

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK
- - - - -
JAMES BENJAMIN, et al., - - - - - x

Plaintiffs,

75 Civ. 3073 (MEL)

- against-

BENJAMIN J. MALCOLM, et al.,

Defendants.

SUPPLEMENTAL ORDER FOR
PROMULGATION AND
IMPLEMENTATION OF
UNIFORM VISIT
PROCEDURES FOR RIKERS
ISLAND VISITOR ACCESS

and related cases

- - - - - X

On September 28, 1979 the parties entered into a Stipulation for the Entry of an Order which provides, inter alia, that plaintiffs have established their factual claims that "the inaccessibility of the institutions on Rikers Island, including the location of Rikers Island and the administrative processing which visitors encounter on Rikers Island, limited substantially detainees' opportunities to receive visits from relatives and friends."

On June 4, 1992 the parties entered into a Partial Stipulation and Order for Promulgation of Uniform Visit Procedures for Rikers Island Visitor Access, providing at Paragraph 2 that the Department of Correction ("Department") will monitor adherence to the procedures and the efficiency and expeditiousness of visitor processing by appropriate means to be developed by the Department and the Legal Aid Society and submitted to the court. Pursuant to that Partial Stipulation and Order, the Parties have submitted the following procedures.

It is therefore ORDERED, ADJUDGED and DECREED:

Visiting Records and Survey

1. Defendants shall conduct a time survey of visitor processing and movement as follows.
2. Defendants shall issue to each incoming visitor, upon arrival at Bridge Control, a time card. Each time card shall contain a sequential number, the name of the visitor and the inmate to be visited, the date of this visit, the name of the facility at which the visit will take place, and space for five time stamps.
3. Each visitor's time card shall be time-stamped at five points:
 - a. Upon arrival at Bridge Control as the card is given to the visitor;
 - b. Upon arrival in the facility where the visit is to occur;
 - c. Upon completion of pre-visit processing in the facility;
 - d. Upon commencement of the visit;
 - e. Upon departure from the facility.
4. There shall be one person in each facility who will be responsible for the collection of such time cards at the end of each visit day. That person, on a daily basis, shall transmit the complete package of time cards to a central location.
5. At the central location, defendants shall enter the data from the time cards into a computer data base, and shall calculate the following information:

- the average elapsed time between each stage of visit processing;
 - the distribution of elapsed time at each stage of visit processing (e.g. the number of visitors taking 0-9 minutes, 10-19 minutes, etc., at each stage);
 - the maximum and minimum lengths of time in each stage;
 - the number of visitors per facility per day;
 - the peak hours of visiting (i.e., the number of visitor arrivals by hour of arrival) both for Bridge Control and for each institution;
6. Incomplete visiting cards shall not be included in the above described calculations, but shall be counted separately and shall be retained.
7. Defendants shall tabulate the above described information for each jail on a weekly basis for a period of six months commencing August 1, 1992. At the end of this six-month period, the parties shall negotiate an agreement as to the frequency with which these data should be calculated in the future.
8. Weekly tabulations of the above described information shall be forwarded to the Legal Aid Society during the week after the visits they reflect.
9. The time-stamped cards and the computer files based upon them shall be made available, upon request, by the defendants to the Legal Aid Society. The computer data shall be stored by defendants for a period of one year after its entry.
10. Defendants shall continue to make all existing reports containing data relevant to visiting (e.g., weekly visiting

reports) and shall add the Legal Aid Society to the distribution list for all such reports.

11. Defendants shall maintain the following reports and logs and shall provide copies of them to the Legal Aid Society upon request:

- a. Institutional visiting logs;
- b. Bus or vehicle logs (list of buses assigned by jail, personnel assigned to each vehicle, trip sheets);
- c. Vehicle condition reports (seat condition, safety hazards, etc.);
- d. Staff rosters, assignments, absentee sheets for all visit-related positions, Bridge Control and facility visit houses;
- e. Sanitation records from Bridge Control;
- f. Facility visit record file;

12. Each week, defendants shall provide to the Legal Aid Society the following documents required to be maintained under the Uniform Visit Procedures("UVP") or this order, for the preceding week.

- a. Denial of Visit Information Sheets (UVP \$ III.f.1.i., page 11) and Notice of Suspension of Privileges (UVP \$ III.f.3.ii., page 14);
- b. Property search records (UVP \$ IV.G.6, page 28) and search report forms (Form 439, UVP \$ IV.H.4.c., page 31);
- c. Visit Captain's report or log, described below.

Visitor Information and Complaint Procedures

13. Defendants shall prepare leaflets containing information concerning visit registration procedures, visit schedules, visitor search procedures, contraband and permissible packages, visit rules, and whom to contact with problems. Defendants shall make these leaflets available to visitors at the Bridge Control building and in each facility visit processing area. Visitors will be notified through this leaflet and through signs posted at Bridge Control and in facility visit and visitor processing areas about the existence of and how to contact the visit captain, to whom they should report immediate problems and from whom they can expect immediate resolutions.

14. Visitors shall be notified of the appropriate reporting procedure for complaints to defendants' central office through leaflets and signs as described in the previous paragraph. The defendants shall devise a secure method of communication for complaints related to visiting (e.g., business reply mail to Central Office with a mailbox in Bridge Control). The Chief of Compliance shall receive and act upon such complaints.

15. Defendants shall periodically conduct surveys, by means of a questionnaire, of visitors and inmates to address existing problems and better anticipate potential problems. The parties shall agree on the form of a questionnaire and on the means and frequency of its administration.

Access by Plaintiffs' Counsel

18. The Legal Aid Society shall have access to Bridge Control and to every visiting facility for inspection and observation of visit processing without prior notice.

19. Defendants shall provide the Legal Aid Society with current information concerning the size and configuration of visiting and waiting areas, and the capacities of such areas. If changes in these areas are made, the Department shall forward to Legal Aid updated information within 30 days of the change, and shall allow for an on-site inspection upon request.

Periodic Meetings

20. The parties shall hold quarterly problem-solving meetings to assess the implementation of the Uniform Visit Procedures and the monitoring process.

Rikers Island Visit Captain

16. The Rikers Island Visit Captain shall tour Bridge Control and each facility's visiting area throughout the visit day to expedite visitor processing, trouble-shoot for delays, resolve problems and achieve adherence to the Uniform Visit Procedures.

The Visit Captain shall inspect to determine if:

- visit staff posts are filled and staff are on duty;
- all equipment is in working order;
- visit signs and informational literature are posted and available to visitors;
- each facility's visit bus(es) is operating;
- visit areas are clean and sanitary;
- any backlogs of visitors exist;
- all logs, records and notifications are being made.

The Visit Captain shall make a daily report of visit census, his/her activities, problems and complaints encountered during the day and any other significant events affecting visiting.

17. The visit captain shall determine on a weekly basis whether all signs set forth in the Uniform Visit Procedures § IV.L, ¶¶ 3-4, are posted as required by those procedures. All missing or damaged signs shall be listed in Visit Captain's report or log described above, and the Visit Captain shall take the necessary steps to ensure prompt repair or replacement.

Dated: New York, New York
July , 1992

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Chief Asst. Corp. Counsel

IT IS SO ORDERED

Morris E. Lasker

MORRIS E. LASKER
United States District Judge *8/10/92*

NOW WHEREFORE, based upon the foregoing and aforementioned Stipulations and for good cause shown, it is hereby ORDERED, ADJUDGED AND DECREED that:

1. The attached document entitled "Rikers Island Inmate Visit Procedures" is hereby entered as an order of the Court and that the defendants, their employees, agents and assigns, and all those in active concert and participation with them, shall implement and adhere to the aforementioned procedures.
2. As reflected in Paragraph M of the attached procedures, the Department of Correction will monitor adherence to these procedures and the efficiency and expeditiousness of visitor processing by appropriate means. The Department will provide this monitoring information to the Legal Aid Society as it is obtained. The Department and the Legal Aid Society will develop a plan for monitoring for submission to the Court by July 1, 1992.
3. Nothing in these procedures is intended to supersede or limit existing standards for visiting promulgated by the New York City Board of Correction.

Dated: New York, New York
July , 1992

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IT IS SO ORDERED.

Morris E. Lasker
MORRIS E. LASKER
United States District Judge

3/11/93

NEW YORK CITY DEPARTMENT OF CORRECTION

**RIKERS ISLAND
INMATE VISIT
PROCEDURES**

June 1992

I. PURPOSE

The purpose of this Directive is to standardize the policy, guidelines, and procedures for the Department of Correction's Visit Program and, in accordance with the Stipulation and Order of the U.S. District Court in Benjamin et al. v. Malcolm et al., dated September 28, 1979, to provide expeditious, prompt and efficient processing of visitors and inmates for visits without duplication and with a minimum of delay so that visitors are encouraged, not discouraged, to visit inmates housed on Rikers Island.

As stated in the Stipulation and Order, the Department recognizes that the inaccessibility of the institutions on Rikers Island, including the location of Rikers Island and the administrative processing which visitors have encountered on Rikers Island, limited substantially inmates' opportunities to receive visits from relatives and friends, resulting in substantially fewer visits from relatives and friends than inmates confined in facilities on the mainland.

II. POLICY

A. It is the Department's policy to encourage inmates to maintain ties with their families and friends through regular visits. Consequently, all approved inmate visitors will be allowed access to the Department's facilities in an efficient and courteous manner during established visiting hours.

B. These visits will be provided in areas that allow ease and informality of communication, as free from custodial constraints as possible. Visits shall not be listened to or monitored unless a lawful warrant is obtained. However, visual supervision of visits shall be maintained at all times to ensure that the safety and security of each facility is maintained.

C. Visiting rights may be denied, revoked, limited or interfered with only when it is determined that the exercise of those rights constitutes a serious threat to the safety and security of the facility concerned.

D. As agreed in the Stipulation and Order, current information on all transportation routes to and from Rikers Island, including bus schedules and departure points, shall be made available to all visitors; this information shall be provided through a telephone service; by posting in the visitor waiting rooms, visiting rooms and at bus departure points; in an institutional handbook or leaflet to be distributed to all detainees; and by providing copies of bus schedules to visitors, on request, at each institution and on the buses.

The Department shall provide a means through which visitors may, by telephone, obtain current information about the visiting program, where a detainee is incarcerated, whether he will be available for a visit on a particular day and how to reach the institution.

E. Within the visit schedule, detainees are entitled to have additional visits and have the length of a visit extended whenever space in the visiting facility permits.

F. Regardless of whether visitors are required to pass through the Rikers Island Bridge Control building, staff shall conduct expeditiously a minimum of administrative processing in registering and searching visitors and shall not conduct duplicative processing. Visitors shall be permitted to go promptly to their visits. Whenever visits are scheduled to begin at a specific time, visitors shall not be required to arrive and register more than one-half

hour prior to that time. To this end, no visitor shall spend more than one-hour in total processing time between arrival at Rikers Island and the actual commencement of the particular visit.

Individual visits shall begin at any time when the visitor and the inmate are present at the visit room and seating is available. Visiting will be conducted on a flexible, rolling schedule to permit continuous turnover of visitors during visiting hours and to maximize the seating capacity of the visit room. There shall be no fixed time for the beginning or end of visit sessions (e.g. every hour on the hour) and visitors shall not be required to wait for a specific hour or time to arrive before being allowed to begin a visit.

G. Promptly after a detainee's visitor(s) initially register, the detainee being visited shall be located and permitted to go to the visiting area. As soon as possible thereafter, but in any event, prior to entering the visiting room, the detainee shall be informed of the identity of the prospective visitor.

H. During visit hours a visit captain will be assigned by and report to the Warden of the Rikers Island Security Division (RISD) with responsibility and authority to expedite visitor processing, trouble-shoot for delays, resolve problems and achieve adherence to the uniform procedures set forth in this Agreement.

III. INMATE AND VISITOR ENTITLEMENTS AND RESTRICTIONS

A. APPROVED VISITORS

1. Any properly identified person sixteen (16) years of age or older will, with the inmate's consent, be permitted to visit. Children under the age of sixteen (16) may visit, provided they are accompanied by a properly identified adult at least eighteen (18) years of age, who must remain with them for the duration of the visit. A person sixteen (16) or seventeen (17) years old may visit but cannot act as an adult to accompany visitors under the age of sixteen (16) unless they are the parent of the child and the inmate being visited is also the parent of the same child.

2. Inmates are to be made aware of who is visiting prior to a visit, so as to allow acceptance or refusal of that particular visit. A refusal by an inmate to meet with a particular visitor shall not affect the inmate's right to meet with any other visitor during that period, nor the inmate's right to meet with the refused visitor on a subsequent visit.

B. NUMBER OF VISITORS

1. Inmates are permitted to visit with at least three (3) visitors at the same time, with the maximum number to be determined by conditions set forth in each facility, i.e., availability of space, volume of visitors/inmates, etc.

2. Visitors shall be permitted to visit with at least two (2) inmates at the same time.

3. If there is a lack of space, a facility may limit the total number of persons for any group of visitors and inmates to four (4). Such a limitation shall be waived in cases involving special necessity, including but not limited to emergency situations and situations involving lengthy travel time, or other circumstances as determined by the respective heads of facilities.

C. VISITING SCHEDULES (DETAINEE AND SENTENCED INMATES)

1. Each detainee is entitled to receive a visit within twenty four (24) hours after his or her initial admission to any detention facility. If an established visiting period is not scheduled within that time, arrangements shall be made to ensure that the initial visit required by this section is made available.
2. Visiting hours and days will be the same at all facilities. The schedule of visiting will be as follows:

(a) Weekdays and evenings. On Wednesdays and Thursdays, the Bridge Control Building will be open to process arriving and departing visitors from 12:30 P.M. until the last visitor departs or 10:00 P.M., whichever is later. Weekday registration hours will be from 1:00 P.M. until 8:00 P.M. Daytime visit hours will be from 2:00 P.M. until the last visitor registered at Bridge Control has visited or until 5:00 P.M., whichever is later. Evening visit hours will be from 6:00 P.M. until the last visitor registered at Bridge Control has visited or until 9:00 P.M., whichever is later.

(b) Weekends. On Fridays, Saturdays and Sundays, the Bridge Control Building will be open to process arriving and departing visitors from 7:00 A.M. until the last visitor departs or 5:00 P.M., whichever is later. Weekend registration hours will be from 7:00 A.M. until 2:00 P.M. Weekend visit hours will be from 7:00 A.M. until the last visitor registered at Bridge Control has visited or until 4:00 P.M., whichever is later.

D. INMATES SCHEDULED TO VISIT

1. Inmates whose last names begin with letters A through L of the alphabet will visit on the first and third (and, when it occurs, fifth) Sunday and Thursday of the month and on the second and fourth Wednesday and Saturday of the month.
2. Inmates whose last names begin with letters M through Z of the alphabet will visit on the first and third (and, when it occurs, fifth) Wednesday and Saturday of the month and on the second and fourth Sunday and Thursday of the month.
3. On Fridays all inmates may visit.
4. Visits shall last at least one (1) hour. This time period shall not begin until the prisoner and visitor meet in the Visit Room. If space permits, visits will be extended by up to one hour.

E. FREQUENCY OF VISITS

1. Detainees may receive visits at least three (3) times per week, with at least one (1) on an evening or the weekend, as the detainee wishes.
2. Sentenced inmates may receive visits at least two (2) times per week, with at least one (1) on an evening or the weekend, as the inmate wishes.
3. Official visits of properly identified persons providing services or assistance, including attorneys, doctors, religious advisers, public officials, therapists, counselors and media representatives shall not count against this number.
4. There shall be no limit to the frequency of visits by a particular visitor.

F. RULES AND PROCEDURES RELATIVE TO LIMITING, REVOKING, OR TERMINATING VISITS

1. DENIAL OR TERMINATION OF CURRENT VISIT

(a) Any visitor, at any state of the visit process, who appears to be under the influence of an intoxicant, or refuses to comply with Department rules, may be denied a visit. Such incidents shall be brought to the attention of the area supervisor. If the supervisor determines that a denial of visit is warranted, he/she shall direct the officer to complete the "Denial of Visit" Information Sheet (see attached). The Denial of Visit Information Sheet shall contain the following information:

- Date of Visit
- Inmate's Complete Name
- Inmate's Book and Case Number
- Inmate's Housing Area
- Visitor's Complete Name
- Visitor's Relationship to Inmate
- Reason for Denial

(b) The supervisor authorizing the denial shall then review the information to ensure its completeness and accuracy and then sign the denial. Copies of the form shall be made and given to the inmate, the visitor, and the Warden's office. The original is to be filed in the inmate's folder.

2. PRIVILEGES OF VISITORS:

(a) The visitation rights of an inmate with a particular visitor may be denied, revoked or limited only when it has been determined that the exercise of those rights constitutes a serious threat to the safety or security of an institution. This may happen only if revoking the right to contact visits alone would not reduce this serious threat. This determination must be based on specific acts committed by the visitor during a prior visit that demonstrates his or her threat to the safety or security of a particular facility, or on specific information received and verified that the visitor plans to engage in acts during the next visit that will be a threat to the safety or security of the institution.

(b) This determination shall be made by the Deputy Warden for Programs, who will provide written notification and specific charges, including the names and the statements of the charging parties, to both the intended visitor and the inmate. The visitor who is affected shall have the opportunity to be heard on the charges face-to-face with the Deputy Warden for Programs, or the Tour Commander if the Deputy Warden for Programs is absent prior to the determination. At the visitor's request, this determination may be reviewed by the Deputy Warden for Programs every thirty (30) days. The name of an informant may be withheld if necessary to protect his/her safety.

3. LIMITING OR REVOKING VISITING PRIVILEGES OF INMATES

(a) An inmate's right to a contact visit may be denied, revoked, or limited only when it has been determined that such visits constitute a serious threat to the safety or security of an institution. Should a determination be made to deny, revoke or limit a prisoner's right to contact visits in the usual manner, alternative arrangements for affording the inmate the requisite number of visits shall be made, including but not limited to non-contact visits. This determination must be based on specific acts committed by the inmate while in custody under the present charge or sentence that demonstrates his/her threat to the safety and security of an institution, or on specific information received and verified that the inmate plans to engage in

acts during the next visit that will be a threat to the safety and security of an institution. Prior to any determination, the inmate must be provided with written notification of the specific charges and the names and statements of the charging parties, and be afforded an opportunity to respond. At the inmate's request, this determination may be reviewed by the Deputy Warden for Programs every thirty (30) days. The name of an informant may be withheld if necessary to protect his/her safety.

(b) This determination shall be made via "Infraction Due Process Procedures" and/or the "Notice of Suspension of Privileges" form, which must be prepared by the visit Captain and authorized and signed by the Tour Commander.

4. VISITOR/INMATE APPEAL PROCEDURE

(a) Visitors and inmates whose visiting privileges have been denied, revoked, or limited may appeal to the New York City Board of Correction. Any person doing so shall give notice in writing to the New York City Board of Correction and to the Head of the Facility. The facility and any person affected by the determination may submit to the Board, for its consideration, any evidence or relative material concerning the determination. The Board of Correction, or its designee, shall issue a written decision upon the appeal within five (5) business days after it has received notice of the requested review.

(b) Inmates and visitors shall be provided with written notification in plain English and Spanish of the rules of conduct governing visits and of the rules and procedures relative to limiting, revoking or terminating visits and of their rights under the process including the rights to a prior hearing, to appeal adverse determinations and to periodic review.

IV. THE VISIT PROCESS

A. THE CONTROL BUILDING

1. Prospective visitors to all Rikers Island facilities shall first report to the Rikers Island Control Building. Visitors arriving in private vehicles are required to park at the Queens Abutment, and then use public transportation to the Control Building.

2. On arrival at Bridge Control, all visitors (whether this is their first or subsequent visit) will form a line at the appropriate facility's reception desk for the purpose of pre-registration. Each of these desks will be clearly marked by facility name. If the visitor requires further information or an interpreter, he/she shall be directed to the "General Information" desk.

B. PRE-REGISTRATION PROCESS

1. Visitors will line up in front of the desk designated for the intended facility. The reception officer will time stamp and issue the sequentially numbered Visit Processing Form.

2. Visitors may take this form to the provided writing surface to complete or fill it out on line, as the visitor chooses. The upper portion of the visit process form will then be completed by the visitor(s) (name, address relationship, inmate's name and location, if known). Visitors requiring assistance in preparation of this form shall be assisted by the reception officer.

3. Upon completion of the forms, visitors will return to the end of the line. Since the time needed to complete this form will not vary greatly among all visitors, the reception

officer shall pre-register visitors in the general numerical sequence in which the visit processing form was issued. The reception officer will verify the inmate's presence in the facility by checking the Department Inmate Information System (IIS) computer terminal at the facility registration desk. If the inmate does not appear on the IIS computer terminal, the visitor shall be directed to the general information window.

4. The officer assigned to the general information (GI) desk shall initiate a trace of the inmate whereabouts. The GI desk officer shall make sure that all identifying information (name, aliases, book and case number, date of birth, etc.) provided by the visitor is accurate and correctly entered into the IIS computer system. If the IIS computer cannot locate the inmate in the computer record, the GI desk officer will call the general office of the last jail where the inmate was housed and obtain the information from the inmate's paper custody records.

5. The GI desk officer shall obtain and provide to the visitor the current location and custody status of the inmate, including the name of the jail or prison to which the inmate has been transferred, the address location of the jail or prison and directions on how to get there; or if the inmate has been freed, the date of the inmate's release and the place from which the inmate was released (e.g. AMKC, Bronx Supreme Court, Queens House of Detention, etc.). This verified information shall be provided to the visitor to assist the visitor to find the whereabouts of the inmate.

6. If the inmate is still in custody on Rikers Island, the GI desk officer shall direct the visitor to the correct visit reception desk in the Bridge Control Building.

7. The reception officer shall examine the form for accuracy and completeness and return the copy to the visitor. This copy will remain in possession of the visitor throughout the visit process, and will serve as a reference to identify the visitor at any given time. The visitor will now await transportation to the appropriate facility.

C. NOTIFICATION PROCESS

1. After giving the visitor the copy, the reception officer shall immediately notify, by telephone or computer, the appropriate facility notification officer. Batching of visiting processing forms will delay the notification process and must be avoided. The reception officer must supply the notification officer with the inmate's name, identification number, location and the visitor name(s) as indicated on the visit processing form. The notification officer will record the information on the visit notification form.

2. The notification officer will notify the appropriate housing officer by telephone that the inmate has specific visitors. The notification officer shall verify the presence of the inmate and shall record on a visit notification form the time of notification to housing area and the housing location. If the inmate cannot be immediately located, as he or she is being found the next inmate will be notified to avoid unnecessary delays.

3. To attempt to locate the missing inmate promptly, the housing officer shall refer to his/her out-count list. The housing officer shall notify the area officer of the inmate's waiting visitor. The area officer will immediately notify the inmate of the waiting visitor. The area officer will ask the inmate whether or not the inmate chooses to interrupt his/her activity to go to the visit immediately, or if not, whether the inmate chooses to begin the visit after the activity is over.

4. The area officer will promptly notify the housing officer of the inmate's decision.

5. When the inmate has been located, the housing officer shall notify the notification officer who will notify the visitor of the delay and the approximate length of the delay before the inmate will reach the visit floor.
6. Once notified by the notification officer, the inmate will then proceed to the designated visit clothing exchange room.
7. The notification officer must immediately be notified by the visit house inmate search officer when the inmate arrives at the visit house and shall record the arrival time on the visit notification form. If the inmate does not arrive for the visit within thirty minutes, the visit supervisor shall be notified by the notification officer and initiate a follow-up procedure. The visitor shall be kept informed of efforts to locate delayed inmates and be told the reasons for delay by the visit supervisor.
8. The visit supervisor shall ensure that the notification officer again contacts the housing officer to determine the reason for the delay of the inmate's arrival at the visit house.
9. The inmate will be required to change into a jumpsuit and slippers and will deposit his/her clothing and personal effects, in a mesh basket issued by the Clothing Exchange Officer who shall issue a numbered tag corresponding with the number on the basket. These items shall be retrieved at the conclusion of the visit by using the issued tag to identify the proper inmate. The inmate's identification card will be stored in numbered slots provided in sequence with the tags issued for the clothing baskets.

D. VISITOR TRANSPORTATION TO FACILITY

1. Each facility shall have its own visit shuttle bus(es) and drivers operating between the Control Building and the facility's visit house. When the visit bus arrives at the Control Building, the reception officer, without delay, shall announce over the public address system the arrival of the bus and call visitors sequentially by form number and direct them to the appropriate bus (for example: "Visitors for the Anna M. Kross Center C-95 with forms numbering 0500 to 0525 please walk out to the bus with the sign 'AMKC' "). The bus driver must inspect the visitor's copy of the visit processing form to ensure that the visitor is on the right bus.
2. The reception officer shall give the bus driver the original of the visitor processing form for delivery to the visiting facility.
3. Upon arrival at the facility, the bus driver shall supervise the visitor's exit from the bus and ensure that all visitors enter into the visit house entrance. As the visitors enter the facility, the facility stamp code of the day (in invisible ink) on the back of each visitor's left hand. The bus driver shall deliver to the entrance officer his copies of the visit processing forms. The entrance officer shall time stamp each visit processing form to indicate the time of arrival to the facility and shall deliver the forms to the registration officer.
4. The facility visit processing officer shall announce the bus' departure for the return trip to the Bridge Control Building, board all departing visitors and return immediately and directly to the Bridge Control Building. At Bridge Control, the bus driver shall discharge all departing visitors.
5. The bus driver shall then repeat the process of delivering arriving visitors to the jail visit house and returning departing visitors to Bridge Control.

E. VISIT REGISTRATION

1. The registration officer will call the visitors in numerical order (0500, 0501, 0502...). Visitors will be allowed to register only if the inmate is present in the facility. If the visitor has arrived at the wrong facility, the correct facility shall be noted on the form, and arrangements shall be made for transportation to the Control Building for re-processing.
2. For each visit, every adult visitor must present one form of valid identification that contains a distinguishable photograph and signature. Valid identification shall be any one of the following, unexpired, types of verifiable personal identification: a driver's license with photo and signature (not limited to New York State), an alien photo I.D. card, passport identification, school identification, employment identification card, food stamp card, social services card (welfare photo I.D.), U.S. Armed Services identification, or a New York State Department of Motor Vehicles Non-Drivers License identification card.
3. Visitors must sign their names on a visit registration card in invisible ink. These cards are to be kept confidential and information therein is not to be communicated to non-departmental persons. Visitors under 16 must have the card completed by their guardian.
4. After the visitor is registered, the registration officer shall forward the visit processing forms to the visit observation officer.

F. MONEY AND PACKAGES

1. Persons who are not visiting but who have money or packages for inmates must deposit the money or packages at the Bridge Control building windows dedicated for receipt of these items.
2. Visitors with money or packages for an inmate will deposit these at the jail facility itself prior to visiting. Visitors arriving at the facility visit house will deposit funds or packages for inmates prior to a visit.
3. To avoid delay and the necessity of visitors having to wait in two different lines, each visit area will have at least one line dedicated for funds and packages, and at least one line for funds only. These lines shall be clearly marked in English and Spanish, to minimize confusion and delays.
4. Money: Visitors may deposit cash, tellers checks or money orders for inmates. Personal checks will not be accepted. The employee designated to receive funds shall record all monies in the appropriate receipt book and ensure that one receipt is issued to the visitor, and one receipt remains in the receipt book. The visitor will give the receipt to the inmate during their visit. The inmate will retain the receipt as his record.
5. Packages: Visitors may deposit packages for inmates during visiting hours. Clothing for a court appearance on the following day may be delivered to the facility main entrance during non-visiting hours between 8:00 a.m. and 9:00 p.m. and at any additional hours deemed appropriate. Hand-out leaflets with the listing of permissible items specified in Directive #4002R, shall be made available to all visitors.

6. Package Inspection:

- (a) The package room staff member receiving packages shall remove all items from their original container and search all items for contraband. He/she shall then fluoroscope items, and place all articles in a new paper bag. He/she shall then complete the Clothing

Receipt and give one (1) copy to the visitor and attach two (2) receipts to the bag. The searched package is then brought by the staff member assigned to the Package Room to the inmate at the conclusion of the visit.

(b) The Package Receipt forms shall be signed in duplicate by the inmate who shall keep the original. The duplicate shall be maintained in a separate file in the Package Room.

(c) Persons delivering packages who choose not to visit shall deposit packages at the package receipt area of the Bridge Control Building. The Package Room Officer shall deliver these packages to the facility package room for delivery to inmate at the conclusion of the registration period. All packages shall be delivered to the inmate on the same day of its delivery to the institution, unless a lawful warrant is obtained. Packages for inmates who have a court appearance on the following day shall be delivered as soon as possible, on the same day received.

(d) In the course of inspection of such clothing for contraband, the clothing may be ripped, torn or cut only as a last resort after all alternate means for inspection have been exhausted and such alternate means of inspection disclose a reasonable suspicion that contraband has been concealed in the clothing. Ripping, tearing, cutting or otherwise damaging clothing must first be authorized in writing in advance by the visit supervisor or higher ranking officer based on his/her personal inspection of the clothing and assessment, explained in writing, that there is reasonable suspicion to believe contraband is concealed in the article of clothing. Where ripping, tearing or cutting of clothing is authorized, said clothing shall be taken apart in the least destructive manner required to accomplish the inspection found to be necessary.

(e) In each case, where clothing is ripped, torn or cut and not lawfully retained, the visit supervisor shall ensure that all items are repaired and promptly delivered together with a copy of the written authorization which permitted the item to be ripped, torn or cut, to the intended inmate.

(f) A written record shall be kept of each search that describes: i) the property that was searched; ii) the specific reasons or suspicions for doing a search; iii) how the search was accomplished and by whom; iv) the alternate means of searching which were exhausted before permission to rip, tear or cut clothing was granted; v) any items found in the search; vi) the final disposition of the clothing and all items found. A copy of this record shall be given to the inmate whose property was searched.

7. Outgoing Packages: Inmates who wish to send clothes home via the visit process, may do so by bringing clothing item with them when called for a visit. The Visit Search Officer shall search the items for contraband (City property, etc.) Approved items shall be placed in a paper bag by the visit search officer, with the inmate's name and book and case number on the bag. The Package Room Officer will issue outgoing packages to the visitor prior to exit from the visit house, and ensure the visitor sign for the package left by the inmate.

G. SEARCH OF VISITORS

Visitor searches will be conducted in a manner consistent with the procedures that follow and with Section VIII of Directive 4508 regarding contraband searches, dated April 30, 1991, attached hereto and incorporated as if fully set forth herein.

1. After each visitor has registered, they will be directed to place their personal items (coats, sweaters, purses, etc.) in lockers provided for that purpose. They will retain the

locker key. Upon completion of the visit, he/she will retrieve their personal property from the locker.

2. Prior to the visitor(s) entering the Contact Visit Room, search procedures shall be adhered to. Visitors shall be directed to remove all objects from their pockets. These items shall be placed in a container provided adjacent to the magnetometer. The search officer shall instruct visitors to open their mouths for inspection so as to preclude the introduction of contraband. All visitors shall be directed to walk through the magnetometer. If the magnetometer fails to indicate the presence of metal, the visitors shall retrieve those items from the container, if items are permissible and proceed to the Contact Visiting Area.

3. If any visitor fails to clear the metal detector, he/she shall be asked if they possess any metal items that they may have failed to produce for inspection. At this point, the visitor(s) shall again be directed to walk through the magnetometer. If the device again indicated the presence of metal, the search officer shall utilize a transfrisker (hand-scanner) to attempt to locate the source of metal. Once the source of metal is discovered, the visitor will be asked to produce the item. If the searching officer is satisfied that the source of metal has been detected, the visitor may proceed as prescribed in Paragraph (2) above.

4. If the visitor has complied with all the aforementioned processes, and the employee reasonably believes that further processing is required to prevent the introduction of contraband, the officer shall ask the visitor to remain and notify the visit supervisor, who shall evaluate the situation and initiate the following action, if warranted:

(a) Request that the visitor be subject to a "pat frisk" as a condition of the contact visit.

(b) If the visitor subjected refuses further processing and/or a "pat frisk", the contact visit may be denied by the visit supervisor ("Denial of Visit" Information Sheet must be initiated) (see attached form).

(c) If the visitor consents to a "pat frisk" the supervising officer shall obtain the visitor's signature confirming consent on the Search Report (Form #439).

(d) "Pat Frisk" of the visitor will be conducted in a dignified manner under the supervision of the Visit Captain, by another officer other than the regular search officer who shall be a member of the same sex as the visitor utilizing an area away from public view. The remaining visitors will continue to be processed simultaneously while the pat frisk is being done so as not to interrupt the processing of other visitors.

(e) If the results of the "pat frisk" are negative, the prospective visitor will be permitted his/her contact visit.

(f) If the "pat frisk" results in the discovery of dangerous contraband, the Tour Commander shall be notified. If the Tour Commander determines that an arrest is in order, he/she shall notify the Officer of the Day, and the Communication Control Center for authorization.

(g) In all cases where dangerous contraband is discovered, whether an arrest is made or not, the contact visit shall be terminated and the "Notice of Suspension of Privileges" form shall be prepared in quadruplicate and distributed as follows:

- Original / Deputy Warden for Programs
- Copy #2 / Visitor
- Copy #3 / Inmate
- Copy #4 / Visit File

(h) If an arrest is not made, the dangerous contraband shall be secured by the Visit Captain and a non-contact, booth visit shall be arranged instead of a contact visit.

5. Before initiating a pat frisk, the visitor shall be informed by the visit supervisor of the following:

(a) S/he may refuse to be pat frisked and may be denied a contact visit for that day offered a non-contact, booth visit instead, or, if the Visit Captain determines, in accordance with the Minimum Standards of the Board of Correction, that a non-contact visit would still constitute a serious threat to the safety and security of the institution, the visitor may be denied a visit entirely and be sent home as a result;

In accordance with Directive 4508, § VIII, (C) (2) (c), the visitor will be given a non-contact visit unless:

(i) the Commanding Officer (or his/her designee) deems it necessary for security reasons, based on reliable confidential information or the presence of a suspicious bulge in the visitor's clothing, that the visit be denied entirely; or
(ii) if a metal detector search indicates the presence of a metallic object on the visitor and the visitor does not consent to the pat-frisk, the visit will be denied entirely.

(b) If s/he consents to the pat frisk, and the search finds dangerous contraband, such as illegal drugs or lethal weapons, the visitor may be arrested.

6. Prior to any search, the visitor will be provided with a written, up-to-date list of what the Department considers to be dangerous contraband. If the visitor cannot read, the list will be explained orally to the visitor by the Visit Supervisor, with the assistance of a translator if needed. The visitor will then be given the choice of:

- (1) agreeing to the search or
- (2) not being allowed a contact visit and having a non-contact booth visit instead or
- (3) not visiting at all and returning home.

If the visitor chooses not to visit, s/he will be permitted to leave freely, without further searches or questioning. Alternatively, the visitor may voluntarily surrender any items in her/his possession and be permitted to visit after passing a pat frisk. The visitor will be further informed that all dangerous contraband will be confiscated, but if voluntarily produced, the visitor will not be subjected to the denial of a visit or arrested.

7. The Department shall include the above Visit Search procedures and any other visit rules and regulations in an informational brochure for visitors. These shall also be prominently posted in the visit search area and visit house.

H. THE VISIT

1. Upon completion of the search process, visitors will enter the visit waiting area. Visitors may sit in the visit room itself, if space allows. When both visitor and inmate are seated together, the observation officer will time stamp both copies of the processing form.

2. Visits shall be conducted on a "rolling" schedule. This procedure permits visits to begin on an on-going basis, rather than in group session. This method will avoid delays and reduce waiting time.

3. Visitors may embrace inmates and inmates may hold their children throughout the visits.

4. During the conduct of visits, inmates and visitors shall be required to abide by the following rules:

(a) Inmates and visitors shall remain seated with hands above the tables.

(b) No smoking or tobacco items are permitted in the visit area.

(c) Inmates and visitors are permitted to kiss, embrace and hold hands.

(d) No exchange of items are permitted without prior approval.

(e) At the completion of the visit, the visitor(s) shall remain seated until the inmate has departed the area.

5. The Contact Visit Observation Officers shall patrol the Visit Room to ensure that the rules are enforced and that no contraband is introduced into the facility or given to any inmate. At the completion of the visit, the Observation Officers shall direct the inmates to the appropriate area for search and clothing change. Visitors shall be directed to the proper exit, and required to display the stamp of the day on their left hand prior to exiting the contact area.

6. Non-Contact Visits shall take place in the visit Booth Area of each facility, during the regularly established visiting hours. Both inmates and visitors shall undergo the same registration and search procedures as prescribed for Contact Visits.

1. VISITOR EXIT PROCEDURES

1. After visiting, visitors shall await the arrival of the bus in the designated facility waiting area.

2. Prior to visitors exiting from the visit house, the officer assigned to the visit house entrance gate shall inspect the hand stamp code of each visitor with the use of the ultraviolet light. If an exiting visitor displays a hand stamp with a wrong code or a code that is smudged or distorted, or no stamp at all, the individual in question shall be detained and immediate notification shall be made to the visit supervisor who shall conduct an immediate investigation to determine the proper identity of the individual.

3. If the individual has been identified as an inmate, the Tour Commander shall be notified and take appropriate action.

4. The entrance officer will then time stamp the original and the copy of the processing form for the last time. The copy is given to the visitor, and the original is attached to the appropriate inmate visit notification form, and filed in the facility visit record file.

1. INMATE SEARCH

Upon completion of a visit, the inmate will be directed to the inmate Visit Search Room, where he/she will be required to undergo a "strip frisk". A strip frisk involves a thorough visual inspection of the inmate's body including armpits, mouth, ears, nose, and naval cavities as well as the spreading of legs and assuming the 'squat' position. Inmates returning from visits will then also pass through a magnetometer.

K. BRIDGE CONTROL AND FACILITY OBLIGATIONS

1. Each facility shall make every effort to minimize waiting time prior to a visit. Visitors shall not be required to wait outside an institution or the Bridge Control building. All waiting and visiting areas shall provide:

- Adequate seating for each visitor to accommodate the highest peak demand for visits that the facility normally has.
- Access to bathroom facilities and drinking water. Facilities are responsible to see that bathrooms shall be inspected and cleaned every two hours during visiting and at the beginning and end of each visit day and are kept clean and sanitary at all times.

- Access to vending machines for beverages and foodstuffs.

- Access to Spanish speaking employee(s) or volunteer(s).

- All visiting rules, regulations and hours shall be clearly posted, in English and Spanish, in the waiting and visiting areas at each facility.

2. To deter the introduction of contraband by visitors, all buses will be searched at the onset of each visit day. The Visit Bus driver will also inspect the passenger compartment for contraband before loading visitors at Bridge Control and after discharging visitors at the facility.

3. The following signs in both English and Spanish shall be conspicuously posted in all waiting and visiting areas of each facility:

- "Information"
- "Search"
- "Cash drop off"
- "Cash and package dropoff"

4. The following materials in both English and Spanish shall be conspicuously posted in all waiting and visiting access of each facility:

- Penal Law relative to Promoting Prison Contraband
- Visit Area procedures
- Registration Procedures
- Locker Instructions
- Rules of conduct
- Visit Schedule
- Age and Identification Requirements

5. The following signs and materials in both English and Spanish shall be conspicuously posted in the Bridge Control Building:



- Penal law relative to promoting prison contraband
- Pre-registration procedures
- Age and identification requirements
- Importance of knowing inmates correct location
- Rules of conduct
- Visit schedules

6. The following printed hand out materials must be available:

- Visit Schedules
- Information Brochures
- Permissible Package Items (Listing
- Public and private transportation schedules.

M. MONITORING

1. The Department will monitor adherence to these procedures and the efficiency and expeditiousness of visitor processing by appropriate means. The Department and the Legal Aid Society will develop a plan for monitoring for submission to the Court by July 1, 1992.



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VIII. VISITOR SEARCHES

All persons visiting a facility who are not employees assigned to the facility or who do not have Departmental identification (referred to as "visitors") shall be searched for contraband as follows:

A. Preliminary Search

1. Prior to the preliminary search, visitors shall be afforded the opportunity to dispose of any contraband (i.e., weapons or drugs) into a secured "Amnesty Box."
2. Visitors will be visually searched by having to turn their pockets inside out, pull up their sleeves, lift their pants legs, insert their fingers in their waistbands and circle them from front to back, pull down their socks, flip their collars, lift their hair and open their mouths and hands. Women of the Muslim faith shall be taken to a private area where they will be required to submit to this visual search in front of a staff member of the same gender.
3. Handbags and parcels. Handbags, briefcases and other containers shall be searched. Lockers shall be provided for visitors to secure such items prior to visiting the inmate.
- B. Metal Detector Search. Each visitor shall be subject to a metal detector search, involving a walk-through metal detector and/or a hand-held metal detector or Transfrisker.
 1. Prior to the metal detector search, the visitor shall be asked to remove all metal items from his/her clothing.
 - a. Metal items which are removed shall be placed in a container where they shall be observed and checked.
 - b. Item(s) which are not permitted in the facility but the possession of which does not constitute a criminal act, shall be returned to the visitor who shall be directed to place such item(s) in a locker.
 - c. Items such as weapons, cartridges or other instruments that may simulate a weapon shall be confiscated and submitted to the Area Supervisor, who shall secure the items and forward them to the Deputy Warden for Security.

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VIII. VISITOR SEARCHES (cont'd)



Note: Items, the possession of which constitute a crime, will not be returned and shall be transferred to the proper authorities. Upon discovery of such items, existing Department procedures relating to the detention and/or arrest of the visitor shall be followed.

2. Walk-Through Detector. The location of the walk-through detector must be carefully selected and any nearby metal objects must be stationary. The temperature in the area must be between 65° to 100° Fahrenheit.
3. Hand-Held Detector. Each visitor entrance area shall be equipped with a hand-held metal detector. The detector shall be used when:
 - a. The walk-through detector indicates the presence of metal;
 - b. The walk-through detector is not functioning; or
 - c. At the discretion of the search Officer.

NOTE: When passing the hand-held detector over a visitor's clothing, it must be held not more than one-half inch from the clothing of the person being tested.



4. It shall be the responsibility of the Area Supervisor to test walk-through and hand-held detectors to insure proper functioning before processing visitors.

- C. Pat Frisk Searches of Visitors. If a visitor has been checked with a metal detector and a Correction Officer reasonably believes further inspection is necessary to preclude the introduction of contraband (Examples of situations supporting such a reasonable belief include the triggering of the metal detector, a suspicious bulge in the visitor's clothing, confidential information [informant's tip] or visitor's documented history of attempting to bring in contraband.), the following actions shall be taken:
 1. The Correction Officer shall immediately notify the Area Supervisor, who shall evaluate the situation to determine if further inspection for contraband is warranted. (If the cause for further inspection is a suspicious item on the visitor's person, the visitor should be given an opportunity to remove it or forego the visit, prior to further action).

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VIII. VISITOR SEARCHES (cont'd)

2. If the Area Supervisor determines that further inspection is warranted, he/she shall notify the Commanding Officer (or his/her designee) and, if given approval by the Commanding Officer, shall give the visitor a copy of a Search Consent Report form (Form #439) (The reason for the pat frisk shall be entered on the Search Consent Report by the Area Supervisor.) and verbally inform the visitor:
 - a. That a Pat Frisk Search will be required prior to the visitor having a contact visit with the inmate and the reason for the search;
 - b. Of the nature of a Pat Frisk Search (a description of the search procedure is also printed on the back of Form #439); and
 - c. That if the visitor refuses a Pat Frisk Search, the visitor will be given a non-contact visit unless:
 - (1) the Commanding Officer (or his/her designee) deems it necessary for security reasons, based on reliable confidential information or the presence of a suspicious bulge in the visitor's clothing, that the visit be denied entirely; or
 - (11) If a Metal Detector Search indicates the presence of a metallic object on the visitor and the visitor does not consent to the Pat Frisk, the visit will be denied entirely. Visitors shall be informed of this policy prior to being asked to consent to the Pat Frisk.
3. If the visitor consents to a Pat Frisk Search, the Area Supervisor shall check the appropriate box on the Search Consent Report form and obtain the visitor's signature on the form prior to conducting the Pat Frisk Search. [Should a Pat Frisk of a visitor under sixteen (16) years of age be necessary, the signatures of the adult accompanying the minor and the minor (if able to write) should be obtained.] The results of the Pat Frisk Search shall then be entered on the form, the form signed by the Area Supervisor and a copy of the form given to the visitor. The original of the form shall be placed in a file for such forms maintained by the Deputy Warden for Programs. A copy of this form shall also be placed in the inmate's institutional folder. (If contraband is found, a copy of the form shall also be forwarded to the Deputy Warden for Security.)

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VIII. VISITOR SEARCHES (cont'd)

4. The Pat Frisk Search shall be conducted in accordance with the standards outlined in paragraph VI.B.(3) above.



- a. During the Pat Frisk Search, the visitor may be required to remove his/her outer garments, coat, hat, shoes and no other items (except as provided for in paragraph (7) below).
- b. Should a female visitor wearing a skirt consent to a Pat Frisk but because of the nature of the skirt an effective Pat Frisk is impossible, the visitor shall be afforded the option of moving to an area providing privacy and lifting the skirt in the presence of a female Officer. Should the visitor decline to do so, the visitor shall be given a non-contact visit unless the visit is denied entirely pursuant to paragraph VIII.(C)(2)(c) above.

5. If the Pat Frisk Search does not adequately resolve the Area Supervisor's concerns about the possible introduction of contraband, a contact visit may still be denied and a non-contact visit substituted, provided however, that:

- a. The Area Supervisor explain his/her reasons for the decision in the "Remarks" section of the Search Consent Report form; and
- b. The Tour Commander concurs with the decision and signs the Search Consent Report form.

6. If the visitor refuses to consent to a Pat Frisk Search, the Area Supervisor shall check the appropriate box on the Search Consent Report form and obtain the visitor's signature. The Area Supervisor will then sign the form and give a copy of the form to the visitor. The original of the form shall be forwarded to the Office of the Deputy Warden for Programs who shall maintain a centralized file for such forms. A copy of the form shall also be placed in the inmate's institutional folder. The visitor will then be provided a non-contact visit with the inmate, unless the visit is denied entirely pursuant to paragraph (3)(c) above.

Note: If a non-contact visit is denied pursuant to paragraph 3(c) above, the reason for the denial shall be entered in the "remarks" section of the Search Consent Report. If a Metal Detector Search has not indicated the presence of a metallic object, but a non-contact visit has still been denied, the Commanding Officer (or his/her designee) shall sign the Search Consent Report.

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VIII. VISITOR SEARCHES (cont'd)

7. Searching of Headwear (Khemar) Worn by Female Visitors of the Islamic Faith. In cases where a visitor is a female member of the Islamic faith wearing headwear (Khemar), the headwear shall undergo a security inspection by passing a hand-held Transfrisker over the garment while it is being worn. If the Transfrisker indicates the presence of metal or if there is a reasonable belief (see examples listed in Paragraph VII. C. on page 26) that further checking is necessary to preclude the presence of contraband, a physical search of the Khemar may be conducted pursuant to the following procedures:

- a. A Search Consent Report (Form #439) must be completed as in paragraphs 1-6 above;
- b. If the visitor signs the consent form, the visitor shall be escorted by a female officer to a private area and asked to remove the Khemar, at which time the officer will inspect the Khemar for contraband. At the conclusion of the inspection, the visitor shall be given reasonable time to replace the Khemar before leaving the private area;
- c. If the visitor refuses to sign the consent form, a closed non-contact visit shall be offered, unless the metal detector has been triggered (in which case the visit will be denied per paragraph (2) above).



IX. EMERGENCY SEARCHES

- A. Emergency searches shall be conducted when there are reasonable grounds to believe that dangerous contraband is contained in any area of the facility or its immediate surroundings.
- A. An emergency search must be authorized by a Supervisory Officer, except when there are reasonable grounds to believe that an immediate search is necessary to prevent injury or the destruction of contraband.
- B. Immediately following an emergency search conducted without prior authorization by a Supervisory Officer the Correction Officer shall submit a written report explaining the urgency and results of the search to his/her immediate Supervisory Officer, and record an appropriate entry in the Area Log Book.

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X. GATE AREA SEARCHES

- A. All areas in a facility which are accessible to the public shall be ~~thoroughly~~ searched for contraband before any inmates are allowed to enter therein.
- B. ~~All delivery, pick-up and service vehicles and their occupants shall be~~ subject to a thorough search, including:
 1. A thorough search of the vehicle which includes a Correction Officer entering the driver's area and other areas of the vehicle for inspection. The inspection shall be as thorough as is required to reasonably ascertain that no unauthorized persons or contraband is present within the vehicle.
 - a. A vehicle search may also include a visual inspection of the undercarriage of a vehicle with the use of mirrors, or the use of a "pit" where one is available.
 2. All occupants of the vehicle may be subjected to a Pat Frisk Search and a Metal Detector Search.
 3. When supplies and materials are of such a nature that they cannot be practically examined at the facility gate, they shall be thoroughly searched when unloaded at the facility.
 4. Supplies and garbage leaving the facility shall be searched by inserting metal probe rods into all containers and piles of refuse.
 5. A Supervisory Officer shall be notified immediately by the Gate Officer when any abnormal situation arises.
 6. All non-facility vehicles passing through a gate shall be registered on the Gate Record of Non-Facility Vehicles (Form #435). The form shall be maintained by the Officer in charge of the gate, who shall enter or shall have entered the following information:
 - a. The date, tour and gate designation;
 - b. The vehicle time in and time out;
 - c. The driver's name and the number of passengers in the vehicle and the destination;
 - d. The vehicle registrant's name and address;

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X. GATE AREA SEARCHES (cont'd)

- e. The year, make, type and license plate number of the vehicle;
- f. The Officer's name, shield number and signature, and, the name and shield number of any relieving Officer and the time relieved.

XI. SEARCHES OF CLOTHING

Clothing shall be searched whenever an inmate is admitted into a facility or when clothing is received by a facility for delivery to an inmate. The following procedures shall be followed when searching clothing:

- A. All clothing shall be physically inspected, followed by a Pat Frisk or a hand held metal detector search, fluoroscoping or X-ray.
- B. Only when there is reasonable suspicion to believe that contraband is concealed in the clothing and a less destructive means of inspection will not suffice, a Supervisory Officer may authorize that the clothing be taken apart, ripped, torn or cut.
 - 1. The Supervisory Officer authorizing the taking apart or ripping of clothing shall record his/her reason for such authorization on a Notice of Search and Search for Contraband (Form #441A), a copy of which shall be:
 - a. given to the affected inmate; and
 - b. maintained on file at the facility.
 - 2. The clothing shall be taken apart in the least destructive manner possible, preferably at the seams.
 - 3. When clothing is ripped, torn, cut, or otherwise damaged in the course of a search and is not retained for purposes of possible criminal prosecution, the facility shall adequately repair the damaged piece of clothing and return it to the inmate promptly. If the damage to the inmate clothing or Department-issued clothing is irreparable, a Notice of Loss of Damage to Inmate Property or Departmental Property (Form 441A) shall be completed and distributed as provided in Section VII(C)(12), above.

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III. CONFISCATION OF CONFISCATIONS OF PROPERTY

A. Whenever an inmate's property is confiscated, the inmate shall be informed of his/her right to appeal the confiscation. (The reverse side of the Property Receipt (Form #111 R-85) provides such notice.)

1. Except for those items listed in paragraph (2) below (the confiscation of which must be appealed directly to the Board of Correction), an inmate may appeal the confiscation of any item of personal property through the Inmate Grievance Resolution Program ("IGRP"). (For a complete description of the IGRP, see Directive #3375R). The appeal shall be submitted on an Inmate Grievance Form (#7101), which shall be available through Grievance Representatives, Housing Unit Aides and at the Grievance Office, and shall be processed, as any other grievance, in accordance with the terms of Directive #3375R.
 - a. A grievance concerning the confiscation of property may be filed by an inmate at any time after notice has been given of the confiscation. There is no time limit.
 - b. If the Grievance Resolution Program does not find in the inmate's favor, the inmate may elect to have the item discarded, given to visitors or mailed out at the expense of the inmate. Otherwise, the item, unless perishable, will be placed in the inmate's property (after having been properly receipted).
2. An inmate must appeal the confiscation of certain items directly to the Board of Correction.
 - a. An appeal to the Board of Correction of confiscated property should be made under the following circumstances:
 1. when property is confiscated from incoming correspondence or packages;
 11. when property which is alleged to be religious in nature is confiscated;
 111. when legal documents, books or papers are confiscated;
 - 1V. when property confiscation results in a limitation of visits; and
 - v. when publications are delayed, confiscated or censored for content (see Definitions of Contraband, Section IV(B)(7) of this Directive).



DENIAL OF VISIT INFORMATION SHEET

SECTION #1

FACILITY: _____

INMATE INFORMATION

LAST NAME: _____ FIRST NAME: _____

BOOK/CASE: _____ HOUSING AREA: _____

SECTION #2

VISITOR INFORMATION

DATE/TIME OF REQUESTED VISIT _____

LAST NAME: _____ FIRST NAME: _____

RELATIONSHIP: _____

(NOTE: IF MULTIPLE VISITORS, NOTE COMPLETE NAMES AND RELATIONSHIPS OF ADDITIONAL VISITORS ON THE REVERSE SIDE OF THIS FORM)

SECTION #3

SUPERVISOR'S AUTHORIZATION

ON _____, AT _____, [] A.M. [] P.M., I AUTHORIZED THE
(DATE)[] DENIAL [] TERMINATION OF THIS VISIT FOR THE FOLLOWING
REASONS:

CHECK APPROPRIATE BOX(ES)

- [] INMATE COULD NOT BE LOCATED [] INMATE REFUSES TO ACCEPT VISIT
- [] INMATE ALREADY HAD VISITOR REGISTERED AND PROCESSED INTO THE VISIT HOUSE ON THIS DATE
- [] INMATE NOT SCHEDULED TO HAVE VISIT ON THIS DAY
- [] INMATE OUT TO [] COURT [] HOSPITAL [] PAROLE HEARING

OTHER: (SPECIFY) _____

- [] VISITOR [] INMATE FOUND IN POSSESSION OF CONTRABAND
- [] VISITOR [] INMATE OBSERVED PASSING OR ATTEMPTING TO PASS CONTRABAND
- [] UNRULY BEHAVIOR ON PART OF [] VISITOR [] INMATE
- [] VISITOR REFUSES TO SUBMIT TO SECURITY PROCEDURES
- [] VISITING PRIVILEGES FOR THIS INMATE HAVE BEEN REVOKED, LIMITED, RESULTING FROM A VIOLATION OF VISIT REGULATIONS.
- PERIOD OF REVOCATION/LIMITATION: FROM _____ TO _____

[] OTHER: _____

SIGNATURE OF SUPERVISORY OFFICER_____
PRINT NAME, RANK, SHIELD NO.

SECTION #4

PROGRAM DEPUTY WARDEN'S REVIEW

I HAVE REVIEWED THIS AUTHORIZATION AND HAVE DETERMINED THAT
SUCH DENIAL OR TERMINATION WAS:

[] APPROPRIATE UNDER THE CIRCUMSTANCES

[] REQUIRES ADDITIONAL INVESTIGATION TO
DETERMINE THE APPROPRIATENESS OF SUCH
AUTHORIZATION

DATE _____

SIGNATURE OF PROGRAM DEPUTY WARDEN _____

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK

-----X
JAMES BENJAMIN, et al.,

Plaintiffs,

75 Civ. 3073 (MEL)

- against -

STIPULATION FOR ENTRY OF
AN ORDER CONCERNING
RIKERS ISLAND BRIDGE
CONTROL SANITATION
PROCEDURES

BENJAMIN J. MALCOLM, et al.,
Defendants.

and related cases

-----X

On July 2, 1991 the Court entered an order directing the parties to "provide the Court with a plan containing specific procedures for the regular, frequent and efficient maintenance of clean and sanitary conditions at the new Bridge Control building" used for visitor reception and initial processing on Rikers Island.

Since the entry of the Court's aforementioned order, the parties have negotiated and agreed upon the attached plan entitled "New Processing Building Sanitation and Housekeeping Procedures, Schedules, List of Supplies and Equipment" (herein "the Sanitation Plan").

IT IS STIPULATED THAT the Court may enter an order directing the defendants to implement and adhere to the attached Sanitation Plan.

NOW THEREFORE, based upon the aforementioned stipulation and for good cause shown, it its hereby ORDERED, ADJUDGED AND DECREED that:

1. The attached document entitled "New Processing Building Sanitation and Housekeeping Procedures, Schedules, List of Supplies and Equipment" is hereby entered as an order of the Court and that the defendants, their employees, agents and assigns, and all those in active concert and participation with them, shall implement and adhere to this Sanitation Plan.

2. Nothing in this order is intended to supersede or limit existing obligations of the defendants as stated in the Court's previous orders, including the obligation to maintain the new Bridge Control building in a clean and sanitary manner at all times.

Dated: New York, New York
December , 1992

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IT IS SO ORDERED

Morris E. Lasker

MORRIS E. LASKER
United States District Judge

3/10/93

NEW PROCESSING BUILDING

Sanitation and Housekeeping

Procedures

Schedules

List of Supplies and Equipment

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I. DEFINITIONS

The following terms are used to describe procedures and to give the user of this manual a technical understanding of terms described in the manual.

Clean - No visible dirt (Note: transparent film that is not totally visible is considered dirt.)

Sanitizing - The destruction of the living form of pathogenic bacteria.

Disinfectant - A product which, when used as directed, achieves chemical sanitization (Sanitization and disinfection are synonymous.)

Food - Anything humans ingest, including water.

Putrescible - Liable to decay or rot and become putrid.

II. CLEANING PROTOCOLS

A) IN GENERAL

Cleaning of the New Processing Building areas shall be performed by the Day and Night Tour cleaning crews on those days when this facility is operational and open to the public. The cleaning crews will be staffed with at least two civilian sanitation workers and one supervisor, who will be present in the New Processing Building at all times that it is open to the public. All areas are to be clean and stocked with supplies at all times. To insure that the facility is kept clean and sanitary at all times, as required by the Benjamin order, in addition to the scheduled cleaning times listed in this procedure, cleaning crews will continuously patrol and inspect all public areas for the presence of spills, trash and debris and will remove these as they are observed so the areas are kept free of spills, trash and debris.

B) DAY TOUR

LOCATION: RESTROOMS AND DIAPER CHANGE AREA

- 1) Visitor Restrooms-Processing Building/Bus Shelter
- 2) Staff/Officers - Restroom
- 3) Diaper Changing Area

FREQUENCY (Day Tour)

Cleaning of these areas shall be performed by the Day Tour cleaning crews on those days when this facility is operational and open to the public. The visitors' and staff restrooms are to be clean and stocked with supplies at all times.

SCHEDULE

- 1) The Visitors' Restrooms are to be cleaned by the Day Tour cleaning crew five times per day, twice in the A.M. and twice in the P.M. and at closing time.

A.M. Cleaning: Once prior to 10 A.M.;
Once prior to 12 Noon.

P.M. Cleaning: Once prior to 2 P.M.;
Once prior to 4 P.M..
If the facility is open in the evening, once prior to 6 P.M.
and once prior to 8 P.M.

- 2) The Staff/Officers' Restroom is to be cleaned once a day by the Day Tour between 11 A.M. and 1 P.M. and at closing time.

- 3) The Diaper Change Area is to be cleaned by the Day Tour cleaning crew five times per day, twice in the A.M. and twice in the P.M. and at closing time. This area is to be inspected every hour.

A.M. Cleaning: Once prior to 10 A.M.;
Once prior to 12 Noon

P.M. Cleaning: Once prior to 2 P.M.;
Once prior to 4 P.M.
If the facility is open in the evening, once prior to 6 P.M.
and once prior to 8 P.M.

CLEANING PROCEDURES

A) Each Day Tour Visitor Restroom cleaning shall include:

- 1) Cleaning and Disinfection of following items/areas;
 - a) All toilets and urinal flushometer handles
 - b) All toilet seats;
 - c) Faucet handles;
 - d) Door knobs - (if doors for partitioned stalls or restrooms are of a push through type, the door surface 18 inches around the latch, handle or push-plate is to be disinfected);
 - e) Hot air hand dryers;
 - f) Sink vanity counter top.
- 2) Inspect and/or spot clean the following areas:
 - a) Restroom walls, floor and ceiling are to be inspected for dirt and spot cleaned if necessary.
Exception - Clean the floors of all visitor rest rooms, twice daily: once during the second A.M. cleaning and once during the second P.M. cleaning;
 - b) Toilets, urinals, and sinks are to be inspected for cleanliness and cleaned if necessary;
 - c) Mirrors;
 - d) Trash receptacles are to be checked, emptied and relined with plastic trash bag. If found to be unclean, wash receptacle.
- 3) Re-stock restrooms with necessary supplies (i.e., toilet paper, paper towels, feminine hygiene products, soap).

B) Each Day Tour Staff/officers' Restroom's cleaning shall include:

- 1) Cleaning and Disinfection of following items/areas;
 - a) All toilets and urinal flushometer handles;
 - b) All toilet seats
 - c) Faucet handles;
 - d) Door knobs - (if doors for partitioned stalls or restrooms are of a push through type, the door surface 18 inches around the latch, handle or push-plate is to be disinfected);
 - e) Hot air hand dryers;
 - f) Sink vanity counter top.
- 2) Inspect and/or spot clean the following areas:
 - a) Restroom walls, floor and ceiling are to be inspected for dirt and spot cleaned if necessary;
 - b) Toilets, urinals, and sinks are to be inspected for cleanliness and cleaned if necessary;
 - c) Mirrors;
 - d) Trash receptacles are to be checked, emptied and relined with plastic trash bag. If found to be unclean, wash receptacle.

C. Each Day Tour Diaper Change Area cleaning shall include:

- 1) Cleaning and Disinfection of following items/areas:
 - a) all surfaces of the diaper changing table;
 - b) both sinks in the diaper changing area;
 - c) empty diaper pails, clean and sanitize the pail and reline with a plastic liner.

D. Each Day Tour Diaper Changing Area hourly inspection shall include:

- 1) Spot cleaning and sanitizing of any surface in the area contaminated with fecal matter or urine;
- 2) Empty diaper pails, clean and sanitize the pail and reline with a plastic liner.

LOCATION: JANITOR'S CLOSET/STOREROOM

- 1) Processing Building
- 2) Bus Shelter

FREQUENCY (Day Tour)

The Janitor's Closet shall be clean and maintained in an orderly manner by the Day Tour cleaning staff at all times during the operation of the facility.

SCHEDULE

The Janitor's closets are to be spot cleaned and inspected twice daily.

A.M. cleaning - once prior to 12 noon
P.M. cleaning - once prior to 4 P.M.

CLEANING PROCEDURES

Each day tour janitor closet/storeroom cleaning shall include:

- 1) Inspect for dirt and if necessary spot clean the floors, walls and ceiling during AM and PM cleaning;
- 2) Wash and disinfect the slop sink/janitor's sink during the AM and PM cleaning;
- 3) Inspect the cleaning supplies and equipment storage areas to ensure they are stored in a clean and orderly fashion.

LOCATION: PROCESSING BUILDING

- 1) Waiting rooms and indoor recreation
- 2) Corridors
- 3) Public Egress and Ingress Vestibules/Lobby
- 4) Day Room
- 5) Staff/Officers areas including Package Search/
Cashier Room

FREQUENCY

Cleaning of these areas shall be done daily on those days when the facility is operational and open to the public.

SCHEDULE

- 1) The aforementioned areas (except the staff/officers' area) are to be cleaned by the Day Tour cleaning crew twice a day, once in the AM and once in the PM.

A.M. Cleaning - once between the hours of 10 A.M. and 12 Noon.

P.M. Cleaning - once between the hours of 2 P.M. and 4 P.M.
If the facility is open in the evening, once prior to 6 P.M. and once prior to 8 P.M.
- 2) The staff/officers' area is to be cleaned once a day between the hours of 11 A.M. and 1 P.M. If facility is open in the evening, once prior to 9 P.M.

CLEANING PROCEDURES

Each Day Tour cleaning of all the aforementioned areas shall include:

- 1) Sweep the floors during both daily cleanings. Continuous monitoring of the floors will occur throughout the day tour so that the floors are kept free of debris and spills.
- 2) Inspect waste receptacles and reline waste receptacles with plastic liners twice a day or as needed;
 - A) Empty ashtrays, where provided, twice a day or as needed;
 - B) Clean glass partitions in all areas at least once a day and more as needed;
 - C) Clean and disinfect vending machines.

Note: At all times, under all circumstances, all cleaning equipment (Mops, rags, dust pans, etc.) used within a 10 foot radius of food vending machines must be disinfected prior to use. (See Section B(2), page 16 for instructions on how to disinfect mops, rags, dust pans, etc.).

LOCATION: PUBLIC TELEPHONE AREAS

- 1) Processing Building - Indoor
- 2) Processing Building - Outdoor.

FREQUENCY (Day Tour)

Cleaning of these areas shall be performed daily by the Day Tour when the facility is operational and open to the public.

SCHEDULE

The Public Telephone areas are to be cleaned by the Day Tour Staff twice a day in the A.M. and the P.M.

A.M. - once prior to 12 Noon
P.M. - once prior to 4 P.M.
If facility is open in the evening, once
prior to 9 P.M.

CLEANING PROCEDURES

1. Clean and disinfect telephone and enclosure booths.
2. Inspect ashtrays and waste receptacles in the area, empty as necessary. Make sure the waste receptacles have liners.

LOCATION: VENDORS' STORAGE ROOM

FREQUENCY (Day Tour)

The Day Tour Cleaning Crew Supervisor shall inspect the Vendors' Storage Room daily during his Tour of Duty.

CLEANING PROCEDURES

The facility vendors will be held accountable for the Vendors' Storage Room to the Day Tour Supervisor. The Day Tour Supervisor will inspect the storerooms and instruct the vendor as to the standards he must maintain.

Day Tour Supervisor standards for Vendors' Storage Room.

- A) The floors must be clean and free from litter.
- B) Storage of vending items on the floor is not permitted. All storage of vending items is to be on shelves of a sufficient height so as to allow for free access underneath to clean.
- C) Disused equipment and empty boxes shall not be stored in the Vendors' Storage Room. All empty boxes are to be cut up/compressed and disposed of by the vendors. Overnight storage of trash in the Vendors' Storage Room is not permitted. If the vendor fails to clean this area, it shall be cleaned by the Department work crews at the end of each day.

LOCATION: OUTDOOR FACILITY MAINTENANCE

- 1) Outdoor Public Access/Waiting Area
- 2) Processing Building Support and Bus Staging Areas
- 3) Trash and Garbage Areas

FREQUENCY (Day and Night Tours)

The Tour Supervisor will inspect the aforementioned areas once during the first 4 hours of the tour and once during the last 2 hours of the tour and note all observations on the "Housekeeping Sanitation Checklist and Inspection Log."

CLEANING PROCEDURES

The areas are to be swept broom clean before opening, once in the A.M. between 10 A.M. and 12 Noon, and once in the afternoon between 2 P.M. and 4 P.M., once between 6 P.M. and 8 P.M. if the facility is open for evening visitors, and after closing.

Outdoor trash receptacles shall be inspected when the cleaning crews are sweeping and emptied and relined when they become full. These receptacles shall be cleaned at the end of each day.

The ground areas surrounding the bulk garbage container(s) shall be kept free of litter, trash and garbage. These areas and the exterior of the bulk garbage container(s) shall be hosed with hot water and detergent and/or germicidal solutions and broom scrubbed at least twice per week, and more often if necessary.

II. CLEANING PROTOCOLS (CONT'D.)

C) EVENING VISITING AND TERMINAL CLEANING AT END OF VISIT DAY
(NIGHT TOUR)

LOCATION: VISITOR RESTROOMS/DIAPER CHANGING AREA

- 1) Processing Building
- 2) Bus Shelter
- 3) Staff/Officers' Restrooms

FREQUENCY (Night Tour)

The cleaning of these areas shall be performed every 2 hours during Night Tour, as per the Day Tour procedures, and after the building closes at the end of the visit day as follows.

- 1) The Night Tour cleaning crew shall clean and sanitize the following:
 - A) Toilets, urinals and flushometers handles;
 - B) Sinks, vanity tops, and mirrors;
 - C) Restrooms and Diaper Changing Area floor as well as cubicle partitions;
 - D) Waste Receptacles;
 - E) Hot air hand dryers;
 - F) Feminine product dispensers;
 - G) Door knob/latch handles.
- 2) Re-stock all restrooms with necessary supplies (i.e., toilet paper, paper towels, feminine hygiene products, soap).

LOCATION: JANITOR'S CLOSET/STOREROOM

- 1) Processing Building
- 2) Bus Shelter

FREQUENCY (Night Tour)

The cleaning of these areas shall be performed once nightly during the night tour.

CLEANING PROCEDURES

- 1) The Night Tour Janitor Closet/Storeroom Cleaning protocol shall include:
 - A) Sweep and mop floor;
 - B) Inspect for dirt and spot clean if necessary, walls and ceilings;
 - C) Wash and disinfect the slop sink/janitor sink upon completion of the tour;
 - D) Empty waste receptacles and ensure they are lined;
 - E) Inspect the cleaning supplies and the equipment storage area to ensure they are stored in a clean and orderly fashion.

LOCATION: PROCESSING BUILDING

- 1) Waiting rooms and indoor recreation
- 2) Corridors
- 3) Public Egress and Ingress Vestibules/Lobby
- 4) Day Room
- 5) Staff/Officers' areas including
Package Search/Cashier Room

FREQUENCY (Night Tour)

The cleaning of these areas shall be performed every 2 hours during Night Tour, as per the Day Tour procedures, and after the building closes at the end of the visit day as follows.

CLEANING PROCEDURES

The night tour cleaning of all the areas mentioned above shall include:

- 1) Sweep and mop floors;
- 2) Spray buff floors;
- 3) Clean and wash all vision barriers/glass partitions or glass doors;
- 4) Clean and/or dust all furniture including counter tops, televisions, desks;
- 5) High dust all areas (areas above line of sight) including but not limited to the tops of partition, door jams, window headers;
- 6) Clean and disinfect all outer surfaces of vending machines;
- 7) Clean and disinfect floor within a 10 foot radius of vending machines;
- 8) Clean and disinfect water fountains as per manufacturers' guidelines.

LOCATION: PUBLIC TELEPHONE AREAS

- 1) Processing Building - Indoor
- 2) Processing Building - Outdoor

FREQUENCY (Night Tour)

The cleaning of these areas shall be performed once nightly during the Night Tour

CLEANING PROCEDURES

- 1) Clean and disinfect telephone and enclosures/booths
- 2) Empty waste receptacles and ash trays, make sure the receptacles have trash liners.

LOCATION: ELECTRICAL CLOSET/MECHANICAL ROOM

FREQUENCY

The cleaning of these areas shall be performed at least once a week on a day chosen by the Night Tour Supervisor

CLEANING PROCEDURES

- 1) Sweep and mop floors
- 2) The locations described shall be free from the storage of disused equipment that could provide harborage for vermin.

III. HOUSEKEEPING SUPPLIES AND EQUIPMENT

A. Cleaning Supplies:

Product	Use	Dilution
1. Bleach	Floor mopping Floor Scrubbing	4 oz. (1/2 cup) per gallon 1 qt. per 2 gallons 1 part Bleach to 16 parts water
2. Foam Cleaner	Restrooms Spot Cleaning	Aerosol foam
3. A-33 quaternary Germicidal Detergent	Floor mopping Floor scrubbing Wall Washing Furniture Cleaning	1 oz. per gallon 4 oz. per gallon 1 oz. per gallon 1 oz. per gallon
4. Boraxo Tile and Grout Cleaner	Building-up removal Showers, Restrooms	4 oz. per gallon
5. Stainless Steel Cleaner	Stainless Steel	Aerosol
6. Floor Finish	Floor Waxing Spray Buffing	Full strength 1 part to 2 parts water
7. Floor Stripper "600"	Floor Scrubbing Removing old finishes	1 to 20 1 to 10 (Depending upon soil)

Appropriate substitute products may be used in lieu of specific products mentioned in this Section. However, prior approval for their use must be given by the Department of Correction's Environment Health Division.

B. Equipment, Tools and Use

1. Double mop bucket set up (dolly, 2 buckets, 1 wringer).

Proper use:

- a) Fill both sides with water and cleaning solution, dip clean mop in first pail and wring, mop floor, dip mop in second pail and wring in 2nd pail, dip mop in first pail and wring in first pail, mop floor, repeat procedure;
- b) Clean-up at the end of each shift;
- c) Rinse buckets and wringers, spray with foam cleaner and wipe dry. Spray foam cleaner on dolly and wipe dry.

2. Dust mops, Wet mops

Used for floor cleaning with appropriate size tool.

Should be washed and disinfected of each day in bleach and water, rinsed with pressure hose and hung to dry.

Disinfection of all mops is done by first cleaning the mop and then immersing the mop head in a one part bleach to nine parts water solution for a minimum of two minutes. Other methods of sanitization may be substituted with prior approval by the Department Environmental Health Division.

Dust and wet mops are washed each day in bleach and water and hung to dry.

3. Dust mop tool

Used with dust mop head

Dust mop with "S" shaped motion always pushing the same surface forward.

Do not shake out.

Clean dust mop with foam cleaner each day.

4. Wall washing sponge mop

Used for wall and ceiling washing.

After each use rinse head and wring several times in clean germicide solutions, wipe off handle and hang to dry.

5. Floor pads

Used for carpet care.

After each use wash in detergent with pressure hose.

6. Carpet Cleaning bonnets

Used for carpet care.

After each use wash in bleach solution rinse with pressure hose.

7. Pump sprayer

Used to apply cleaning solutions.

Rinse in clean water after each use.

Oil pump.

Leave open to dry.

8. Floor buffing machines

Used in floor care.

After each use spray machine and cord with foam cleaner and wipe dry.

Remove drive block, spray with foam cleaner, rinse, hang to dry.

9. Auto scrubbers

Used for cleaning large floor areas.

After each use empty and rinse all tanks, spray machine with foam cleaner, wipe dry.

Remove drive blocks, spray with foam cleaner, rinse and hang to dry.

Plug machine in for recharge.

IV. FLOOR CARE PROCEDURES

A. Stripping RCA rubber tile

1. Block off area to traffic by placing warning sign.
2. Remove furniture.
3. Dust mop areas.
4. Prepare solution of 1 quarter bleach and two gallons of water.
5. Using a mop, wet the floor area.
6. Use a hand pad to remove build up along edges and corners.
7. Use a clean blue scrubbing pad, scrub over area with floor machine, be sure to keep floor wet.
8. Mop up or vacuum excess scrubbing solution.
9. Rinse floor twice with clean cold water.

B. Resilient Floors (Asphalt, Vinyl, Vinyl Asbestos, Terrazzo)

1. Block off area from traffic.
2. Remove furniture.
3. Dust mop floor and remove gum.
4. Prepare solution of hot water and stripper following manufacturer instructions.
5. Use mop to wet area with water/stripper solution.
6. Let solution stand five minutes to loosen dirt and floor finish.
7. Add more solution and mop over entire area.
8. Scrub edges and corners with hand pad.
9. Scrub floor with clean blue or brown stripping pad. Keep floor wet.
10. Pick up solution with wet vac or mop.
11. Rinse floor twice with clean cold water and clean mop.
12. After floor is dry, buff with a red pad.
13. Apply floor finish.

Use a clean bucket and wringer, the mop should be clean, rinsed and wrung out in clean warm water. Add finish one gallon at a time. Dip mop, wring until mop does not drip. Mop finish on floor evenly. Stay 6 inches from baseboards and corners the first two coats. Wait until each coat is dry before mopping the next coat. On the third and fourth coats edges should be coated, do not put finish on baseboards. After the last coat is dry, replace furniture and open areas to traffic. No buffing should be done for at least 24 hours. Clean and store equipment. Discard any wax in bucket; it cannot be reused.

C. Ceramic Tile

1. Block off area to traffic, remove furniture.
2. Prepare solution of hot water and germicidal detergent following manufacturer instructions.
3. Dust mop floor and remove gum.
4. Wet floor with solution.
5. Scrub edges and corners with a hand pad.
6. Using a blue pad machine scrub floor, add solution to keep floor wet.
7. Pick up solution with wet pick up or mop.
8. Rinse floor twice with clean water and a clean mop.
9. When floor is dry, replace furniture and open to traffic.
10. Clean and store supplies.

D. Stone Floors

1. Block off area to traffic
2. Remove furniture
3. Dust mop floor, remove gum.
4. Prepare solution of stripper following manufacturer instructions.
5. Wet floor with solution.
6. Scrub edges and corners with a hand pad.
7. Using blue or brown pad machine scrub floor, add solution to keep floor wet.
8. Pick up soiled solution with wet pick up or mop.
9. Rinse floor twice with clean cold water and a clean mop.
10. After floor is dry, buff with clean blue pad.
11. Replace furniture and open area to traffic.
12. Clean and store equipment.

E. Concrete

Follow procedures for Ceramic Floors.

F. Spray Buffing

1. RCA rubber floors:

- a. Prepare solution of bleach and water in trigger spray bottle;
- b. Dust mop floor, remove gum;
- c. Damp mop floor with clean cold water;
- d. When floor is dry begin spray buffing;
- e. Lightly mist a small area of floor and pass machine, equipped with a white pad, over area until area is dry and polished;
- f. Move to next area and repeat blending each section;
- g. Do not spray solution along edges or corners;
- h. Turn or replace pad as it becomes soiled;
- i. Dust mop floor after area is completed.

2. Resilient Floors

Follow same procedures as for RCA Floor with two exceptions:

- a. Spray buff solution is made from one part floor finish to two parts water;
- b. Use a red pad instead of white.

V. WALL WASHING PROCEDURES

- A. Prepare solution of germicide and water.
- B. Dust wall with treated cloth to remove dust and cobwebs.
- C. Use a sponge, cloth, or sponge mop, begin washing walls from the bottom to the top.
- D. Complete one section at a time.
- E. Mop up spillage.
- F. Doors, door frames, window frames and ledges are considered part of the wall surface.
- G. Change solution as it becomes soiled.

VI. VENT CLEANING PROCEDURES

- A. Wipe vent with a treated cloth or vacuum with proper attachment.
- B. Damp wipe vent with a clean solution of germicide and a clean cloth.
- C. Damp wipe surrounding ceiling and wall areas.

VII. HIGH CLEANING PROCEDURES

- A. Items include: tops of door frames, overhead lights and bars, curtain tracks and rods, ceiling mounted lights, ledges, tops of cabinets.
- B. Damp wipe items with a clean cloth and germicidal solution.

VIII. MOP HEAD CLEANING, MAINTENANCE INSPECTION AND STORAGE

- A. Clean, wash and disinfect mops prior to each use, and prior to final storage after each tour.
- B. Store mops upside down on the rack hooks so as to allow the mop head to air dry.
- C. Mop heads shall be inspected by the Tour Supervisor weekly and replaced when frayed and worn.

IX. STANDARDS FOR REFUSE STORAGE AND REMOVAL

Procedures

Garbage and Refuse Management

- 1) All trash and garbage generated by the new Processing Building will be removed from the inside of the facility as each trash receptacle becomes full and at the end of each tour. The accumulated garbage will then be stored outside the facility in the designated refuse container or "dumpster." Trash and garbage is not to be stored inside the facility.
- 2) The garbage and refuse is to be stored in a metal, rodent proof container with a tight fitting cover or lid.
- 3) The refuse container or containers are to be of a sufficient volume to accommodate the storage of all waste generated from the facility.
- 4) The scheduling for refuse pick up at the New Processing Building will be frequent enough to:
 - A) Accommodate the volume of refuse generated by the facility;
 - B) Prevent the long term storage of garbage outside the facility (2 day maximum).
- 5) All departmental programs and efforts toward recycling currently in effect will be carried out at this facility, as per current departmental recycling policies.

2. PROCEDURES AND GUIDELINES FOR VERMIN CONTROL AND INSECT INFESTATION

The standards set forth in the Department of Correction directive #4005 Environmental Health: Control of Vermin/Pest will be complied with at the New Processing Building. The pertinent sections of the directive will be put into practice as they apply to this facility. Additional practices as they pertain to the specific facility are as follows:

- 1) The New Processing Building will be maintained so that disused equipment is not stored on site. This is to prevent conditions that provide potential harborage for vermin;
- 2) The scheduling of the application of insecticides and rodenticides will occur so that the entire building is serviced once a month, with the vending machine area serviced twice a month. The first time between the first and the fifteenth of the month and the second before the end of the month;
- 3) The times of the day the rodenticide and the insecticide will be applied will coincide with the off peak hours of use in this facility. This is to ensure that visitors will not be exposed to environmental hazards during the applications of these products;
- 4) The insecticide to be used at this facility is to be a non residual pyrethrum based product as mandated in NYC Health Codes;
- 5) Under no circumstances are live traps, glue boards or traps to be used in this facility;
- 6) Application of insecticides and rodenticides shall occur when the building is not in use to prevent direct exposure of visitors or staff to these chemicals.
- 7) All bait stations containing ingestible rodenticides and insecticides will be in an approved child proof bait station.

XI. SUPERVISORY RESPONSIBILITIES

The Environmental Sanitation Operation will be supervised according to the Chain of Command established by the Warden of the Special Operations Division to ensure compliance with the directives of this manual. The chain of command will include:

- 1) Establishing accountability for the tasks and standards set forth in this manual;
 - A) A specific officer/supervisor will be held responsible for each of the standards established in this manual;
 - B) A checklist and/or Inspection Report to be filed with the Warden and/or the Operations Officer for Special Operations Division.
 - 1) The checklist will include:
 - a) Tasks performed as per this manual including initials of the responsible supervisor.
- 2) Establishing a line of communication and responsibility so that:
 - A) The Night Tour and Day Tour supervisors will better coordinate the maintenance of the facility;
 - B) The Night Tour and Day Tour Supervisors will coordinate the maintenance of the facility through the use of the comment sections of the check lists and the log book.
 - C) The Night Tour and Day Tour Supervisor may order supplies as needed from Kingsland Avenue.

NOTE: This line of communications may be effectively established in the form of a Log Book that would include entries such as work orders, supply inventories and supply requisitions.

- 3) Each Tour Supervisor will maintain on site an adequate amount of supplies and materials for his tour and will ensure enough supplies and materials for the next Tour Supervisor. The Tour Supervisor will check his inventory when he assumes command and requisition for supplies prior to the end of his shift.

QUALITY CONTROL
ENVIRONMENTAL HEALTH
INSPECTION SHEET
PROCESSING BUILDING

INSTRUCTIONS: This check list is to be utilized as follows:

Using the activity "dust" as an example, a check in the yes column indicates the area observed was dusty. A check in the no column indicates no dust was observed. A check mark in the Tour Column indicates the area observed has been cleaned or some remedial activity has been completed. The location section of the report will be utilized to designate the area of the facility being inspected (for example, Visitor's Male Restroom Bus Shelter). If an activity is not applicable for a location, indicate this by putting NA in the appropriate column. All comments are to be noted in the comment section provided at the end of the check list.

* NOTE Following in the suggested sequence for inspection of the building.

Commence on the Eastside in the following order-- Vestibule, lobby, information area, storage room, vending machines, flower planter area, diaper change area, female visitors, male visitors bath rooms, waiting rooms, 23-27 and indoor recreation (29) area.

Follow then on the Westside - Visitor's search room, inmate dayroom, Captain's Office, package search, cashier area, waiting rooms 18-22 bus shelter area, and exterior: ramp & sidewalk.

QUALITY CONTROL
ENVIRONMENTAL HEALTH
INSPECTION SHEET
PROCESSING BUILDING

LOCATION:

(AREA) ACTIVITY	YES	NO	DAY TOUR TIME	NIGHT TOUR TIME
FLOORS				
1. DUST				
2. DIRT				
3. LITTER				
4. SPILLAGE				
5. STAINS				
6. WARNING SIGNS				
WALLS				
7. DUST				
8. SPLATTERING				
9. COBWEBS				
10. DIRT				
WINDOWS SILLS, VENTILATORS				
11. DUST				
12. SPOTS				
RADIATORS				
13. DUST				
14. DIRT				
DOOR LEDGES & FRAMES TOPS OF CABINETS				
15. DUST				
16. DIRT				
WASTE RECEPTACLES				
17. NEED				
18. DIRT				
19. RELINED				
FURNITURE				
20. DUST				
21. SPILLAGE				
LAVATORIES				
22. WALLS & WINDOWS				
23. PARTITIONS				
24. FLOORS				
25. URINALS				

26. TOILET _____
 27. SEATS _____
 28. FAUCET _____
 29. HANDLES _____
 30. TOILET _____
 31. PAPER _____
 32. SINK _____
 33. BASINS _____
 34. SOAP _____
 35. FEMININE _____
 36. HYGIENE _____

JANITORIAL SUPPLY
CLOSET

33. ADEQUATE
SUPPLY _____
 34. CLEAN _____
 35. EQUIPMENT
STORED _____
 36. PROPERLY _____

PAIS

36. DIRT _____
 37. USABLE _____

MOP HEAD

38. DIRT _____
 39. USABLE _____

INSECT & CONTROL

40. ROACHES _____
 41. ANTS _____
 42. FLIES _____
 43. RODENTS _____

LIGHTS

44. DIRT _____

45. REPLACE
BULBS _____

WINDOWS

46. DIRT _____

STAIRWELLS

47. LITTER _____
 48. DUST _____
 49. SPILLAGE _____
 50. NEEDS
REPAIR _____

22

EXTERIOR

EXTERIOR

& LINED

A vertical timeline diagram showing the progression of time from 1945 to 1995. The timeline is marked with years and includes a section labeled "1945-1995".

4

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK

JAMES BENJAMIN, et al., X

Plaintiffs,

75 Civ. 3073 (MEL)

- against -

BENJAMIN J. MALCOLM, et al.,

Defendants.

STIPULATION FOR ENTRY OF AN
ORDER CONCERNING
RIKERS ISLAND BRIDGE
CONTROL SANITATION
PROCEDURES

and related cases

-----X

On July 2, 1991 the Court entered an order directing the parties to "provide the Court with a plan containing specific procedures for the regular, frequent and efficient maintenance of clean and sanitary conditions at the new Bridge Control building" used for visitor reception and initial processing on Rikers Island.

Since the entry of the Court's aforementioned order, the parties have negotiated and agreed upon the attached plan entitled "New Processing Building Sanitation and Housekeeping Procedures, Schedules, List of Supplies and Equipment" (herein "the Sanitation Plan").

IT IS STIPULATED THAT the Court may enter an order directing the defendants to implement and adhere to the attached Sanitation Plan.

NOW THEREFORE, based upon the aforementioned stipulation and for good cause shown, it is hereby ORDERED, ADJUDGED AND DECREED that:

1. The attached document entitled "New Processing Building Sanitation and Housekeeping Procedures, Schedules, List of Supplies and Equipment" is hereby entered as an order of the Court and that the defendants, their employees, agents and assigns, and all those in active concert and participation with them, shall implement and adhere to this Sanitation Plan.

2. Nothing in this order is intended to supersede or limit existing obligations of the defendants as stated in the Court's previous orders, including the obligation to maintain the new Bridge Control building in a clean and sanitary manner at all times.

Dated: New York, New York
January , 1993

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IT IS SO ORDERED.

MORRIS E. LASKER
United States District Judge