.	115 miles - 2 hrs.	179 miles - 3 hrs.
Camp Pharsalia	194 miles - 3½ hrs.	140 miles - 2¼ hrs.	210 miles - 3½ hrs.
Cape Vincent	338 miles - 5½ hrs.	197 miles - 3½ hrs.	237 miles - 4 hrs.
Cayuga	234 miles - 4 hrs.	200 miles - 3½ hrs.	145 miles - 2½ hrs.
Chateaugay	344 miles - 5¾ hrs.	200 miles - 3½ hrs.	335 miles - 5½ hrs.
Clinton	319 miles - 5¼ hrs.	185 miles - 3¼ hrs.	382 miles - 6½ hrs.
Collins	259 miles - 6¼ hrs.	315 miles - 5½ hrs.	31 miles - ½ hr.
Coxsackie	128 miles - 2¼ hrs.	25 miles - ½ hr.	310 miles - 5 hrs.
Downstate	66 miles - 1¼ hrs.	95 miles - 1¾ hrs.	338 miles - 5¾ hrs.
Eastern	94 miles - 1¾ hrs.	90 miles - 1¾ hrs.	306 miles - 5¼ hrs.
Edgecombe	- - -	155 miles - 2¾ hrs.	354 miles - 6¼ hrs.
Elmira	215 miles - 3¾ hrs.	205 miles - 3½ hrs.	140 miles - 2½ hrs.
Fishkill	66 miles - 1¼ hrs.	95 miles - 1¾ hr.	338 miles - 5¾ hrs.
Five Points	252 miles - 4¼ hrs.	191 miles - 3 hrs.	121 miles - 2 hrs.
Franklin	340 miles - 5¾ hrs.	230 miles - 4 hrs.	322 miles - 5½ hrs.
Fulton	15 miles - ¼ hr.	165 miles - 3 hrs.	354 miles - 6¼ hrs.
Gouverneur	338 miles - 5¾ hrs.	190 miles - 3½ hrs.	250 miles - 4 hrs.
Gowanda	356 miles - 6¼ hr.	315 miles - 5¼ hrs.	31 miles - ½ hr.
Great Meadow	216 miles - 3¼ hrs.	70 miles - 1¼ hrs.	316 miles - 5¼ hrs.
Green Haven	71 miles - 1¼ hrs.	95 miles - 1¾ hrs.	352 miles - 6 hrs.
Greene	128 miles - 2¼ hrs.	25 miles - ½ hr.	310 miles - 5 hrs.
Groveland	292 miles - 5 hrs.	260 miles - 4¼ hrs.	64 miles - 1¼ hrs.
Hale Creek	190 miles - 3¼ hrs.	45 miles - 1 hr.	250 miles - 4 hrs.
Hudson	125 miles - 2¼ hrs.	38 miles - ¾ hr.	322 miles - 5 hrs.
Lakeview Shock	393 miles - 6¾ hrs.	335 miles - 5½ hrs.	53 miles - 1 hr.
Lincoln	- - -	155 miles - 2¾ hrs.	354 miles - 5¼ hrs.
Livingston	292 miles - 5 hrs.	260 miles - 4 hrs.	64 miles - 1¼ hrs.

<b>Facility</b>	<b>New York City, NY</b>	<b>Albany, NY</b>	<b>Buffalo, NY</b>
Lyon Mountain	353 miles – 6 hrs.	190 miles - 3 hrs.	350 miles - 6 hrs.
Marcy	244 miles – 4 hrs.	100 miles - 1¾ hrs.	195 miles - 3 hrs.
Mid-Orange	59 miles - 1¼ hrs.	115 miles - 2 hrs.	340 miles - 5¾ hrs.
Mid-State	244 miles - 4 hrs.	100 miles - 1¾ hrs.	195 miles - 3 hrs.
Mohawk	244 miles - 4 hrs.	120 miles - 2 hrs.	195 miles - 3 hrs.
Monterey Shock	244 miles - 4½ hrs.	230 miles - 4 hrs.	135 miles - 2½ hrs.
Moriah Shock	266 miles - 4½ hrs.	150 miles - 2½ hrs.	343 miles - 6 hrs.
Mt. McGregor	189 miles - 3¼ hrs.	40 miles - ¾ hr.	290 miles - 4¾ hrs.
Ogdensburg	375 miles - 6¼ hrs.	245 miles - 4 hrs.	271 miles - 4½ hrs.
Oneida	244 miles - 4 hrs.	120 miles - 2 hrs.	195 miles - 3 hrs.
Orleans	350 miles - 5½ hrs.	260 miles - 4¼ hrs.	55 miles - 1 hr.
Otisville	81 miles - 1½ hrs.	120 miles - 2 hrs.	316 miles - 5¼ hrs.
Queensboro	- - -	175 miles - 3 hrs.	354 miles - 6¼ hrs.
Riverview	375 miles - 6¼ hrs.	245 miles - 4 hrs.	271 miles - 4½ hrs.
Rochester	365 miles - 6¼ hrs.	225 miles - 4 hrs.	55 miles - 1 hr.
Shawangunk	76 miles - 1½ hrs.	90 miles - 1¾ hrs.	323 miles - 5½ hrs.
Sing-Sing	40 miles - 1 hr.	120 miles - 2 hrs.	363 miles - 6 hrs.
Southport	220 miles - 4 hrs.	215 miles - 3¾ hrs.	140 miles - 2½ hrs.
Sullivan	102 miles - 2 hrs.	105 miles - 1¼ hrs.	294 miles - 5 hrs.
Summit	171 miles - 3 hrs.	60 miles - 1 hr.	267 miles - 4¼ hrs.
Taconic	45 miles - 1 hr.	130 miles - 2½ hrs.	369 miles - 6¼ hrs.
Ulster	94 miles - 1¾ hrs.	90 miles - 1¼ hrs.	306 miles - 5¼ hrs.
Upstate	340 miles - 5¾ hrs.	230 miles - 3¾ hrs.	322 miles - 5½ hrs.
Wallkill	76 miles - 1½ hrs.	90 miles - 1¼ hrs.	323 miles - 5½ hrs.
Washington	216 miles - 3¼ hrs.	70 miles - 1¼ hr.	316 miles - 5¼ hrs.
Watertown	315 miles - 5¼ hrs.	167 miles - 2¾ hrs.	213 miles - 3½ hrs.
Wende	338 miles - 6 hrs.	280 miles - 5 hrs.	- - -
Willard	250 miles - 4¼ hrs.	200 miles - 3 hrs.	130 miles - 2¼ hrs.
Woodbourne	102 miles - 2 hrs.	105 miles - 2 hrs.	294 miles - 5 hrs.
Wyoming	330 miles - 5½ hrs.	265 miles - 4½ hrs.	37 miles - ¾ hr.

**Appendix C**  
**(3/20/07)**

**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>General restrictions:</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.....	max. 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 do not require cooking (except in facilities that permit cooking).

<b>FOOD UTENSILS</b>	
<b>General restrictions</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>General restrictions</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
b) Cigarette roller .....	Limit 1; plastic only
c) Cigarette papers	
d) Cigars .....	Max. 50 per month
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

<b>RECREATIONAL SUPPLIES</b>	
<b>General restrictions</b>	
- Dice are not permitted	
<b>Individual items</b>	<b>Specific restrictions and conditions.</b>
a) Athletic Gloves.....	baseball (mitt), handball or bag; no metal inserts; no boxing-type; max. value \$50
b) Checkerboards and 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

<b>TOILET ARTICLES/ COSMETICS</b>	
<b>General restrictions</b>	
<ul style="list-style-type: none"> <li>- No item may be received which lists alcohol as an ingredient.</li> <li>- No skin tanning or coloring or hair coloring products.</li> <li>- Maximum size of any single item is 16 oz.</li> <li>- 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.</li> <li>- No hemp oil or derivatives of hemp in contents.</li> </ul>	
<b>All Facilities</b>	<b>Specific restrictions and conditions</b>
a) Afro pick.....	plastic
b) Aftershave lotion	
c) Baby oil	
d) Caustic sticks/styptic pencils	
e) Comb.....	plastic; max. length 6"; no handle
f) Cream rinse/conditioner	
g) Denture adhesive	
h) Denture cleanser.....	tablets only
i) Denture cup.....	plastic; transparent only
j) Deodorant.....	stick-type only
k) Emery boards.....	non-metal
l) Fingernail clipper.....	2 ½" max.; no file
m) Hair brush.....	plastic; no removable handle or compartment
n) Hair dressing.....	non-medicated; incl. cream.
o) Hairnet	
p) Hand/face cream or lotion	
q) Mirror.....	8" x 10" max. size; plastic only
r) Mouthwash	
s) Shampoo	
t) Shaving items - brush, cream, cup, soap	
u) Soap.....	standard size bar; no soap-on-a-rope
v) Soap dish.....	plastic
w) Stick cologne	
x) Toenail clipper.....	3 ½" max.; no file
y) Toothbrush.....	non-electric
z) Tweezers	
<b>Female Facilities only</b>	<b>Specific restrictions and conditions</b>
a) Facial makeup.....	eye makeup, face powder, lipstick, rouge, etc.
b) Hair fasteners.....	barrettes, bobby pins, hair bands, hair rollers, hair rubber bands, no stones
c) Hair spray.....	non-aerosol
d) Perfume/cologne.....	non-aerosol; 3 oz. max. per month



<b>CLOTHING</b>		
<p><b>General restrictions (all clothing items):</b> No quilted clothing or snorkel-type hoods, except where indicated. No leather. No mesh materials. No spandex-type material. No denim. No removable linings.</p> <p><b>Colors:</b> 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.</p> <p><b>Value:</b> Except as indicated, no item may exceed \$50 in value.</p> <p><b>Footwear (#1, below):</b> 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.</p> <p><b>Outerwear (#2, below):</b> Natural fabrics only (e.g. cotton, wool).</p>		
<b>1. Footwear</b>	<b>Color</b>	<b>Additional restrictions and conditions</b>
a) Baseball/soccer shoes	any but blue	non-removable rubber cleats only, 3/8" max.
b) Boots.....	any but blue	total height 8"
c) Rubber galoshes, overshoes.....	any color.....	total height 10"
d) Sandals.....	any but blue.....	must be secure to the foot (i.e. use ankle strap)
e) Shoes.....	any but blue	
f) Shower shoes.....	any color	
g) Slippers.....	any but blue	
h) Sneakers.....	any color combination but blue	
<b>2. Outerwear</b>	<b>Color</b>	<b>Additional restrictions and conditions</b>
a) Earmuffs		plastic band (no metal)
b) Gloves/mittens.....	black permitted	wrist length
c) Jacket.....	solid green only (including lining)	3/4 max. length; military-style field jackets are allowed but short-waisted Ike-style jackets are not allowed; no hood; no patches, insignia or decals. None labeled "chemical protective."
d) Rain hat.....	clear transparent plastic	
e) Rain jacket/ poncho.....	clear transparent plastic.....	hood permitted; max. value \$20
f) Scarves		
g) Winter knit watch cap	black permitted	
<b>3. Male Inmates Only</b>	<b>Color</b>	<b>Additional restrictions and conditions</b>
a) T-shirts		
b) Briefs, boxer.....	solid colors only (except for the waistband)	
c) Thermal underwear	solid colors only (except for the waistband)	

4. Sportswear	Color	Additional restrictions and conditions
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
5. Miscellaneous		Additional restrictions and conditions
a) Shirts/sweaters.....   b) Bathrobe c) Belts.....  d) Bow ties..... e) Handkerchiefs..... f) Neckties..... g) Pajamas h) Socks.....	solid colors inside and out   .....  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; less than 1½" wide, with buckle (max. 1½"x1½") cloth only; clip-on style only  cloth only; clip-on style only  no pockets
6. Female Inmates Only	Color	Additional restrictions and conditions
a) Blouses..... b) Boots..... c) Nightgowns..... d) Shawls..... e) Shoes..... f) Stockings/ panty hose g) Bras..... h) Panties.....  i) Slips..... j) Girdle k) Thermal underwear....  l) T-shirts..... m) Pajamas .....	..... no blue..... ..... ..... no blue ..... ..... .....  ..... solid colors only (except for the waistband) ..... .....	no see-through, midriff or short-cut total height 18" no see-through 1 yard square max. size (incl. fringe)  stocking or hose requiring garter belts are not allowed no metal underwire no thong style, crotchless, front opening or see-through or lace trim full and half  crew or v-neck only no see-through; no front opening bottoms

<b>EDUCATIONAL SUPPLIES</b>	
<b>1. Office Materials</b>	
a) Mini-calculator.....	hand-held only; \$30 max. value
b) Carbon paper.....	
c) Clip board.....	9" x 15" max.; no metal components
d) Composition/Notebooks	no metal components
e) Crayons	
f) Dictionaries.....	non-electronic
g) Drafting pens.....	no sharp points; no internal or refillable ink reservoirs
h) Erasers	
i) File folders.....	no metal components
j) Masking tape.....	1" maximum width
k) Paper.....	writing or drawing; no envelopes
l) Pens.....	ball point (non-retractable-style) or felt tip only - no fluorescent type
m) Pencils.....	standard wooden type only
n) Pencil sharpener.....	manual (hand-held); non-removable blade
o) Rulers.....	12" maximum; non-metal
p) Transparent tape.....	1" maximum width
<b>2. Audio Equipment</b>	
<b>General restrictions and conditions.</b> 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).	
<b>Specific restrictions and conditions.</b>	
a) Cassette Tapes.....	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.
b) Cassette type cleaner automatic demagnetizer	
c) Headphone Radio.....	local permit only; maximum value - \$50.00.
d) Headphones (earphones)	local permit only; maximum value - \$50.00.
e) Radio	local permit only; maximum value - \$150.00; clear (see-through) case only; no larger than 8 inches x 14 inches.
f) Radio / Tape player Combination	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.
g) Tape Player.....	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.

<b>3. Printed Materials</b>  a) Books, magazines and periodicals..... b) Calendar..... c) Greeting cards with matching envelopes ... d) Posters.....	<p><b>General restrictions and conditions.</b> 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>may be delayed through the Package Room up to 6 days for close security inspection if received from other than publisher or approved distributor  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.  maximum size 18" x 14"; no metal components.</p>
<b>4. Typewriters/ Supplies</b>  a) Portable Typewriter....  b) Electric adapter or converter..... ... c) Typewriter correction paper d) Correction ribbon e) Typewriter print wheel f) Typewriter ribbons	<p><b>General restrictions and conditions.</b> Typewriter - 1 only; max. 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.  <b>Sources:</b> Items listed below may only be received directly from an approved commercial source. New only.</p> <p><b>Specific restrictions and conditions.</b></p> <p>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.</p> <p>local permit only.</p> <p>replacement only.  one only, on an exchange basis.  maximum of six.</p>
<b>5. Musical Instrument</b>	<p><b>General restrictions and conditions.</b> local permit only; 1 only; max. 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, a microphone or any disc or other removable storage device,.</p>

**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>1. Appliances</b>	<b>General restrictions and conditions.</b> For in-cell use only.
	<b>Specific restrictions and conditions.</b>
a) Beard trimmer.....	local permit only; electric, cord or cordless or battery; no attachments max. 1" blade
b) Coffee pot.....	local permit only; non-electric; 9 cup maximum.
c) Curling iron.....	females only; local permit only; UL approved.
d) Hair dryer/blow dryer...	local permit only; UL approved.
e) Shaver/electric razor....	local permit only; electric, cord or cordless or battery.
<b>2. General</b>	<b>Specific restrictions and conditions.</b>
a) Extension cord .....	9 foot maximum; UL approved; 1 only.
b) Key ring .....	
c) Magnifying glass .....	plastic; no handle; 2" x 3" or 3" diameter maximum.
d) Matches .....	book only.
e) Needles .....	sewing; 2 inches maximum size.
f) Pins – safety .....	2 inches maximum.
g) Rug .....	solid color only - no blue, black, orange or gray; max. size 3 feet x 5 feet; not braided; label must indicate "fire retardant"; 1 only (does not include prayer rug).
h) Saddle soap.....	
i) Shoelaces .....	no leather.
j) Sponges.....	
k) Sunglasses w/case....	standard size; non-reflector; maximum value \$25 per pair (2 pair only).
l) Thread.....	no blue, black, orange or gray.
m) Tissues .....	eyeglass and facial.
<b>3. Linens</b>	<b>General restrictions and conditions.</b> Colors: No blue, black, orange, gray, green or white permitted. Solid color only.
a) Sheets .....	<b>Specific restrictions and conditions.</b>
b) Blanket .....	twin size only; 2 sets only per inmate
c) Pillow cases .....	twin size only; 1 only per inmate; label must indicate "fire retardant"
d) Towels .....	standard size; 2 only per inmate
e) Washcloths .....	standard size bath towel (3 feet x 5 feet maximum)
<b>4. Jewelry, etc.</b>	<b>General restrictions and conditions.</b> No stones; no protrusions
	<b>Specific restrictions and conditions.</b>
a) Wrist Watch/watchband	time-day-date-audible alarm only permitted; 1 only; maximum combined value - \$50
b) Watch battery.....	subject to exchange on one-for-one basis
c) Wedding band.....	maximum value - \$150; verified married person only
<b>5. Jewelry - Females Only</b>	<b>Specific restrictions and conditions.</b> Maximum combined value of female-only items - \$150. No stones.
a) Bracelets.....	wrist or ankle; limit 2; no charms.
b) Earrings.....	pierced or clip; limit 3 pairs; 1 inch maximum size
c) Necklaces.....	limit 2; maximum length 18 inches.
d) Rings.....	other than wedding; limit 2; no protrusions

<b>Religious Articles</b>	
	<p><b>General restrictions and conditions.</b></p> <ul style="list-style-type: none"> <li>- Purchase, receipt, or use of religious articles is subject to the provisions of Directive #4202, "Religious Programs and Practices".</li> <li>- No color restrictions apply unless specified. Where multi-colored items are permitted, black, blue, gray or orange must not be predominant.</li> <li>- Clothing items may not exceed \$50 in value.</li> <li>- Questions on the identity or authenticity of a religious item shall be referred to the facility chaplain.</li> </ul>
	<p><b>Specific restrictions and conditions.</b></p>
a) Fez.....	a brimless, cone-shaped, flat-crowned hat; usually has a tassel; usually made of red felt; male only.
b) Kufi.....	a hemispheric head cap that can be made of cloth, 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.
c) Yarmulke.....	a close-fitting skull cap that can be made of cloth, knitted, or crocheted; may be multi-colored.
d) Tsalot-kob .....	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.
e) Keski/Dastaar.....	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.
f) Khimar.....	a cloth head item; female only; 4 feet x 4 feet maximum; solid black, blue, gray, or orange not permitted; may be multicolored.
g) Talit Katan.....	fringed underwear.
h) Tefillin .....	phylacteries (small square leather prayer boxes with long leather ties).
i) Talit (prayer shawl)	maximum size: 66 inches x 66 inches; 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; black only; other beads, see Directive #4202.
m) Prayer rug.....	one only; may be possessed in addition to rug permitted under miscellaneous; 3' x 5' maximum; solid blue, black, gray, or orange not permitted; may be multi-colored.
n) Religious books (Bible, Koran, etc.)	subject to the restrictions on printed materials covered in section F-3, above.
o) Religious pendant with chain or fabric cord attached.	max. value - \$50.00; no stones; maximum two inches diameter; e.g. medal, crucifix, cross, pentacles, Thor's hammers, Star of David, chains, crescent with stars and/or moons, scapular.
<b>Native American Items</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	may include sacred herbs and items needed for Native American ceremonies under the procedures set forth in Directive #4202.

*Appendix D*

**Programs Serving Families of Adult Offenders in New York State**

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

Telephone: (800) 344-2666 or (212)-302-7240  
 Address: P.O. Box 862  
 Mid-Town Station  
 New York, New York 10018

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

**Angel Tree/Prison Fellowship**

Telephone: (212) 732-9152 extension 5  
 Address: P.O. Box 960  
 Peck Slip Station  
 New York, New York 10272-0960  
 E-mail: [mayra\\_alemar@pfm.org](mailto:mayra_alemar@pfm.org)  
 Website: [www.angeltree.org](http://www.angeltree.org)

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

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

Telephone: (718) 722- 6215  
 Fax: (718) 722- 6220  
 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.

**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)

- 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](http://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 five community residential programs for female ex-offenders and their children. Provides parent education, enhanced visiting, and transportation assistance for women incarcerated in two New York State prisons.

### **Legal Action Center**

Telephone: (212) 243-1313  
 Address: 153 Waverly Place, 8<sup>th</sup> Floor  
 New York, New York 10014  
 E-mail: [gmartin@lac.org](mailto:gmartin@lac.org)  
[rampeoples@lac.org](mailto:rampeoples@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  
 Website: [www.osborneny.org](http://www.osborneny.org)

- Provides multiple services and programs for offenders 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: (516) 616-3191  
 Address: 45 Prairie Dr.  
 North Babylon, New York 11703  
 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.

**Saint Christopher-Ottillie/ Family Dynamics**

Telephone: (718) 919-1226  
 Address: 613-619 Throup Avenue  
 Brooklyn, New York 11216

- Family Dynamics was formed in 1975 for strengthening families and protecting children in danger of abuse and neglect. Their goal is to keep families together and avert the placement of children into foster care.

**Women's Prison Association and Home, Inc.**

Telephone: (212) 674-1163  
 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 Offenders 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: (703) 478 0100  
 Address: P.O. Box 17500  
 Washington, DC 20041  
 E-mail: [angeltree@pfm.org](mailto:angeltree@pfm.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) 568-2373  
 Address: P.O. Box 210  
 West Milton, Pennsylvania 17886  
 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: (800) 412-2447

- 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.

### **Center for Children of Incarcerated Parents**

Telephone: (626) 449-8796  
 Address: P.O. Box 41-286  
 Eagle Rock, California 90041  
 E-mail: [ccipdj@aol.com](mailto:ccipdj@aol.com)  
 Website: [www.e-ccip.org](http://www.e-ccip.org)

- Provides parent education, self-help support groups, information, referrals, mentoring, family reunification support, family therapy, public education, legal assistance, and advocacy. Also provides technical assistance, training, policy development, and research services in a variety of areas related to children of prisoners.

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

Telephone: (202) 942-0270  
 Address: 440 First Street, NW  
 Washington, DC 20001  
 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.

**Encouraging Words, Inc.**

Telephone: (614) 367-0436  
 Address: P.O. Box 9249  
 Columbus, Ohio 43209  
 E-mail: [edithholmes@msn.com](mailto:edithholmes@msn.com)

- Provides training and technical assistance in the areas of inmate parent education and family counseling.

**Family and Corrections Network**

Telephone: (804) 589-3036  
 Address: 32 Oak Grove Road  
 Palmyra, Virginia 22963  
 E-mail: [fcn@fcnetwork.org](mailto:fcn@fcnetwork.org)  
 website: [www.fcnetwork.org](http://www.fcnetwork.org)

- Provides information, technical assistance and training on families of offenders, children of prisoners, parenting programs for prisoners, prison visiting, and the impact of the justice system on families. Web site has over 100 articles, an e-mail list, a directory of programs, and links to offender family web sites.

**Fathers Behind Bars, Inc.**

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

- Provides publications and technical assistance on self-help support groups for incarcerated fathers.

**Message of Love**

Telephone: (301) 340-1146  
 Address: P.O. Box 65137  
 Washington, DC 20035-5137  
 E-mail: [info@aleibar.com](mailto:info@aleibar.com)  
 website: [www.messageoflove.com](http://www.messageoflove.com)

- Provides a subscription service that sends monthly inspirational greeting cards to prisoners on behalf of family members.

**OPEN, Inc.** (Offender Preparation and Education Network, Inc.)

Telephone: (972) 271-1971  
Address: P.O. Box 472223  
Garland, Texas 75047-2223  
E-mail: [info@openinc.org](mailto:info@openinc.org)  
website: [www.openinc.org](http://www.openinc.org)

- Provides educational materials and programs for use by offenders and families to survive incarceration and make a successful transition back to the community, and for use by correctional agencies to prepare offenders for re-entry.

**Re-Entry Prison and Jail Ministry**

Telephone: (619) 426-4557  
Address: P.O. Box 620  
Chula Vista, California 91912  
E-mail: [reentry@reentry.org](mailto:reentry@reentry.org)  
website: [www.reentry.org](http://www.reentry.org)

- Provides parent education, self-help support group, information, referrals, mentoring, religious ministry, community residential programs, public education, advocacy, legal services and information for inmates transitioning back into society.

**Urban Family Institute**

Telephone: (202) 234-5437  
Address: 1300 Allison Street, NW  
Washington, DC 20011  
E-mail: [kids@ufi.org](mailto:kids@ufi.org)  
website: [www.ufi.org](http://www.ufi.org)

-Provides self-help support, information, referrals, technical assistance and family reunification support through “nurturing villages” such as Kids House and the Urban Family University.

## **CONCLUSION**

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