



DUTCHESS COUNTY SHERIFF'S OFFICE, CORRECTION DIVISION
150 NORTH HAMILTON STREET
POUGHKEEPSIE, NY 12601

VISITATION SESSION GUIDELINES

(Revised and in effect as of September 12, 2025. All previous editions are obsolete)

1. Each incarcerated individual is entitled to one initial (1) booth (non-contact) visit upon the first twenty-four (24) hours of their incarceration. This booth (non-contact) visit is limited to thirty (30) minutes and does not count toward the incarcerated individual's weekly visitation allowance.
2. Initial booth (non-contact) visits are conducted every day, except holidays. This facility adheres to the County of Dutchess holiday schedule.
3. Some incarcerated individuals may not be eligible for a contact visit; therefore, a booth (non-contact) visit may be allowed. Please contact the facility prior to the visit to see if the incarcerated individual you are attempting to visit, is allowed to have contact visits. Visitors cannot request a booth (non-contact) visit for someone that is eligible for contact visits.
4. Contact visits are conducted each week on Sundays, Tuesdays and Thursdays. **THERE ARE NO CONTACT VISITS ON SATURDAYS, MONDAYS, WEDNESDAYS, FRIDAYS, OR HOLIDAYS.**
5. Each classified incarcerated individual shall be permitted two (2), sixty (60) minute contact visits per week.
6. All visitors must walk through and successfully clear the metal detector wearing all clothing and shoes without the metal detector sounding the alarm. Visitors with a documented medical appliance need to submit proof from a doctor confirming said appliance. The documentation must state their inability to (successfully) pass through the metal detector. These visitors will be hand scanned prior to the visit. The medical documentation will be filed for one (1) year. Only people who are visiting an incarcerated individual will be allowed access to the lobby.
VISITORS WHO FAIL TO SUCCESSFULLY COMPLETE THE SCANNING PROCESS WILL NOT BE PERMITTED ACCESS TO THE CONTACT VISIT ROOM OR THE BOOTH (NON-CONTACT) VISIT ROOM.
7. Locker storage is available. Items not permitted within the facility may be placed in the lockers. **Cell phones are prohibited in the facility.**
8. Only the following forms of photo government issued identification will be accepted:
 - State Issued Driver's license or non-Driver's photo ID, issued by the Department of Motor Vehicles;
 - Military ID;
 - Passport; or
 - Any state or federally issued government ID Card (i.e. New York State Benefit Card)**ANY GOVERNMENT ISSUED ID THAT HAS AN EXPIRED DATE MAY BE ACCEPTED ONLY WITH THE AUTHORIZATION OF A SUPERVISOR.**
9. Visitors will have to come in to schedule a visit. Visitors cannot sign up or reserve a visit via phone.
10. Each incarcerated individual will be allowed two (2) visitors. All visitors under eighteen (18) must be accompanied by their parent or legal guardian. (i.e., two (2) adults or one (1) adult and one (1) minor visitor) Adults must show proof of guardianship. (i.e., birth certificate)
11. All visitors must adhere to all directions and guidance as provided by security staff. Refusal to comply with any directives will result in the denial and/or termination of the visitation session.

12. Visitors will only be permitted to have a closed mouth kiss and a quick embrace with the incarcerated individual at the beginning and ending of the visit. Violation of this rule will result in an immediate termination of the visit and the visitor may be banned from future visits.
13. The visitation session start time may be approximate.
14. There is only one (1) booth visit room. A maximum of one (1) incarcerated individual and their visitor(s) is allowed at a time.
15. The facility requires each visitor to adhere to a dress code, a copy of which is available at the front desk in the main lobby. Revealing clothing is not permitted. All clothing, including footwear, must pass the metal detector.
16. Visitors are not permitted to park in permit parking. Any visitor parked in permit parking will have their visit suspended until further notice.
17. Visitors will not be permitted to enter the facility in layered clothing, ripped clothing, orange clothing, hooded clothing, or tank tops.
18. Visitors must wear clothing that is size appropriate. If visitors wear clothing that is too small or excessively big, they will be prohibited from visiting.
19. It is strongly recommended that visitors do not wear "bib" style jeans, button fly jeans, underwire bras or shoes containing metal supports. These items cause the electronic scanner to sound its alarm and will result in denial of the visit. Sneakers are strongly recommended.
20. An incarcerated individual and their visitor(s) are required to adhere to conduct which is consistent with the standard of public decency.
21. Any visitor caught attempting to communicate with an incarcerated individual from the exterior of the building will be subject to a loss of their visitation privileges.
22. Smoking is not permitted on county property. Anyone caught smoking on county property will be subject to a loss of their visiting privileges until further notice.
23. Visitors are subject to routine canine searches. If the canine alerts on a visitor, said visitor will be denied entry into visitation and be directed to leave the facility. The zone supervisor and shift commander shall be notified.
24. Visitors who enter the facility and appear to be intoxicated, under the influence, or have a scent of alcohol, marijuana or an illegal drug, will not be permitted access into visitation and will be asked to leave the facility immediately.
25. Refusal to leave the facility will result in local law enforcement to be called and may result in future visitation privileges being revoked.
26. Violating any of the rules stated herein, posted within the main lobby, or the contact visit room, will result in the termination of a visit and/or possible additional penalties.