



RONALD R. STEVENS
SHERIFF
BRUCE C. BAKER
UNDERSHERIFF
(518) 295-2266

Schoharie County Sheriff's Office

157 STEADMAN WAY
PO BOX 159
HOWES CAVE, NY 12092
FAX (518)295-2267
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VISITATION RULES AND REGULATIONS (as of March 21, 2023)

As of Saturday, March 18th, 2023, contact visitation will begin. Visitation will be held on Saturdays and Sundays with the available times listed at the end of this notice. Each incarcerated individual will be entitled to one (1) hour of visitation on Saturday and one (1) hour of visitation on Sunday for a total of two (2) hours of visitation each visitation weekend.

After the posting of this notice, the visitation schedule may be subject to change, if/when the schedule changes, it will be the responsibility of the incarcerated individual to inform their visitor(s) of the visiting days and times.

This facility utilizes a reservation scheduling procedure for visitation. The reservation slots are filled on a "first come, first served" basis. Visitors will be responsible for the scheduling of their visitation slot and must call the facility at (518)295-2264 between the hours of 8:00 a.m. and 12:00 p.m. on either the Tuesday, Wednesday, or Thursday prior the upcoming scheduled visitation weekend. No calls for visitation reservations will be taken outside of those times.

Visitors MUST report at least thirty (30) minutes prior to the scheduled visitation time to sign in with facility staff. Visitation will be denied for individuals who arrive after this required time.

All visitors must present valid and current (not expired) identification and must include a photograph matching the visitor in order to be granted access to the facility. Acceptable forms of ID are Driver's License with photo, Department of Motor Vehicle non-driver ID with photo, Government issued photo ID, Armed Services ID with photo, or a passport. Visitors under the age of eighteen (18) must be accompanied by an adult parent or legal guardian and must have proper identification. Parents/guardians bringing their child(ren) to visit MUST, in addition to their own proper ID, present an original (or certified copy) birth certificate for each child. The birth certificate must match the name of the parent/guardian who is present.

A Visitation Waiver form can be submitted by a parent or legal guardian of a minor (persons under the age of 18) when they intend to give permission for their child(ren) to attend visitation with another approved adult visitor. You may ask facility staff for a Visitation Waiver form; the form includes instructions and must be submitted prior to the desired date of the visit. The adult that is approved to bring the minor to visitation will be responsible for the behavior and conduct of the minor while on facility property and the adult must present the required identification (birth certificate) of the minor.

Minors/children not participating in visitation are prohibited from being left alone in any area of the Public Safety Facility. No minors/children may be left in a vehicle during your visitation unless supervised continuously by another adult during your visitation period. The maximum number of



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visitors per inmate is two (2) for each visitation period. An infant and/or child will be considered as one (1) visitor.

ALL visitors are subject to search (including a visual mouth check) prior to entry being granted into the facility. Visitors must pass all electronic screening devices, or they may be deemed a security risk and therefore be denied access. Any person who claims they cannot be scanned by the magnetometer due to a medical implant/device must show proper medical documentation for such device or access will be denied.

Visitors are required to store and secure personal property in their vehicle and/or lobby locker.

Visitors are required to wear appropriate clothing for visitation. The wearing of inappropriate clothing or the lack of appropriate clothing shall be cause for denial of visitation. Examples of unacceptable attire are; see-through clothing, tank tops, bathing suits, sleeveless shirts, bare midriffs, bare backs, plunging necklines, revealing tops, hooded sweatshirts, any hooded garment, lack of footwear, clothing identifying a specific gang by name or logo, and clothing that makes explicit reference to obscene language, drugs, sex, or violence. Visitors are prohibited from wearing any over garments such as coats, jackets, hats, scarfs, etc. All outerwear must be removed and stored with your personal property prior to the search being conducted by facility staff. All jewelry must be removed, the only exception is wedding bands with the approval of facility staff. Wedding bands that are determined by facility staff to pose a possible threat to the safety, security and good order of the facility will not be allowed in the facility. Watches and wearable fitness devices must be removed. Headwear is not allowed in the facility and is considered an item of outerwear. The only exception to the wearing of headwear is religious attire which is subject to search and approval by facility staff.

The only authorized item that can be accepted for an incarcerated individual is money that can be deposited in the kiosk in the lobby. No packages, books, magazines, or other items may be left for incarcerated individuals.

The introduction of contraband in the facility is a criminal offense and can subject you to criminal charges. Any questions relating to what is considered contraband can be directed to facility staff.

You, and the incarcerated individual you are visiting, may be assigned to a seat in the visitation room at the discretion of facility staff.

The following is a list of rules and regulations that relate to visitation/entry into the facility. This list contains some rules and regulations to help guide you during your visit but all visitors must follow the instructions given to them by facility staff at all times or your visit may be denied and/or terminated.

(1) No candy, gum, or food of any type is allowed in visitation.



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- (2) No visitor will be allowed access to the facility while under the influence of alcohol or drugs.
- (3) Children must always stay seated in the visitation room and under control in the visitation lobby.
- (4) Infants/children may not be held by the incarcerated individual before, during or after visit. The infant/child may not be brought over the partition of the visitation counter.
- (5) Physical contact during the visitation is NOT authorized. The only allowable physical contact for a visit is a visitor and incarcerated individual may embrace and kiss at the beginning and the end of any contact visit. No open mouth kissing or prolonged kissing is allowed.
- (6) Cross visitation is prohibited. Cross visitation is when an incarcerated individual communicates with another incarcerated individual's visitor(s) or when a visitor communicates with an incarcerated individual who is not the individual they are scheduled to be visiting.
- (7) Split visitations are not authorized.
- (8) Persons under probation or parole supervision will be allowed to visit an incarcerated individual only with the prior written permission of the person's Probation or Parole Officer.
- (9) Pending or past criminal proceedings or ex-incarcerated individual status shall not solely disqualify any person from visiting an incarcerated individual in this facility. However, facility staff may deny visiting privileges to such persons if they determine that the visitor's presence would create a threat to the security and good order of the facility. Criteria to be considered shall include, but not limited to, the purpose of the proposed visit, the former institutional adjustment of ex-incarcerated individual, or the nature of the pending criminal proceeding, and the time frame between release and the proposed visit.
- (10) Foul or obscene language will not be tolerated.
- (11) Incarcerated Individuals and their visitor(s) must remain seated during visitation.
- (12) For the health and safety of all individuals in the facility, it may be required to wear a facial mask in order to enter the facility and the mask must be properly worn for the entire duration of your visit. When face masks are required, there will be a Notice posted in the lobby stating such.
- (13) Whenever face masks are required for visitation, the only allowable physical contact at the beginning and end of a visit is a brief embrace. Kissing is not permitted.

Disruptive behavior, abusive language, or failure to obey orders of staff during visits will result in your visit being immediately terminated. Visitors and incarcerated individuals must always stay seated during the visit. A visit may be terminated immediately and without question upon violation of any facility rule by the incarcerated individual or visitor(s) based on the discretion of the facility staff member.

VISITATION SCHEDULE

SATURDAY

Session 1 - 8:45 am to 9:45 am
Session 2 - 10:00 am to 11:00 am
Session 3 - 6:15 pm to 7:15 pm
Session 4 - 8:15 pm to 9:15 pm

SUNDAY

Session 1 - 8:45 am to 9:45 am
Session 2 - 10:00 am to 11:00 am
Session 3 - 6:15 pm to 7:15 pm
Session 4 - 8:15 pm to 9:15 pm