



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

PANDEMIC VISIT SESSION GUIDELINES

(Revised and in effect as of October 15, 2022. 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 twenty (20) minutes and does not count toward the incarcerated individual's weekly visitation allowance.
2. After the initial booth visit, all incarcerated individuals will be placed in a mandatory quarantine. There will be no visits while under quarantine.
3. Once the mandatory quarantine has ended, each incarcerated individual shall be permitted two (2), sixty (60) minute visits per week.
4. Contact visits are conducted each week on Sundays and Thursdays. **THERE ARE NO CONTACT VISITS ON SATURDAYS, MONDAYS, TUESDAYS, WEDNESDAYS, FRIDAYS OR HOLIDAYS.**
5. Initial booth (non-contact) visits are conducted every day, except holidays. This facility adheres to the County of Dutchess holiday schedule.
6. 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 able to have contact visits. Visitors cannot request a booth (non-contact) visit for someone that is eligible for contact visits.
7. All visitors entering the facility must have on a surgical mask, N95 mask or KN95 Respirator mask. Cloth or makeshift masks are not permitted. All visitors two (2) years of age and older are required to wear masks.
8. Hand sanitizer will be readily available for use for all visitors to use.
9. All visitors entering the facility must have their temperature taken upon entering the facility. Any person appearing ill or confirmed to have a fever will be instructed to leave the facility immediately. (A temperature of 100.5 degrees or higher is considered a fever.)
10. The lobby will be limited to a maximum of twenty-four (24) civilian visitors. 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.
11. Locker storage is available; however, the use of locks remains suspended at this time. Items may be placed in the lockers at your own risk. **Cell phones are prohibited in the facility.** Vehicle keys and identification will be the only items secured with the visitation officers at the front desk.

12. Only the following forms of photo government issued identification will be accepted:

- Driver's license or non-Driver's photo identification card;
- New York State Benefit Card; or
- Passport

ANY GOVERNMENT ISSUED ID THAT HAS AN EXPIRED DATE MAY BE ACCEPTED ONLY WITH THE AUTHORIZATION OF A SUPERVISOR.

13. Visitors will have to come in to schedule a visit. Visitors cannot sign up or reserve a visit via phone. Only twelve (12) incarcerated individuals are allowed in the visit room per session.

14. 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)

15. All visitors must adhere to all directions and guidance as provided by security staff. Guidance will include, but not be limited to; social distancing guidelines and personal protective equipment requirements. Refusal to comply with any directives will result in the denial and/or termination of the visitation session.

16. There will not be any physical contact permitted between an incarcerated individual and their visitor. Violation of this rule will result in an immediate termination of the visit and the visitor may be banned from future visits.

17. The visitation session start time may be approximate. This is to ensure the visitation room is properly cleaned and disinfected as per the facility cleaning schedule.

18. There is only one (1) booth visit room. A maximum of one (1) incarcerated individual and their visitor(s) is allowed at a time.

19. 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.

20. Visitors are not permitted to park in permit parking. Any visitor parked in permit parking will have their visit suspended until further notice.

21. Visitors will not be permitted to enter the facility in layered clothing, ripped clothing, orange clothing, hooded clothing or tank tops. Removal of a mask by a visitor or an incarcerated individual will result in immediate termination of the visit.

22. 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.

23. 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.

24. An incarcerated individual and his or her visitor(s) are required to adhere to conduct which is consistent with the standard of public decency.

25. Any visitor caught attempting to communicate with an incarcerated individual from the exterior of the building will be subject to a loss of his or her visitation privileges.

26. Smoking is not permitted on county property. Anyone caught smoking on county property will be subject to a loss of his or her visiting privileges until further notice.

27. 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.