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***SHERIFF OF SUFFOLK COUNTY***

# **INMATE HANDBOOK**

## **Suffolk County Correctional Facilities**

***SUFFOLK COUNTY SHERIFF'S OFFICE***  
***CORRECTION DIVISION***  
***100 CENTER DRIVE, RIVERHEAD, NEW YORK***

***CURRENT AS OF JULY 31, 2019***

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# INMATE HANDBOOK

SUFFOLK COUNTY SHERIFF'S OFFICE  
100 CENTER DRIVE  
RIVERHEAD, NY 11901

You are being held in one of the facilities of the Suffolk County Sheriff's Office. Please read this Inmate Handbook and follow the rules and regulations. By reading the handbook, you will understand what you can expect, and what is expected of you. All of your rights and responsibilities are explained in this handbook.

During your stay in the Suffolk County Correctional Facilities all inmates will be treated equally regardless of their **charge, race, color, religion, national origin, disability, age, marital status, gender, or sexual orientation.**

The purpose of this handbook is to provide general information to you while incarcerated in the Suffolk County Sheriff's Office Correctional Facilities. **The policies, procedures, rules, and regulations described within this handbook may change from time to time, with or without notice, and their inclusion herein shall not be construed to create a liberty or property interest of any kind.** A new handbook will be issued as often as necessary. The material in this handbook will help you understand what you will encounter when you enter the Correctional Facilities, and help you in your adjustment to facility life.

You are to keep this handbook from the time it is given to you until you are released. You are expected to conduct yourself in an orderly and mature manner and to respect the rights of others. Some of the programs and services available to you are mentioned in this book. You may get more information about available programs or services by contacting your housing unit officer or by sending a request slip to the staff member in charge of that program or service. Your conduct and attitude will be observed and will be reviewed by staff when they consider you for programs and other privileges. You should try to make good use of the time you are in the Correctional Facilities by using programs and services to better yourself.

You are responsible for knowing and following all of the rules that directly affect you. When a rule change is made, you will either be notified by staff of the change or a notice will be posted in the housing units. All notices and signs prepared by facility officials are considered policy and must be followed. If you have any questions after reading this booklet, ask your housing unit officer to explain. The facility staff will make every effort to accommodate non-English speaking inmates in relaying and understanding the rules of this facility.

**Current as of July 31, 2019**

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### Physical Addresses

Riverhead Correctional Facility  
100 Center Drive  
Riverhead, NY 11901

Yaphank Correctional Facility  
15 Glover Drive  
Yaphank, NY 11980

### Mailing Address for All Inmates

Name (as you were booked) & Inmate Number  
C/O Suffolk County Jail  
110 Center Drive  
Riverhead, NY 11901

## **I. HOW TO BAIL OUT OF JAIL**

If you have enough funds, you may use all or some of them to pay your bail or fine. However, before being released, you must first be processed. If someone is posting your bail or fine, he or she must give your full name and date of birth to the Record Room before payment is accepted. If you decide you would like to bail yourself out of jail, notify your housing Officer.

### **A. WHAT IS BAIL?**

Bail or bond is an amount of money in cash or surety bond for the purpose of making sure that a particular person attends all required court appearances. Bail allows you (a defendant) to be released from jail until your case is completed.

### **B. WHO CAN POST BAIL?**

Any person can post his or her own bail. If you are financially unable to bail yourself out of jail, any other person over the age of 18 may post the bail. If you have the cash on your person at the time of arrest, this money may be used to pay your bail. If you have a credit card or debit card in your property, the Classification Unit can use this to pay your bail, provided the card is current and you have the funds in your account or available to you.

### **C. WHAT HAPPENS IF I DO NOT APPEAR IN COURT?**

If you fail to appear in court, the court will keep the full amount of the bail that was paid to the court.

### **D. IF I BAIL OUT OF JAIL, WHEN WILL I GET MY MONEY BACK?**

It could take months. If you post a cash bail, you may get some or all of your cash back (less the court fee), but it won't be until the case is finished and the necessary paperwork has been processed.

## **II. GENERAL INFORMATION**

### **A. CORRECTION OFFICERS**

1. The Correction Officer is the primary person with responsibility for your health, safety, and welfare while you are in the Suffolk County Correctional Facility. The Officer's duties include the enforcement of the institutional rules and regulations, as well as the laws of the State of New York.
2. Address a staff member by his or her title. You may approach the officers with any problems you encounter. The officers will assist you either directly, or in cooperation with other officers, superior officers, civilians, or even outside agencies, depending on the nature of your problem. Non-emergency requests can be filed through the "Request chits" program. These chits are available from your housing officer.
3. At times, it may be necessary for officers to issue direct orders to you. Even if you are not in agreement with the orders, you must first follow the order at the time it is given. Often for safety and/or security reasons, the officers cannot tell you the reason for the order.
4. It is your responsibility and the responsibility of the Correction Officers to build the kind of rapport that will make your stay here as easy as possible.

### **B. SECURITY COUNTS**

Security counts are generally conducted at each shift change. Additional counts will be conducted as the situation arises. All inmates are expected to cooperate fully during this time. When the count is announced you must follow the directions of your Officer immediately. You must not disrupt the count procedures in any way.

**1. IN HOUSING AREAS**

Go to room/cell/bed, sit and remain seated until your housing officer calls the count good.

**2. WORK OR RECREATION AREAS**

You will line up as directed by the officer and follow his/her instructions.

**3. VISITING**

Remain seated and keep still.

**4. ALL OTHER AREAS**

Cease movement and follow instructions given by an officer.

**C. K-9 UNITS**

The Suffolk County Sheriff's Office utilizes K-9 units for drug detection, cell and prisoner searches, perimeter patrol, and to assist in prisoner movement. Prisoners are prohibited from interacting with the dogs in all circumstances. Threatening, harassing, or interfering with the K-9 unit are chargeable infractions and may lead to criminal and/or disciplinary charges.

**D. HOUSING QUARTERS**

1. Your living quarters must be clean and neat at all times. There will be no pictures or paper posted on or covering the walls, doors, toilet, vents, or lights. There will be no writing on the walls. There will be nothing on the windowsills.
2. Pictures that are sexually suggestive in nature will not be permitted for display. Pictures depicting any type of nudity are forbidden.
3. Beds will be made and rooms straightened out by 8:00 a.m. on weekdays and by 9:00 a.m. on weekends and holidays. The bed will be made up as follows: The two sheets and the blanket will be on the bed with the bottom and sides tucked under the mattress. The side and ends will not hang down over the edge of the bed. Items in or on the desk will be kept neat. Inmates shall be required to keep their bunks made when they are not occupied. Medical staff may authorize exceptions to this for medical reasons. Failure to keep bunk made when not occupied may result in disciplinary action.
4. You must be dressed appropriately in the housing area at all times. This means that you are required to be wearing your shirt, jail issued pants (or sweats) and shoes whenever you are outside your cell. If you do not have a cell, you should be dressed prior to leaving the area of your bunk.
5. If you wish to lie down, you may do so on top of the covers.
6. You are responsible for the cleanliness of your cell (for the purposes of this rulebook "cell" shall mean your living quarters and it's vicinity). Nothing will be written on cell walls (i.e., graffiti). If you are assigned a cell with graffiti on the walls or ceiling, call it to the attention of the housing area officer immediately. Writing on your cell walls is considered vandalism and may be subject to criminal prosecution in addition to disciplinary sanctions.
7. When you are assigned to a cell or living area, you should check to see if your toilet and sink are functioning properly. If they are not working properly, let your housing area officer know immediately. If you do not report damages or non-functioning plumbing to your housing area officer, you will be held accountable for any damages.
8. Remember that you are responsible for the condition of your cell. If you are assigned a cell or living area and intentionally damage or destroy any part of it, disciplinary charges will be brought against you. If you are found guilty you will be required to make restitution (pay) for any



damages, paint and/or repairs for your cell through your commissary account.

9. All inmates are expected to participate in their daily housing area cleanup, as well as the Saturday general cleanups. Cleaning material will be distributed as needed.
10. There will be nothing hung or stored on cell bars (i.e., sheets, towels, blankets, clothing, hygiene products, personal property, etc.). Nothing may be posted, affixed to, drawn or written on the walls.
11. All inmates are required to have clothing on when they sleep.

#### **E. MEALS**

1. You will be offered three meals per day.
  - a. Between 5 am and 7 am
  - b. Between 11 am and 1 pm
  - c. Between 4 pm and 6 pm
2. All facility meals are served in accordance with New York State Minimum Standards Part 7009 and are meant to be consumed at the time of service.
3. You may not save food from meal service. All facility issued foodstuffs, including milk and juices, which are not consumed prior to the next regularly scheduled meal period will be considered contraband (see page 20) and may be disposed of.
4. All food service containers; milk, juice, etc., are to be disposed of following each meal and are not to be utilized for any other storage purpose.
5. Special diets prescribed for medical reasons will be provided.
6. Religious diets may be provided.

#### **F. FACILITY DRESS CODE**

1. When leaving your housing area, you will wear your uniform in the proscribed manner:
  - Shirts on
  - Pants will be worn around the waist and above the hips
  - Pant legs rolled down to shoe level, not tightly cuffed
  - Shoes tied or Velcro fastened (depending on manufacturer)
  - T-shirts, if worn, must be tucked into the waistband of pants
2. When leaving your housing area for recreation, you must be appropriately dressed. Should an officer deem that you are not properly dressed, the officer may order you to return to your housing area and your recreation period may be denied.
3. While remaining in the housing area you will be dressed appropriately at all times: facility uniform or sweats. You may remove the uniform shirt while in the common area provided you have a T-shirt on.

#### **G. PERSONAL HYGIENE**

1. Maintain your personal cleanliness for your sake and the sake of others. Shower regularly and be neatly dressed in your uniform when leaving your housing area or receiving medication from the nursing staff. If an inmate is concerned about the cleanliness of the shower they may request cleaning materials to clean it prior to their shower.
2. Inmates are strongly encouraged to wash their hands often and regularly in an effort to

decrease the possibility of, and to decrease the potential spread of, any contagious diseases.

3. You are not permitted to wear hairpieces; however special consideration will be given by the Medical Staff in cases where a medical condition exists. If your hair condition poses a health problem to yourself or others, you may be required to have it cut and/or receive treatment by the Medical Staff.
4. Razors are available each day in all housing areas. Razors will be used appropriately and returned to the Officer, cleaned and intact with the cover on, when you are finished.

#### **H. BARBER / HAIR CARE SERVICES**

Hair care services are available to all inmates. The hair care services will be conducted in accordance with a rotating schedule. The schedule may be waived for medical reasons, hygiene reasons, or for inmates scheduled to appear in court. If your housing unit is called for hair care services, and you are unavailable, you may send a request chit to the Barber Shop.

### **III. ACCOUNTING**

#### **A. GENERAL INFORMATION**

1. The inmate accounting office will maintain a personal account for you for all monies you receive.
2. You will be given a receipt for any money received in the mail (money orders, certified checks, etc.) that is placed in your account. Personal checks will not be accepted and will be returned to the sender or placed in your property envelope.
3. You may not transfer or receive, through any means, negotiable instruments, money, or items of monetary value to or from staff or other inmates

#### **B. COLLECTION OF INMATE DEBTS**

1. If you were ordered to pay child support, restitution, reparation, fees, costs, fines, and/or penalties associated with court proceedings, the Sheriff's Office will collect monies from your account to pay those amounts.
2. The Sheriff's Office shall collect court costs and filing fees as ordered by the court.
3. You may be assessed charges for disciplinary hearings, injury to staff or damages to county property in accordance with "Inmate Discipline."
4. If you have a court ordered surcharge, or a disciplinary surcharge your commissary funds will be used to pay this surcharge before you can order commissary. If you damage or destroy county property, your funds will be used for restitution before you can order commissary.
5. Debts incurred for basic goods and services delivered to you, or fines or fees levied against you, while in the Suffolk County Jail may be maintained after your release from this facility and will be collected from future money received in your inmate account.

#### **C. ACCEPTABLE FUNDS**

- Cash
- Money orders
- S.C.C.F. Prisoner Fund Check
- Checks from other Correctional Facilities
- Bail return check
- County Treasurer unclaimed funds return check

**NOTE:** All other checks will be put in your personal property or you may mail them out upon receipt with an envelope supplied by you.

#### **D. REMITTANCE OF FUNDS FROM COMMISSARY ACCOUNT**

1. Inmates shall complete the official "Transfer of Inmate's Monies Request" authorizing the amount to be deducted and the reason for the deduction from his/her account.
2. Money may only be remitted after a review by the Internal Security Unit.
3. Inmates must supply a stamped, addressed envelope with their remittance forms.
4. A check will be mailed from the Inmate Accounts Section to the authorized individual designated by the inmate and the money will be deducted from your commissary account.
5. There will be no transfer of funds between inmates.
6. Only one (1) transfer of funds per month will be allowed.
7. All requests for money remits will be forwarded to the Internal Security Unit.

### **IV. DAILY OPERATIONS**

#### **A. IDENTIFICATION BRACELET**

Each inmate will be issued an Identification Bracelet. You must wear your I.D. bracelet at all times. You must show your I.D. bracelet, and give your name and PIN number to any employee who asks you for it. You should keep your I.D. bracelet in good condition because you will need it for commissary and other activities. Lost, destroyed, or damaged I.D. bracelets must be replaced immediately and the cost will be charged to your account (you may also be the subject of a disciplinary report, depending on circumstances). The cost of the new I.D. bracelet will be determined at the time you receive it. If there is a significant change in your physical appearance, weight gain/loss, growing or shaving of facial hair, etc., you will be required to get a new I.D.

#### **B. REQUEST SLIPS**

A **CF-7, Inmate's Request** form is used to ask for information, interviews, or other things from staff members. This form is available from housing unit staff. You must use a request slip in order to arrange a time to speak with staff concerning specific issues. The form has space for you to state the nature of your request. You should include specific details about what you want to speak about. Be sure to write clearly and fill in all the sections at the top of the request slip. In most cases, staff will respond to your request slip within five working days.

#### **C. SEARCHES OF INMATES AND CELLS**

1. The Warden/designee may order a general search of any/all areas of the facility at any time. Your cell may be searched as part of a general search, randomly selected, or as needed as part of an investigation. During a cell search, all precautions will be taken to avoid damage to any items. Any item that is contraband or evidence of a crime or misconduct will be confiscated.
2. Excessive personal property in your cell is considered to be contraband. Contraband will be confiscated.
3. Excessive county-issued items will be confiscated. These items may be returned to the facility's inventory for issue to another inmate. You may be issued a disciplinary report if the items have been altered or are unusable. A confiscation slip will only be used for non-county issued items and for those that are the subject of a misconduct.

4. You will be present whenever your cell is searched UNLESS the ranking officer conducting the search determines that your presence would be a threat to staff, other inmates, or the security of the facility; if the search is being conducted under emergency conditions; you are unavailable; or if your presence will impair an ongoing investigation of criminal activity or violation of facility rules.
5. A random search of your cell may be conducted at any time.
6. Your cell may be searched as part of an investigation when there is reasonable suspicion that you or your cellmate are concealing contraband, are involved in a criminal activity, or involved in an activity that could threaten the security of the facility.
7. Your cell may be scanned by a contraband detection device. This may be done without you being present. If contraband is suspected, the procedures for a cell search will be followed.
8. Your cell will also be inspected for health, safety, and security reasons. A security inspection is to check things such as doors, windows, bars, electrical fixtures, and plumbing. Your personal property will not be searched or disturbed during a security inspection except to the extent necessary to gain access to the things to be checked. Your presence is not required during a security inspection.
9. You may be searched at any time and in any area of the facility. Staff of the same gender will conduct pat searches under ordinary circumstances. Pat searches will be conducted in a professional manner. When you are pat searched, you must follow the directions given by the staff member conducting the search. Same gender pat down searches of females will be routinely be used unless otherwise necessary.
10. You may be strip searched, when necessary, for the security and safe operation of the facility. You may be strip searched:
  - a. after every contact visit;
  - b. upon your return after leaving the facility for any reason;
  - c. following activities where you have the opportunity to mingle with outside groups, particularly where there are large numbers of people under minimal supervision;
  - d. when there is reason to believe that you are involved in an escape plot or in possession of contraband;
  - e. when you enter or leave any restricted area; and
  - f. when you enter or leave a Disciplinary Housing Unit;
11. Strip searches will, whenever possible, be conducted in an area separate from other inmates for privacy and to limit embarrassment. Unless it is an emergency, a Staff member of your same gender will conduct the strip search. Staff of either gender will conduct a strip search if exigent circumstances exist.
12. Strip searches will be conducted in a tactful, professional manner. When you are strip searched, you must:
  - a. remove all items from your pockets and place them on a shelf, desk, or other suitable place;
  - b. remove all your clothing;
  - c. follow the direction given by searching staff member.

#### **D. SMOKING**

The Correctional Facilities are tobacco free, you are not permitted to use or possess tobacco products anywhere in the facility.

#### **E. GOOD BEHAVIOR ALLOWANCES (SENTENCED INMATES)**

Most sentenced inmates have the time they have to serve shortened by the application of a Good

Behavior Allowance. Good Time is given to qualified inmates during the calculation of their sentence (Some Civil sentences do not qualify for Good Time, as an example). In accordance with Correction Law, the Classification Unit will provide you with a copy of section 804(7) Good Behavior Allowance. The Classification Unit staff will further explain this section to you. Good Time may be lost for disciplinary infractions and restored for completing work assignments and maintaining a good disciplinary record.

#### **F. LAUNDRY, LINENS, BLANKETS AND UNIFORM CLEANING**

The laundry schedule for linens, blankets, uniforms and personal laundry is listed in the charts in the back of this book. Twice each week, each housing unit will have an opportunity to wash their clothing and linens. Dark clothing and blankets will be placed in one laundry bag, whites and linens in a second laundry bag. If you will not be in your housing area during your scheduled laundry collection time, leave your bags neatly at the bottom of your bunk, and the dorm/tier representative will place them in the appropriate bin for you.

#### **G. TELEVISION**

1. Television is a privilege, not a right. The television may be turned off at the Housing Officer's discretion.
2. Television hours are daily from 8:00 a.m. - 11:00 p.m., provided that misbehavior does not result in termination of TV privileges. At the discretion of the officer in charge, the television shall not be turned on until the officer is satisfied the housing area is sufficiently cleaned and orderly.
2. You must lock in your cells at 10:30 p.m., however, the TV will be permitted until 11:00 p.m. Special late nights after 10:30 (refer to Lock in / Lights out section) may be requested by the R.L.C. prior to the event, subject to approval by the Administration. Your Housing Sergeant may cancel special late nights for misbehavior.

#### **H. SECURITY THREAT GROUPS**

A validation process will be initiated if any inmate is identified as an affiliate or member of a Security Threat Group (STG) or gang. Once validated, an inmate's activities will be closely monitored. Should their actions be perceived as posing an immediate and substantial threat to the security of the facility, they will be administratively segregated.

### **V. RESOLUTION OF PROBLEMS**

Problems in your housing unit should first be directed to a Correction Officer on the Unit. If the Correction Officer cannot resolve the issue, you should bring the problem to the attention of the Housing Area Sergeant. If the issue is not resolved at that level, you should utilize the grievance system.

#### **A. ABUSE ALLEGATIONS**

1. The Sheriff's Office strictly prohibits abuse of inmates.
2. If you believe you have experienced abuse by staff, inmates, visitors, contractors, or individuals/groups that have business with the Sheriff's Office, you must report it as soon as possible. You may report it to the Internal Affairs Unit and/or submit a grievance in accordance with the grievance procedure. If you file a report, you must include the names of all parties involved; the specific details of the incident(s), date(s), time(s), or place(s) of alleged incidents; and witnesses, if any. You may not be retaliated against for reporting an incident of abuse or for providing witness testimony. Internal Affairs may be contacted at (631) 852-3819.

3. The Sheriff's Office will conduct an investigation. The purpose of the investigation is to determine the nature and extent of the misconduct. You may be asked to give a statement and, if criminal charges are brought against the assailant, you may be asked to testify.
4. If you make a false allegation, you may be issued a disciplinary report.

## **B. SEXUAL ABUSE OR SEXUAL HARASSMENT**

1. The Prison Rape Elimination Act (PREA) was passed by Congress on September 4, 2003. The Suffolk County Sheriff's Office has established a zero tolerance policy concerning sexual abuse or sexual harassment from other inmates, staff or others.
2. The Sheriff's Office strictly prohibits the sexual abuse or sexual harassment of inmates in custody by any person.
3. If you believe you are a victim or suspect another inmate might be a victim of sexual abuse or sexual harassment, you must report it immediately for your safety. If you have experienced sexual harassment by staff, inmates, visitors, contractors, or individuals/groups that have business with the Sheriff's Office, you must report it as soon as possible. You may report the incident to:
  - a. any Correction Officer verbally or in writing,
  - b. any Medical or Mental Health Staff verbally or in writing,
  - c. the SCSO Internal Affairs Bureau by calling 631-852-3819,
  - d. by writing SCSO Internal Affairs Bureau at:  
100 Center Drive  
Riverhead, NY 11901 , or
  - e. By contacting the Crime Victim Center at (833) 282-4255.
  - f. by contacting a person outside the facility to make the complaint on your behalf.
4. An incident can be reported anonymously if you deem it necessary.
5. If possible, document details of the incident to help the investigation. Details such as :
  - a. names of the abuser
  - b. witnesses
  - c. time and date of the incident
  - d. location of the incident
6. An investigation will be conducted.
7. Allegation of sexual abuse and sexual harassment are very serious and if you make a false allegation, you may be subject to a disciplinary infraction.
8. Consensual sexual conduct with another inmate is strictly prohibited and will subject you to disciplinary charges, which can include but not limited to; disciplinary lock in, loss of funds, and/or loss of good time.

## **C. INMATE GRIEVANCE PROGRAM**

All inmates are entitled to file legitimate grievances and may do so without fear of punishment or reprisals. If you cannot resolve issues of concern by speaking with those involved, you may submit a complaint to the Grievance Unit. The grievance procedure is not an adversarial process, but an attempt to resolve disputes fairly and equitably within existing regulations. You may use the grievance procedures to resolve issues related to a specific incident or related to facility policies, how the policies are carried out, or the fact that there is no policy or rule about something affecting your incarceration. An inmate must file a grievance within (5) five days of the date of the act or occurrence giving rise to the grievance.

1. Inmates are required to file grievances in a responsible manner. A grievance shall be rejected by the Grievance Coordinator if it contains profanity, threats of physical harm, or language which demeans the character, race, ethnicity, physical appearance, gender, religion, or national origin of any person, unless it is part of the description of the grieved behavior and is essential to that description. A grievance also may be rejected or returned for any of the following reasons: It is vague, illegible, contains multiple unrelated issues, or raises issues that are duplicative of those raised in another grievance filed by the grievant.
2. If you have a complaint or problem:
  - a. Attempt to resolve it with the officer assigned to your particular housing unit.
  - b. If for some reason you and the officer are unable to reach an acceptable resolution, you may request and will receive a grievance form to fill out. You may request and receive assistance in filling out the grievance forms from staff. Only one issue is to be included on any Grievance Form. Use a separate form for each specific complaint.
    - 1) A grievance will be accepted on plain paper. The Grievance Officer will provide the proper form and require you to transpose your complaint.
    - 2) Should you include two or more unrelated complaints on one grievance form, the Grievance Officer will require you to submit each complaint on a separate form.
  - c. Give the completed grievance form to the officer. The grievance form will be forwarded to the Sergeant assigned to your housing unit. The Sergeant may attempt to resolve the grievance.
    - 1) If you have difficulty submitting the grievance to staff, you may place the grievance in the housing unit mailbox, the grievance box located in the Law Library or place it in an envelope and mail it to the Grievance Unit using the Riverhead Facility address.
  - d. If the issue is still not resolved, the Housing Sergeant will forward the grievance to the Grievance Coordinator.
  - e. Other methods of submitting a grievance include:
    - 1) Placing the grievance in a locked box provided in the Law Library.
    - 2) Placing the grievance in the mailbox on your housing unit.
    - 3) Mailing the grievance to the Grievance Unit via the US Mail.
  - f. Should you feel uncomfortable asking for a grievance form, you may submit a grievance on any plain paper you may have.
  - g. Your issue in the completed grievance form will be investigated and you will receive a written determination from the Grievance Coordinator within 5 business days. If additional information is required, you have two (2) days to comply with the request.
  - h. If you do not agree with the Grievance Coordinator's decision, you will have two (2) business days to appeal the determination to the Warden. You cannot appeal the acceptance of your grievance.
  - i. You will receive a written determination from the Warden within five (5) business days.
  - j. If your appeal to the Warden results in an unfavorable decision, you may appeal such determination to the State Commission of Correction within three (3) business days. You cannot appeal the Warden's acceptance of your grievance.
  - k. The Grievance Coordinator will forward your appeal to the State Commission of Correction within three (3) business days of receiving it and you will be provided with a receipt.
  - l. The Commission shall render a written determination on the grievance within forty-five (45) business days; you will be notified by the Grievance Coordinator.
3. Should you not hear from a Grievance Officer in a reasonable amount of time, you may send a written request to the Grievance Unit and/or submit another grievance.
4. **THE FOLLOWING DECISIONS WILL NOT BE SUBJECT OF A GRIEVANCE AND THEREFORE MAY NOT BE APPEALED TO THE WARDEN OR THE CITIZENS POLICY AND COMPLAINT REVIEW COUNCIL:**
  - Actual penalties and sanctions, and/or surcharges resulting from disciplinary hearings.

- Administrative segregation housing decisions.
- Issues that are outside the Warden's control. However, the policies or procedures leading to these decisions may be the subject of a grievance.
- Complaints pertaining to an inmate other than the inmate actually filing the grievance.

5. If you make a false allegation, you may be issued a disciplinary report.

## **VI. HOUSING ASSIGNMENTS**

### **A. OVERVIEW**

Sheriff's Office facilities contain some areas with single bunk cells, double bunk cells, and dormitory settings, which you may be assigned to. The Classification Unit will interview you, review your booking information and place you in the appropriate housing area. Housing assignments are not negotiable.

### **B. GENERAL HOUSING**

General housing is for inmates with no special needs or those who pose no threat to the safety and good order of the facility. You are not permitted to enter or congregate in any other inmate's cell/room within your housing area. Housing assignments are considered permanent unless changed by the Housing Sergeant. Inmates must not change bunks or cells without permission.

### **C. ADMINISTRATIVE SEGREGATION**

There are many reasons for Administrative Segregation. Should your behavior and actions become a danger to yourself and/or other persons, or the security and good order of the facility, the Facility staff has the right to segregate you. By statute, any continued confinement in "Administrative Segregation" will be reviewed periodically by the Correctional Staff. Within 24 hours of your administrative lock-in, you are entitled to written notice that you are the subject of "Administrative Segregation" and the reason for such action. After an Administrator has reviewed the facts, you will be informed.

### **D. DIRECT SUPERVISION UNITS:**

1. Direct supervision units encourage interaction between staff and inmates and are oriented to inmate-enrolled programs. The most important factors in determining which inmates are assigned to these units are classification level and institutional behavior. If you consistently demonstrate the ability to conform to the rules and regulations of the facilities and maintain your behavior in a manner consistent with the direct supervision approach, you may be selected for placement into these units. If you display insolent, disruptive, or violent behavior, you will not be eligible for these cell assignments.
2. Upon being housed in a direct supervision unit, you will be oriented on the rules of direct supervision. If you choose not to abide by these rules you will be removed from the direct supervision unit and reassigned. Depending on the rule violation, disciplinary action may be taken against you. This may affect your classification level and housing location assignment. Remember, you are responsible for your behavior and actions.
3. These units will have various amenities that will make your incarceration more pleasant and bearable. As with anything in life, added benefits come with added responsibilities, specifically work assignments. As the Sheriff's Office evaluates the effectiveness of these Units, additional similar units may be made available. The success of this special program depends on the inmates' cooperation and behavior.



## **E. LOCK IN / LIGHTS OUT**

Lock-in times are generally 6:30 a.m., 2:30 p.m., 8:30 p.m. and 10:30 p.m. However, you are required to lock in whenever you are directed to do so. The television will be turned off and lights will be lowered at 11:00 p.m. You may go into your cell and ask to be locked in at any time prior to lock in time. Wake-up is at 5:30 a.m. for breakfast and court preparations. Special late night consideration (i.e., specials or special sporting events) must be requested through the Resident Liaison Committee and submitted to the Operations Unit in advance. Each request will be reviewed by the Administration and a decision will be rendered.

## **F. OUTSIDE MEDICAL FACILITIES**

### **1. VISITING**

All inmates will be permitted one visit per day consistent with hospital visiting hours and rules. Only reading materials may be brought in to you. All other items must be brought to the facility.

### **2. TELEPHONES**

In addition to calls to your attorney, you are permitted two (2) five-minute phone calls daily to be placed by the officer.

### **3. CORRESPONDENCE**

All incoming mail will be searched for contraband. Outgoing mail will be forwarded to the correctional facility for mailing.

### **4. TELEVISION**

Television rental is permitted at your own expense as long as it does not interfere with the comfort of fellow patients.

### **5. RULE VIOLATION**

All applicable Correctional Facility rules and regulations apply. Violations of these rules while confined at the hospital may result in disciplinary action.

## **VII. MAIL**

**It is up to you to notify your family and friends of the restrictions explained below so that your mail is not rejected or delayed.**

### **A. CORRESPONDENCE**

1. You are permitted to send and receive mail. You may send mail by placing it in the collection boxes on your housing unit. If you are indigent, you may send up to 2 one-ounce letters per week at no cost to you. You may write to anyone except:
  - a. Sheriff's Office staff, current employees, current volunteers or current contract employee (this does not include facility business or requests - these are properly addressed to units and not individuals),
  - b. Victims of your crime, and
  - c. Other Suffolk County inmates (without the written approval of the Warden). Inmates wishing to correspond with inmates of this facility or others should complete a Request for Prisoner to Prisoner Correspondence form).
2. Mail is collected and distributed by the mailroom Monday through Saturday with the exception of postal holidays. The officer assigned to the mailroom will open all incoming mail to check for contraband. The officer will not read your mail but will remove money or money orders to be placed in your commissary account. As soon as the money is recorded you will be given a receipt. All legal mail will be opened and checked for contraband in your presence.

3. Mail containing obscene pictures / material and mail deemed as a safety or security threat to staff, inmates or the facility **will be** returned to the sender. If you wish to receive published materials from outside sources, you must complete an Inmate Request Form. The form will be forwarded to the facility commander for review and approval. All published materials from outside sources must be paid for in advance, and must be sent from the publisher or authorized vendor. Requests for major religious texts such as the Bible, Torah, or Koran must be submitted in writing on an Inmate Request Form to the Chaplain.
4. All incoming letters/packages must have the name of the person sending it and a return address on the envelope/package.
5. Other items not allowed in inmate's incoming or outgoing mail include:
  - a. Stamps or other postage,
  - b. Polaroid pictures,
  - c. Mail with drawings or writing (other than addressee and return address) on the envelopes. Any such mail received will be returned to the inmate/sender.
  - d. Mail which contains colored ink or drawings. (Letters should be in blue or black ink only)
  - e. Pictures larger than 5" x 7",
  - f. Cards larger than 6" x 9",
  - g. Correspondence or homemade artwork in correspondence that has any item affixed to it (excluding a mailing label that is affixed to the envelope) with glue or other types of adhesives, including tape. An unaltered, commercially manufactured greeting card, other than a battery operated greeting card, will be permitted.
  - h. Stickers,
  - i. Any type of fluids, to include lipstick, perfume, or other bodily fluids,
  - j. Pictures that contain nudity or are offensive and graphic, or
  - k. Hard covered publications with cover attached.
6. The facility may read mail sent to you if the Sheriff's Office has reason to believe it is a threat to the safety, security and good order of the facility.
7. You are permitted to receive magazines and newspapers directly from the publisher or reputable online vendors (example: Amazon.com, BarnesandNoble.com). Books, magazines and newspapers brought by visitors or sent through the mail will no longer be accepted at the facilities. No inmate may receive material that threatens the security of the facility such as information about making explosives, firebombs, weapons, escape devices, alcohol, poisons, or drugs.
8. **All outgoing mail must have your name and facility address in the upper left-hand corner of the envelope or package, or it will not be sent. Outgoing legal mail requiring certified/registered delivery will be collected by the Commissary Unit.**
  - a. Legal mail for indigent inmates is limited to \$15 per month. Should you require more mailings for your legal issues, exceptions to this rule will be evaluated by the Rehabilitation Lieutenant on a case by case basis.
9. **All incoming mail must also have proper return address and the name of the sender in the upper left hand corner of the envelope. All inmates should use the following address, regardless of facility assignment:**

**INMATE NAME (AS YOU WERE BOOKED), PIN NUMBER  
C/O SUFFOLK COUNTY JAIL  
110 CENTER DRIVE  
RIVERHEAD, NEW YORK 11901**

## **B. PACKAGES RECEIVED THROUGH THE MAIL**

1. Packages received through the mail will be required to have a sender's name and a proper address and should only contain the items that you are permitted to have. (Refer to Allowable Property List) It is your responsibility to advise the sender of the permissible items.
2. All items that are not permitted inside the Facilities will be treated as excess property and must be remitted out within thirty (30) days. You may remit these items to a visitor, donate them, or mail them out at your own expense; if the excess property is not remitted out it will be destroyed.

**NOTE:** You must have sufficient funds in your commissary account to mail out packages.

## **VIII. INMATE SERVICES / PRIVILEGES**

### **A. RESIDENT LIAISON COMMITTEE**

This facility has a Resident Liaison Committee. Ask in your housing area whom your representatives are. The inmates in your housing area have elected them to these positions. They may be able to answer some of your questions directly. Many problems can be solved through the R.L.C., which meets regularly with the administrative staff.

### **B. YARD AND RECREATION**

1. Yard and recreation (indoor or outdoor) will be at scheduled times. Your housing unit officer will notify you of the times.
2. An outdoor and indoor recreation program provides such activities as basketball, handball, volleyball and other sports activities for all inmates. Proper attire will be worn during recreation periods (i.e., sneakers, sweats, gym shorts, etc.). You must follow the officer's instructions when yard is in progress. You must walk quietly and in an orderly fashion when going to and returning from yard. You are not permitted to linger within 5 feet of fenced areas. Failure to abide by these rules may be cause for your return to your housing area immediately and a disciplinary report written.
3. For inmates who are under special security provisions, the administrative staff will review each case, and may impose alternate recreation provisions on the inmate.
4. **RESTRICTION OF RECREATION PRIVILEGES**
  - a. All restrictions of recreation will be reviewed by the administration. If an inmate is continually disruptive during recreation periods, the administrative staff may impose further restrictions and/or alternate recreation provisions on the inmate.

b. Recreation restrictions will not relieve an inmate of disciplinary charges where appropriate.

### **C. CLASSIFICATION UNIT**

1. The Classification Unit assigns inmates to housing and sentenced inmates to work assignments. Inmate requests for Protective Custody are forwarded to the Classification Unit. Housing assignments are not grievable or negotiable.
2. The Correction Division uses an objective classification system to determine your custody level. This system is also used to determine which facility you will be placed in and to place you in an appropriate housing unit.

## **D. WORK ASSIGNMENTS**

1. All medically cleared sentenced inmates must accept any task assigned to them.
2. If you are able to work, you will be assigned to a job depending upon job availability. Your job will be assigned through the Classification Unit. Your abilities, qualifications, and the availability of space on the job are considered.
3. Failure to report to or refusal to work is regarded as a rules violation. Absence from your job location without prior knowledge and permission from a staff member is not allowed.
5. Many job assignments provide on-the-job training, which can be of vocational benefit to you.
6. If you work irregular hours, you may be permitted recreational activity in designated areas at designated times.
7. You are expected to carry your share of the work, and to do any task assigned. You may be required by the officer/supervisor to do any job relating to the general duties of the work crew. You may, at times, depending upon facility needs, be assigned tasks unrelated to your present job. You may not refuse to perform those tasks as assigned.

## **E. CONDITIONAL RELEASE**

Any inmate sentenced to County time may be eligible for conditional release. Any inmate who is eligible for conditional release by a commission pursuant to subdivision two of section 70.40 of the penal law and who served a minimum period of thirty days in a local correctional facility may apply for conditional release. You may request an application for conditional release through the Classification Unit and you will be called for an eligibility interview.

## **F. REHABILITATIVE SERVICES**

The Rehabilitation Unit provides a large variety of services and special programs for you, the inmate. Some of the programs are listed in this booklet. For more information submit a request card to the Rehabilitation Unit.

### **1. PROGRAM FOR INCARCERATED YOUTH**

This program is for inmates who wish to improve their academic skills. The inmates in this program meet at least five days per week and class is limited to those students who are under 21 years of age. The Classification Unit will evaluate and notify the inmate of his/her eligibility to participate in the program.

### **2. HIGH SCHOOL EQUIVALENCY PROGRAM**

- a. This program enables inmates who dropped out of high school to earn their high school diploma, which may be the passport to better jobs, careers or higher education such as college or university.
- b. The program is offered in English and Spanish. Minor inmates attend class 5 days per week. Upon completion of the course, the students are then given the test and those who pass will be awarded a New York State High School Equivalency Diploma. Inmates who pass the exam but have been discharged or transferred to another facility can make arrangements with the Rehabilitation Unit to forward the diploma to them.

### **3. ENGLISH AS A SECOND LANGUAGE**

This program designed to assist persons who do not readily speak and understand the English language in becoming proficient in reading and speaking English.

#### **4. LIBRARY SERVICES**

The institution library has limited quantities of reading material such as novels and magazines located in the Law Library. The Rehabilitation Unit may limit/restrict the use of certain materials to the library reading area.

#### **5. LAW LIBRARY**

- a. The Law Library is available in the institution for use in doing legal research. Staff are available to assist you in the proper use of the law library computers. All housing units are scheduled to attend Law Library on an equitable basis. Anyone wishing to have extra time to use the Law Library may do so by submitting a request chit to the Rehabilitation Unit. New York State Commission of Correction Minimum Standards and other reference material are available for your use.
- b. If you require a notary, there is a sign up sheet in the Law Library or you may submit a request chit to Law Library.
- c. No law library reference material will be printed/photocopied. For legal cases all that is needed is to quote a "case" and "number". The courts have their own libraries to look up references.

#### **6. RELIGIOUS SERVICES**

- a. Regularly assigned chaplains for the institution conduct services each week. CATHOLIC, SPANISH CATHOLIC, PROTESTANT, JEWISH, MUSLIM, CHRISTIAN SCIENCE, BAPTIST, and JEHOVAH WITNESS SERVICES are available for regular services and individual counseling, should you desire it.
- b. BIBLE and QUR'AN STUDY groups are held regularly for those interested in enrolling in them.
- c. You may attend only the services of your designated religion. (Information given to booking officer) If you wish to convert to another religion, you may obtain the necessary information from a Rehabilitation Officer.
- d. For further information and religious service schedules you may send a request chit to the Rehabilitation Unit.
- e. Reasonable religious diets shall be afforded to qualified individuals for recognized religions via their religious representative and/or the Rehabilitation Unit.

#### **7. VETERAN AFFAIRS**

Veterans counseling is available upon request. A trained counselor will schedule a meeting with you.

#### **8. VOCATIONAL TRAINING PROGRAMS**

If you qualify, you may request to be enrolled in the Prisoner Vocational Work Program. This program provides education, hands on application and potential certification in the trades. Information on Pre-Apprenticeship training for application to local union councils is also available upon request. These programs are designed to prepare and qualify participants for post-release employment with possible job placement.

#### **9. WOMEN'S PROGRAMS**

Services for female residents include bible study, group therapy, and women's seminars. Periodically, special programs are also available. If you are interested in obtaining more information, submit a request chit to the Rehabilitation Unit.

## **G. ALCOHOL TREATMENT PROGRAM (A.T.P.)**

This program provides individual counseling and therapy for those who may have problems with alcohol. It also serves to provide information and education on the disease of alcoholism using films and other educational material. To enter this program you must use the inmate request/chit program. You must give a chit to the nurse personally in your housing area at the completion of regular medication rounds.

## **H. SUBSTANCE ABUSE SERVICES**

1. Submit a request chit to the nurse personally in your housing area at the completion of regular medication rounds. Address the chit to the Substance Abuse Counselor (offices are located in the Medical Unit), for individual counseling or the appropriate treatment programs and/or meetings.
2. The schedule for Alcoholics Anonymous and/or Narcotics Anonymous is located in the Rehabilitation Unit. You will be notified of the meeting after your name is placed on the list.

## **I. MARRIAGES**

Information on marriage is available through the Rehabilitation Unit Staff.

## **J. TELEPHONE CALLS**

1. Inmates must complete Voice Enrollment with the telephone system provider in order to utilize the telephones. Inmates will also select a PIN Number for use with the telephone system. Do not share this number with other inmates to protect your account.
2. Inmates are responsible to maintain the security of their access information.
3. An inmate may not use another inmate's access information.
4. There are telephones in each housing area for your use. Telephones are in service from approximately 8:00 a.m. - 10:30 p.m. Phone hours may vary due to facility/administrative needs. Your calls may be monitored and/or recorded. There is no telephone access during counts or facility emergencies.
5. You are not allowed to make calls:
  - a. to a victim of the crime for which you are incarcerated, unless requested in writing by the victim and approved by the Warden;
  - b. to a member of the public who requests in writing to have his/her telephone number blocked;
  - c. to any toll-free or emergency number (e.g., 800, 888, 911);
  - d. using three-way calling, call forwarding and calls through a call forwarding service using a local phone number;
  - e. using any other telephone access code but your own.
6. There is a Teletypewriter (TTY) in the Rehabilitation Unit for the hearing and/or speech-impaired inmates.

## **IX. LEGAL ISSUES**

### **A. CRIMINAL VIOLATIONS**

1. If any act constituting a crime in New York is committed against you by anyone, you may press charges against that individual. If such an act occurs, it is your duty to notify the staff so that they may take whatever action they deem appropriate.

2. Any act that you commit that constitutes a crime may also be handled as misconduct within the facility. Disciplinary action may be taken in addition to criminal prosecution.
3. All laws of the New York apply to you while you are in custody and criminal charges can be filed against you.

## **B. DNA COLLECTION**

Under certain circumstances and pursuant to New York State Executive Law, Section 995-C, Article 49-B, you may be required to have a blood/buccal sample taken by the Suffolk County Correctional Facility's qualified staff. Information on this law can be obtained in the Law Library, or ask a Classification Officer to explain it to you.

## **C. MEGAN'S LAW REGISTRATION**

1. If you have been convicted of certain sexual offenses, you will be required to register with the New York State Department of Criminal Justice Services upon your release.
2. If you are already registered, you must complete the required change of address worksheets each time you are incarcerated or released. The Sheriff's Office will help you with this.

## **D. SENTENCE CALCULATION QUESTIONS**

If you have any questions regarding your sentence calculation, you should send a CF-7, Inmate Request form, to the Records Office. If the response does not answer your question or resolve the issue, you must file a writ to Supreme Court through the Rehabilitation Unit.

# **X. MEDICAL SERVICES**

## **A. MEDICAL HEALTH SERVICES**

1. Medical services provided at the facility include routine physical check-ups by a doctor or other qualified practitioner for regular illnesses, and the distribution of medication when it is needed.
2. Special services are provided when there is an extreme need to see a doctor other than the institutional doctor, or when medical attention other than what is provided by the facility is needed. In these cases, the inmate will be transported to the proper facility.
3. Dental care, not limited to extractions, is provided according to a system of treatment priorities where the health of the inmate would otherwise be adversely affected, as determined by a dentist. Submit a request form to the Medical Unit.
4. Medications prescribed by the Medical Unit or other medical facility will only be dispensed after the proper paperwork is approved. The nurse's presence is announced in the housing area on each of the nursing rounds. The nurses will advise/counsel the inmate as needed and explain the medication procedure.
5. Prescription and/or over the counter medications found in newly admitted inmate's property will be secured in the jail pharmacy and returned to the inmate upon discharge. Medications and their return to discharged inmates will be evaluated on a case-by-case basis supervised by the facility pharmacist.
6. Upon request, personally owned medical paraphernalia such as crutches and blood testing machines may be remitted out.
7. Inmate Responsibilities:

- You must report to the nurse on the housing area for your medications.
- You have the responsibility to follow any recommended treatment plans to include proper use of medications and dietary changes to improve your overall health. You have the right to decline treatments/medications and will be asked to sign a waiver for medical care if you refuse such recommendations.
- You have the responsibility to provide medical staff with accurate and truthful information regarding medical history, medications and detox/withdrawal risk upon intake assessment.
- You have the responsibility to respect medical staff as professionals.
- You have the responsibility to keep your medical information confidential.
- You have the responsibility not to provide any other person your medications or other prescribed items.
- You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or contracting of an infectious disease.
- You have the responsibility to be familiar with the policy to obtain your medical records.
- You have the responsibility to address your concerns in the accepted format, such as the request chit process (non-emergent) or to medical via the housing officer (emergent)

## **B. MENTAL HEALTH SERVICES**

Psychiatrists, Psychologists and Psychiatric Social Workers are available for individual and/or group therapy upon request. In addition, help is available for contacting community agencies, which may be helpful in meeting the needs of the inmate-patient or the inmate-patient's family. Transition Case Managers are available to assist inmate-patients with mental illness to access clinical supports upon their release from the facility. These supports include access to medications necessary to maintain stability, housing and ongoing community case management after discharge from the facility.

## **C. HOW TO REQUEST HEALTH SERVICES**

1. The nursing staff makes rounds daily to all housing units. If you require medical attention, submit a request chit to the nurse during these rounds. Request chits can be obtained from the medical staff. **Any and all requests to Medical, Mental Health and Dentist will be submitted through the nurses on assigned rounds.**
2. If there is a medical emergency, contact the officer on duty immediately. If you feel you may have been exposed to the A.I.D.S. virus, chicken pox, TB or any other contagious ailment, you may request to see a facility medical practitioner.

## **D. PERSONS IN CRISIS**

1. There are times when an inmate may believe they have already tried everything to solve their problems and the situation just seems hopeless. Fear, anxiety, anger, confusion, inadequacy, guilt, and grief are common. Some people may do almost anything to escape it, including hurting themselves.
2. There are many ways that people have of telling others just how bad they feel. You may hear them saying:
 

"I can't take it anymore"	"It won't matter soon"
"My family would be better off without me"	"I am no good anyway, and I wish life were over"



3. Sometimes people think they may want to commit suicide because they hurt so much. They may make changes in their behavior, such as:
  - Neglect of appearance or health.
  - Drawing away from close associates.
  - Collecting pills or other medications.
  - Cutting or burning themselves.
  - Always appearing tired.
  - Talking about death or dying.
  - Giving away possessions.
  - Refusing visits from family or friends.
4. You can help your fellow inmate by staying calm, showing your concern and listening to what they say with respect. Support their efforts to seek a solution encouraging them to speak with mental health staff.
5. It is important to bring behaviors and statements, which may indicate emotional problems and a risk of self-harm to the attention of a staff member or mental health worker. You can help.

## **XI. PROPERTY**

### **A. GENERAL INFORMATION**

1. Newly arriving inmates will be issued a Property Inventory Sheet itemizing all items received by the Sheriff's Office. All inmates are responsible for maintaining possession of their Property Sheet. When going to court or being discharged from the facility, inmates must present this form to the Property Officer so that the correct property is returned to them.
2. If an inmate has excess personal property upon arrival, an Excess Property Sheet is completed. Excess property is any item(s) that will not fit in the Personal Property Bag or above allowable limits. An inmate that has excess property has thirty (30) days to either:
  - remit the property out during a visit
  - mail the property at his expense
  - authorize disposal of the property
3. After thirty (30) days, the Sheriff's Office may dispose of the property as a sanitation and health risk.
4. An inmate shall not loan, trade, sell, give or transfer property to another inmate.

### **B. AUTHORIZED INMATE PERSONAL PROPERTY**

1. Instruct your family to send or bring only items that you are permitted to have in your cell. Exceptions are two (2) sets of court clothes, one outer garment (1 coat or jacket) and one (1) pair of personal footwear for Court and/or discharge. Current clothing in the Property Section must be remitted out prior to receiving new items.
2. Inmates will be permitted one (1) carton or issued property locker for storage of personal items in their cells. Black, blue, orange, gray or camouflage colored garments, and clothing with writing or advertising are not allowed. Clothing with pockets, zippers, or hoods are not allowed.
3. Newspapers will be disposed of within one week except for articles relating to your case.
4. You are allowed 1 (one) plain wedding band. Wedding bands with stones are not permitted. Upon admission all other jewelry will be confiscated and placed in your personal property. On occasion the Clergy will give out religious items. You are permitted to possess this item in your housing unit and during religious services. You may wear religious headgear (yarmulke and kufi) while walking through the facility. Rosary beads must not be worn but may be carried in your pocket to congregate service. For more details see Personal Inmate Property chart in the back of the book.

### C. CONTRABAND

1. Contraband is defined as:
  - a. Any item identified by the **New York State Commission of Correction Minimum Standards Section 7002.4**;
  - b. any article or substance the possession of which would constitute an offense as that term is defined in the **New York State Penal Law**;
  - c. any deadly weapon, as such weapon is defined in subdivision 12 of section 10.00 of the Penal Law;
  - d. any article or substance the possession of which is specifically prohibited by written facility regulations;
  - e. any article or substance that poses a substantial sanitation or health threat to the facility, inmates or staff members.
2. You may not have any item in your possession, or under your control, that was not issued to you by the facility, purchased by you through the commissary, and/or otherwise approved for you by the facility.
3. If you become aware of contraband anywhere within the facility or on the grounds, you must report it immediately to a staff member.
4. Contraband includes, but is not limited to:
  - a. money;
  - b. implements of escape;
  - c. medicines except those sold through commissary according to facility procedure;
  - d. drugs which are prescribed but you are not authorized to have;
  - e. drug paraphernalia;
  - f. intoxicants or materials used for fermentation;
  - g. poisons;
  - h. weapons;
  - i. property of any other persons;
  - j. any item that you have that poses a danger to others;
  - k. any petition or other unauthorized writing which is apparently intended for distribution or circulation;
  - l. any item that has been altered from its original condition;
  - m. any item used to show a gang affiliation, and/or;
  - n. unauthorized electronic or battery operated device.
5. Any item deemed to be contraband, but not considered evidence, will be destroyed.

### D. RELEASE OF INMATE PROPERTY AND MONIES

An inmate may designate, in writing, persons to receive property or money confiscated upon admission. Property or money will only be released to persons designated by the inmate when, the following criteria are met:

1. Such person has provided adequate identification,
2. Such person signs the property inventory sheet,
3. The inventory sheet has been amended to reflect the release of each property item,
4. If an inmate is not able to designate a person to receive property, or if the designee refuses such property, and if such property cannot be stored within the facility because such storage would present a substantial facility health and sanitation threat, such property may be destroyed.

## **E. AUTHORIZED COUNTY ISSUED PROPERTY**

1. Upon admission, you will be issued 2 sets of green uniforms, 2 sets of undergarments, 2 pairs of socks, 1 pair of sneakers, 1 blanket, 2 sheets, 1 towel, and an admission kit (spoon, cup and toiletries). Upon release you will be required to return these items (except admission kit) in the condition received. Any item issued to inmates by the county shall not be sold, traded, altered, etc. You are liable for all property issued to you.
2. The pants and shirts that you are issued shall be worn to all work details and to all scheduled facility activities (e.g., school, law books, religious activities, etc.). Sweat clothes (dark green only) and thermal underwear (white only) may not be worn under county issued clothing unless participating in outdoor recreation or when attending court outside the facility.
3. Aside from the items previously stated, there will be no other county property in the possession of inmates without permission. Remember, all excess items, whether county or personal, are considered contraband and subject the holder to disciplinary action.
4. Issued items allowed in cell:

2 Sheets	1 Blanket
1 Towel	1 Admission kit
2 Uniforms	1 Pair of sneakers
Additional items as issued to working inmates	
5. You may wear authorized clothing items (e.g., sweat clothes, T-shirts, shorts, etc.) during unit recreation, in cells, dormitories, in the yard, to the gym, or to other recreational activities for which sportswear is required.
6. Jackets will be provided for inclement weather or any other outside activity. You are not permitted to keep jackets in your housing area and they must be returned upon entering the facility.
7. If you are assigned to a special work area you will be provided any special clothing or protective equipment as required.
8. Any changes in allowable items will be posted throughout housing area.

## **F. PROCEDURES FOR INMATES LEAVING THE FACILITY TO SERVE SENTENCES IN STATE INSTITUTIONS**

1. If you are sentenced to serve state time, it is in your best interest to immediately remit out through visiting, or mail with your available funds, all personal property except for the following items that you may bring with you:
  - Legal work
  - Wedding band
  - Religious books
  - Religious articles
2. **County uniforms and county sneakers may not be worn when traveling to state facilities. You must provide one set of personal clothing and footwear for transport.**
3. Any personal property that is left at the Suffolk County Correctional Facility after you are sent to the State Facility will only be held for thirty (30) days from your date of discharge after which it will be disposed of in accordance with the New York State Law.

## G. CELL CONTENT LIMIT

While in General Population, you are permitted to have the following items in your possession:

1. County issued clothing items;
2. Commissary items and personal property in quantities indicated in the Allowable Personal Inmate Property List;
3. Your prescribed self-medication authorized for personal possession.
4. You may have up to 1 cubic foot (12" X 12" X 12") of printed materials including soft covered books, magazines, newspapers, periodicals, pamphlets, advertisements and other printed articles, etc. (any combination). These items must be neatly stored so that they do not create a health or fire hazard.

## H. COMMISSARY

1. Commissary items are available to you twice per week. In order to receive items from commissary, you must have the necessary funds in your account, two (2) days prior to delivery day to cover your order. Fill out and submit a commissary slip to the officer in charge of your housing area, unless you are using a Primonics station. **If your commissary order form is not completely and properly filled out, it will be rejected.** Your order will be delivered to you, and after checking all items, you must sign and return the commissary slip to the Commissary Officer. Once the commissary slip is signed the sale is final.
2. Items on the commissary list and the prices of those items may change without notice due to price fluctuations and merchandise availability.
3. Cosmetics ordered through commissary will be ordered and stored in quantities of two (2). Example: only (2) shampoos are allowed. Quantities above two (2) will be considered disposable contraband and will be disposed of as such by the Property Officer or Property Clerk.
4. Disposable contraband is considered any cosmetic items, foodstuffs or periodicals in excess of what you are entitled to have.
5. No commissary items will be remitted out of the facility for any reason.
6. Inmates may be placed on a medical restriction, based on dietary needs, to be determined by the Medical Unit.

### DELIVERY SCHEDULE

Submit slip or order by 7 a.m. Monday and Wednesday for delivery on Tuesday and Thursday.

## 7. NO FUNDS COMMISSARY

Inmates who have no funds or less than \$1.00 in their commissary account for more than one week are entitled to: paper, envelopes, pencil, and toothpaste. A toothbrush is available upon request. No funds commissary will be delivered on Thursday at the Yaphank Facilities and Friday at the Riverhead Facility.

## XII. RULES

### A. GENERAL RULES

1. Staff members will give you directions and/or instructions when needed. All directions and/or instructions are considered orders and must be followed promptly. It is not necessary for staff to

say, "This is a direct order" for orders and directions of staff to be considered a direct order. If you fail to do so, you may be issued a disciplinary report.

2. All orders must be followed quickly and carefully. Even if you feel that an order is not proper, you must first follow the order. Inmates will not be disciplined for making written or oral statements or requests regarding changes in facility conditions, policies, rules, regulations, or laws affecting the facility. (Refer to Grievance section). However you must not incite others to protest, as this is against facility rules.
3. You are expected to approach staff with respect and courtesy. Calling of a staff member by a first name or nickname is not permitted. Staff should be addressed by their title (Captain, Doctor, etc.) or by "Mister" and if their last name is known ("Mister Smith," etc.) or by "Sir" if their correct title or last name is not known. For women, the appropriate Mrs., Ms., Miss., Ma'am, etc. should be used.
4. If you have received conflicting orders from different staff members you must follow the last order given.
5. Things may happen that are not covered by specific rules. If this happens you should ask a staff member for help or direction.
6. Tampering with or destroying county property is not permitted.
7. When moving throughout the facility you must stay to the right side of the corridors unless otherwise directed by an Officer.
8. Gang activity is prohibited within the facilities. Any clothing, property or documents with gang markings will be considered contraband and will be confiscated. The display of hand signs indicating gang membership or communication is strictly prohibited.
9. You may not possess or circulate any petitions or place any signs or posters anywhere in the facility.
10. You and other inmates may not hold any unauthorized group meetings or form any organizations.
11. Inmates will not be permitted to transfer funds between inmate accounts for any reason. Inmates are not allowed to exchange or give away commissary items.
12. Gambling is not permitted. This includes play money and/or commissary items, etc.
13. Masturbation, or any other type of sexual behavior, will not be tolerated. This includes the placement of the hands inside the pants in the dayroom, recreation yard, law library, hallways, etc. Inmates who engage in this type of activity will be subject to disciplinary action.
14. Practicing martial arts such as judo, karate, or other arts of self-defense and drilling or marching are not permitted.
15. Inmates are not allowed to engage in scuffling, horseplay, or similar activities. Disciplinary action and/or being placed in segregation will result.

## **B. HOUSING UNIT RULES**

1. The operation of Housing Units varies from facility to facility. Follow the directions given to you by Housing Unit staff.
2. Beds must be made daily and your cell must be clean and orderly.

3. Sheets and a blanket are provided for your sleeping comfort and must be used on your bed and not used for any other purpose. Towels are provided for showering and must not be used for any other purpose. Sheets will be laundered on the specific day scheduled for your housing area.
4. Loud talking, whistling, singing, or any other form of noisy behavior is not allowed in the housing area. Talking after lights out is not permitted.
5. Passing of items between cells is not allowed.
6. Changes to your cell or bed assignment are not allowed without approval of your Housing Area Sergeant.
7. Nothing is to be affixed to the bars, vents, windows, beds/bunks, walls, or cell doors.
8. You are responsible for the things in your cell or living area and you will be held accountable for any contraband found on your person, among your belongings, or in your cell or living area. If you share a cell with others, any contraband found in common areas will be considered yours, whether it belongs to you or not. You should check your cell or living area, before you leave and when you return, to make sure that no contraband is present. If you find any contraband, you should immediately tell a staff member.
9. You are responsible for the personal property in your possession. The facility will not be responsible for articles lost, stolen, or damaged.
10. You are not allowed to enter any cell other than your own, or to allow any other inmate to enter your cell unless he/she is assigned to the same cell.
11. The top tier walkway of the housing units are to be used for movement only. The walkway is for moving to and from your assigned cell, restroom, shower, or stairs only. The walkway is not to be used for walking laps or loitering in any form.
12. You are responsible for the cleanliness of your cell or living area and you must keep the toilet, washbasin, and all other fixtures neat and clean at all times. If repairs to cell fixtures or equipment are needed, you must report it to a housing unit officer.
13. You must be completely dressed when out of your cell or living area except for showers. Sweat clothing may be worn to the yard/gym and for use in the dayroom only.
14. When the signal is given for a count, you must immediately stand by your cell door or bunk so you are clearly visible to the officer taking the count. You must remain silent during count. If it is necessary to take a recount, you must go through the same procedure. When the count is completed, you will be notified by an announcement. Counts taken after evening lockup will be silent counts and, except for you being visible to staff, the above does not apply.
15. Throwing trash on the cell floor, the tier, the housing unit floor, or out of windows is not allowed. All trash must be put in the trashcans or containers provided.
16. Shower facilities and clothing are provided for you, and you are expected to make every effort to maintain acceptable personal hygiene, be neatly dressed, and conscious of your personal hygiene at all times. If personal cleanliness (failure on your part to keep clean) becomes a problem, staff members will notify you and you are required to correct the situation. If you refuse to maintain personal cleanliness, you may be issued a disciplinary report.

### **C. DISCIPLINE POLICY STATEMENT**

1. Discipline is a standard of acceptable behavior and conduct in everyday life so that a detention

facility can be an orderly, self-respecting community.

2. Disciplinary action is essential in correctional treatment in order to enforce the rules and procedures, provide protection for all staff members and inmates and to ensure the health, safety, and security of all persons within the Correctional Facility.

#### **D. DISCIPLINARY PROCESS**

Discipline is a progressive process. You may enter the disciplinary process at any point depending upon the severity or seriousness of your violation of facility rules. Disciplinary sanctions may vary from verbal warning up to confinement in a specialized disciplinary housing unit designed to manage or affect negative behaviors that seriously threaten facility safety and security or the health, safety or well-being of facility staff or other inmates.

##### **1. DISCIPLINARY HEARING BOARD**

The Warden has appointed several officers, that shall remain impartial, to serve as Hearing Officers or members of the Hearing Panel during the Disciplinary Hearing.

##### **2. PENAL LAW APPLICATION**

- a. The New York State Penal Law applies to everyone in the State, including inmates within Correctional Facilities. Thus, behavior, which violates the Penal Law, may be referred to the District Attorney for prosecution. For example, inmates who have committed arson, assault, escape, etc., within this facility will be prosecuted for the crime, and in addition, be considered for disciplinary charges within the facility. Copies of the Penal Law are available to all inmates in the Law Library.
- b. The offense "Aggravated Harassment of an Employee by an Inmate" (New York State Penal Law, section 240.32) makes it an E felony for an inmate in a Correctional Facility, with intent to harass, annoy, threaten or alarm, or cause or attempts to cause an employee of the facility to come in contact with blood, seminal fluid, urine or feces by throwing, tossing or expelling such fluid or material.
  - 1) In addition to being classified an E felony with a maximum term of as much as five (5) years, this law also contains a plea bargaining restriction, mandating that an inmate charged with this offense plead to at least a class E felony offense.

##### **3. FACILITY RULES**

Violations of the following rules within the Suffolk County Correctional Facility or its jurisdictions (i.e., court facilities, or any outside appointment) will be cause for disciplinary action. Remember that in addition to disciplinary action, violation of the rules listed in this booklet may be cause for criminal prosecution under the Penal Law. Furthermore, if your behavior has caused an immediate threat to safety and security of others or towards the facility, you may be locked in Administrative Segregation pending your disciplinary hearing. Repeated violations will automatically be considered the higher class of infraction.

#### **E. CHARGEABLE INFRACTIONS**

##### **1. ARSON - A / B**

- 1.01 Intentionally setting fires, burning property, or cooking within your housing area.

##### **2. ASSAULT / ATTEMPTED ASSAULT - WITH OR WITHOUT A WEAPON - A / B / C**

- 2.01 Inflicting or attempting to inflict physical harm to a staff member, or any other person.
- 2.02 Self inflicted injury.

**3. FIGHTING - A / B / C**

- 3.01 Fighting with another inmate. (Fighting with a weapon will always be considered a Class A infraction).
- 3.02 Engaging in unauthorized sparring, wrestling, horseplay, body punches or other forms of disorderly conduct.
- 3.03 Offensive or defensive tactics (i.e., martial arts) shall not be practiced nor instructions given to others.

**4. AGGRAVATED HARASSMENT - A / B**

- 4.01 Spitting or propelling body fluids, (blood, urine, feces, seminal fluid and/or saliva) thereby posing a health threat, which harass, annoys, threatens or alarms an individual.
- 4.02 Throwing or propelling by any means cleaning supplies, hygiene products or other materials, which may pose a danger to others.  
**NOTE:** Using any of these items to intentionally injure another individual may also constitute assault with a weapon and be referred for criminal charges.
- 4.03 Exposing an individual to body fluids (blood, urine, feces, seminal fluid, and/or saliva) directly or indirectly.
- 4.04 Throwing any item at Correctional Staff not listed in items 4.01 and 4.02 above.  
**NOTE:** Any prisoner who: (1) engages in unhygienic acts as outlined in items 4.01 and 4.02 above, or (2) who uses food or food service equipment in a manner that constitutes a threat to the safety or good order of the facility, or the health or safety of any person, may be provided with alternative meals in addition to any other imposed sanctions.

**5. ESCAPE / ATTEMPTED ESCAPE - A / B / C**

- 5.01 Escape, attempted escape, conspiring to, or being an accessory to escape.
- 5.02 Absconding from a work detail.
- 5.03 Tampering with restraints - Removing, attempting to remove, possession of a tool or device to remove, including handcuff key.

**6. BRIBERY AND EXTORTION - A / B**

- 6.01 Bribing/extorting or attempting to bribe or extort any person.
- 6.02 Requesting, demanding, or soliciting goods or services of any persons.
- 6.03 Gambling.

**7. SECURITY COUNTS - A / B / C**

- 7.01 Delaying, interrupting, or distracting an officer during the counts.
- 7.02 Failures to lock-in, go to your bunk, or report to a count area promptly.

**8. INTOXICANTS - A / B / C**

- 8.01 Being intoxicated or under the influence of either alcohol or misused drugs.
- 8.02 Making an alcoholic beverage or being in possession of material to make such beverage.

**9. RIOTING, DISTURBANCES AND DEMONSTRATIONS - A / B / C**

- 9.01 Any action taken which is intended to, or results in, the taking over of any areas of the facilities, or acting in a group engaged in any violent conduct, or threat to the safety or security of the facility.
- 9.02 Violent conduct or conduct involving the threat of violence.
- 9.03 Leading, organizing, inciting, participating, or urging others to participate in work stoppage, sit-ins, lock-outs, or other actions which may interrupt the order of the facility, and/or encouraging others to disobey orders given by staff members which causes or is intended to cause a disturbance or riot.

**10. UNAUTHORIZED GROUPS OR ORGANIZATIONS - A / B / C / D**

- 10.01 Participating in an unauthorized group or organization, including gangs, possession of clothing with gang markings, displaying and/or possessing gang symbols, gang graffiti and/



or gang related paraphernalia. Using hand signs, codes, symbols or anything that is associated with gang activity.

**NOTE:** All groups or organizations must be approved by the Administration.

- 10.02 Security Threat Group (STG)- Recruiting - Recruiting or attempting to recruit inmates into a criminal gang or security threat group.

**11. IMPERSONATION - A / B**

- 11.01 Impersonating a staff member or any other person in any manner.
- 11.02 Possession of security keys, badges, staff member's identification, clothing, etc.
- 11.03 The wearing of any article that inhibits the identification of and/or alters the appearance of an inmate.
- 11.04 Possession of another inmate's identification.

**12. CONTRABAND - A / B / C / D - (SEE DEFINITION OF CONTRABAND ON PAGE 4)  
POSSESSION, USE OF, SMUGGLING, HOARDING OR ATTEMPTING TO POSSESS, USE,  
SMUGGLE OR HOARD:**

- 12.01 Dangerous weapons or material to make such a weapon.
- 12.02 Controlled substances/Marijuana/Unlawful substance.
- 12.03 Alcoholic or intoxicating beverages (homemade or distilled).
- 12.04 Medicines except those sold through commissary according to facility procedure.  
**NOTE:** Currently, Tylenol can be purchased through the Commissary Unit. Purchases are limited to two (2) packets for each commissary order, any amount over 6 (six) packets will be considered to be excessive. More than one (1) opened package of approved Tylenol will be considered contraband and confiscated.
- 12.05 Tobacco products.
- 12.06 Lighting material.
- 12.07 Money or checks.
- 12.08 Excessive commissary (cosmetics).  
**NOTE:** Items will be taken and destroyed (Refer to Commissary Section)
- 12.09 Excessive clothing, linens, bedding, or personal clothing not permitted.
- 12.10 Possession of property belonging to another inmate, staff member, or property belonging to other facility services or common areas.
- 12.11 Unauthorized jewelry.
- 12.12 Unauthorized hairpieces.
- 12.13 Unauthorized cleaning supplies.
- 12.14 Tattooing device.
- 12.15 Any object deemed by definition to be contraband.
- 12.16 Possession of any obscene or sexually explicit material.
- 12.17 Unauthorized Transfer of Property - Unauthorized selling, trading, giving, loaning, or receiving of any item or property, or charging for services.

**13. SEX OFFENSES - A / B / C / D**

- 13.01 Sexual behavior not acceptable in a correctional environment (engaging in sexual acts).
- 13.02 Making sexual proposals or sexual threats to a staff member or any other person.
- 13.03 Indecent exposure, improper touching of oneself or others, or lewd display toward, or in front of another person.
- 13.04 Displaying sexually explicit material - Display of any sexually explicit material on wall, furniture, personal or county property, where it is within plain view of staff or other inmates.

**14. PROPERTY (COUNTY OR PERSONAL) - DESTRUCTION OF, TAMPERING WITH, THEFT OF,  
OR DEFACING - A / B / C / D**

- 14.01 Windows, doors, locks, gates, plumbing or electrical fixtures, housing area walls, bars, etc.
- 14.02 Issued Identification.
- 14.03 County property, issued clothing, linens, equipment, food or drink.
- 14.04 Inmates shall not, at any time, be in possession of clothing which is not issued or authorized

by the facility.

- 14.05 Intentional destruction/tampering or alteration of any item from its original authorized, or intended purpose. **NOTE:** This may also constitute possession of a weapon.
- 14.07 Touching the walls of any corridor, or any equipment therein (i.e., fire alarms, emergency switches, etc.).
- 14.08 Standing on tables, chairs, benches or other objects not designed for that purpose.
- 14.09 Placing your feet on tables, chairs or benches.
- 14.10 Using a PIN/Telephone PIN number other than the number assigned to you.

#### **15. HARASSMENT - A / B / C / D**

- 15.01 Threats, verbal, written, or gestured, towards staff members or other inmates.
- 15.02 Insolence, rudeness, or disrespect toward a staff member.
- 15.03 Use of obscene, abusive and/or biased language, either gestured or spoken.
- 15.04 Threatening, harassing, or interfering with a K-9 Unit.

#### **16. LITTERING - A / B / C / D**

- 16.01 Littering within or outside of any Sheriff's Office Facilities, including housing areas.

#### **17. FAILURE TO COMPLY - A / B / C / D**

- 17.01 Failure to obey a direct order.
- 17.02 Interference with a staff member in the performance of his/her duties.
- 17.03 Failure to give proper ID, or display ID properly.
- 17.04 Failure to comply with facility rules or instructions given by Staff members.
- 17.05 Failure to comply with pat or strip search procedures.
- 17.06 Filing or making a false report or complaint.
- 17.07 Failure to lock in or go to assigned room/cell, or designated area when directed to do so.
- 17.08 Being in an unauthorized bed/room/cell or changing of bed/cell/room without authorization.
- 17.09 Failure to keep your person or living area clean. Failing to follow or participate in the cleaning schedule.
- 17.10 Malingering, or feigning illness in order to avoid work, other institutional assignment or to obtain unnecessary medical treatment or medication.
- 17.11 Failure to participate in work assignments.
- 17.12 Loud and boisterous behavior is prohibited.
- 17.13 Failure to comply with facility telephone procedures or abusing telephone privileges.
- 17.14 Sending a written communication to another area by means other than accepted facility procedures.
- 17.15 Hanging, or utilizing a clothesline.
- 17.16 Placing or storing any item, personal or otherwise, (i.e., cups, hygiene/commissary items, sheets, blankets, towels, etc.) on cell bars that hinders or obstructs an officers view.
- 17.17 Failure to make your bed (either military or hospital style) before leaving your housing unit.
- 17.18 Attempting to manipulate your housing assignment through deceit or refusal.
- 17.19 Unauthorized access to the internet - Unauthorized access to the internet through the use of a computer, computer system, network, communication service provider or remote computing service.
- 17.20 Removing, or attempting to remove, your identification bracelet.
- 17.21 Providing Sheriff's Office officials, or officials from other governmental entities, false oral or written statements for any purpose.
- 17.22 Refusing to provide a DNA sample when they meet the criteria set forth in Article 49-B of the New York State Executive Law qualifying a person as a designated offender.
- 17.23 Alerting of Approaching Staff - Alerting or attempting to alert other inmates to the approach or presence of staff.
- 17.24 Quitting or being Fired from a Job - Quitting without staff approval or being terminated from a job or program without staff approval because of misconduct, poor performance, tardiness, shirking duties, unexcused absence, etc.

#### **18. MOVEMENT THROUGHOUT THE FACILITY - A / B / C / D**

- 18.01 Failure to yield to a staff member, or stay to the right.
- 18.02 Exchanging of verbal or physical gestures by inmates during movement.
- 18.03 Being out of place or lingering in an area of the facility, leaving an assigned area without authorization or entering a restricted area without authorization (i.e., an Officer's Station or Janitors' Closet).
- 18.04 No loitering in shower/bathroom areas.
- 18.05 Being improperly dressed and/or dressed in a revealing or inappropriate manner in or out of the housing area. You must be properly dressed when going to or returning from the shower/bathroom areas (a minimum of footwear, gym shorts and a T-shirt will be worn. Wearing just a towel wrapped around one's self is prohibited).
- 18.06 Wearing unauthorized headgear in prohibited areas or when traveling throughout the facility.
- 18.07 No running in the housing units, corridors or stairwells.
- 18.08 Being in a restricted area.

**19. SPRUNG SPECIFIC RULES - A / B / C**

- 19.01 Touching the chain-link fence.
- 19.02 Placing or storing any item, personal or otherwise, on the chain-link fence.
- 19.03 Throwing or placing any item, personal or otherwise, over the chain-link fence.
- 19.04 Failing to follow or participate in the cleaning schedule.

**20. MISUSE OF COMMISSARY PRIVILEGES - A / B**

- 20.01 Having someone put money in another inmate's Commissary account for your use.
- 20.02 Ordering items from the Commissary and giving the items to another inmate.
- 20.03 Bartering or gambling with Commissary items.
- 20.04 Holding Commissary money in your account for another inmate.

**F. SANCTIONS**

If the Disciplinary Hearing Panel determines that your behavior has been a violation of the facility rules, it may impose one (1) or more of the following sanctions:

- Depending on the nature and circumstances surrounding the incident, the seriousness of the incident, and your prior history of violations, the Hearing Panel will determine the infractions to be one of either a Class A, B, C, or D infraction. (Described below).
- If you have been found in violation of the same facility rule two (2) times prior to the incident any new violation of the same rule may be raised to a higher-class infraction.
- You may be responsible to make reparations for medical treatment of facility staff, any vandalism or destruction of property (County and/or Personal).
- A disciplinary surcharge, not to exceed \$25.00 per guilty charge, may be imposed in addition to any other sanctions given for each rule violated.

**NOTE:** See Minimum Standards section 7006.9

**G. CLASS A INFRACTION**

This is serious misbehavior, which causes an immediate danger or threat to another person, or jeopardizes the safety and security of the institution.

**SANCTIONS THAT MAY BE IMPOSED FOR A CLASS A INFRACTION:**

- Confinement to cell/room or a special housing area with the loss of privileges not to exceed one year (365 days) for each infraction.
- Loss of specified amount of good time. All good time calculated upon sentencing may be taken. Good time may be credited back through the appeals procedure outlined in this guide.
- Loss of one or more privileges for a specific period of time, i.e.: commissary (except hygiene products one of each type, and legal items), rehab programs, work assignments, or tier rep. positions.
- Restitution for the loss or intentional damage of property (another person's or county) will be taken from your existing or future inmate account funds.

- Loss of visitation for a specific amount of time and/or restriction of contact visits.
- The Disciplinary Panel may delay action on an infraction and/or give an inmate a verbal warning. If the inmate has no further incidents which violate the rules and regulations of the facility for a specified period, the charges against the inmate will be dropped and no delayed sanctions will be imposed (this is like a probationary period). This does not include surcharges.

**NOTE:** A visiting/recreation restriction and/or loss of all good behavior allowance may be imposed by the administration if misbehavior continues.

## H. CLASS B INFRACTION

This is misbehavior having the potential to cause serious danger or threat to another person, or jeopardizes the safety and security of the institution.

### **SANCTIONS THAT MAY BE IMPOSED FOR A CLASS B INFRACTION:**

- Confinement to cell/room or special housing area with loss of privileges not to exceed (6) months.
- Loss of specified amount of good time not to exceed ninety (90) days for each infraction.
- Loss of one or more privileges for a specific period of time, i.e.: commissary (except hygiene products one of each type, and legal items), rehab programs, work assignments, or tier rep. positions.
- Restitution for the loss or damage of property (another persons or county) will be taken from your existing or future inmate account funds.
- Loss of visitation for a specific amount of time and/or restriction of contact visits.
- The Disciplinary Panel may delay action on an infraction and/or give an inmate a verbal warning. If the inmate has no further incidents which violate the rules and regulations of the facility for a specified period, the charges against the inmate will be dropped and no delayed sanctions will be imposed (this is like a probationary period). This does not include surcharges.

**NOTE:** A visiting/recreation restriction and/or loss of no more than ninety (90) days Good Behavior Allowance may be imposed by the Administration if misbehavior continues.

## I. CLASS C INFRACTION

This is misbehavior that interferes with the health, safety, security, and good order of the facility.

### **SANCTIONS THAT MAY BE IMPOSED FOR A CLASS C INFRACTION:**

- Advice or warning at the discretion of the officer noting the infraction.
- Loss of specified amount of good time not to exceed forty-five (45) days for each infraction.
- Confinement to a cell/room or a special housing area with loss of privileges not to exceed a three (3) month period of time.
- Loss of one or more privileges for a specified period of time, i.e. commissary (except hygiene products one of each type, and legal items), rehab programs, work assignments, or tier rep. positions.
- Restitution for the loss or intentional damage of property (another person's or county) will be taken from existing or future inmate account funds.
- The Disciplinary Panel may delay action on an infraction and/or give an inmate a verbal warning. If the inmate has no further incidents which violate the rules and regulations of the facility for a specified period, the charges against the inmate will be dropped and no delayed sanctions will be imposed (this is like a probationary period). This does not include surcharges.

**NOTE:** A visiting/recreation restriction and/or loss of no more than forty-five (45) days Good Behavior Allowance may be imposed by the Administration if misbehavior continues.

## **J. CLASS D INFRACTION**

This is an infraction that interferes with the rules and procedures and/or the good order of the facility.

### **SANCTIONS THAT MAY BE IMPOSED FOR A CLASS D INFRACTION:**

- Advice or warning option of the officer at the time of the infraction.
- Confinement to a cell/room or a special housing area with the loss of privileges for a maximum of one (1) month.
- Privileges such as commissary items, rehab programs, work assignments, or tier rep positions may be suspended for a specific period of time.
- Good time shall not be taken for class D infraction unless misbehavior continues.
- Restitution for the loss or intentional damage of property (another person's or county) will be taken from your existing or future inmate account funds.
- The Disciplinary panel may delay action on an infraction and/or give an inmate a verbal warning. If the inmate has no further incidents which violate the rules and regulations of the facility for a specified period, the charges against the inmate will be dropped and no delayed sanctions will be imposed (this is like a probationary period). This does not include surcharges.

**NOTE:** A visiting/recreation restriction may be imposed by the Administration if misbehavior continues.

## **K. DISCIPLINARY PROCEDURE**

1. If you are the subject of a disciplinary procedure, you will receive a written notice of charges including your name, the specific violations you are being charged with, the date, time and place of the occurrence, a description of the incident or behavior involved, the date and time the report was written and the reporting staff member's name. This notice will be provided as soon as possible, but at least 24 hours prior to the hearing. The Disciplinary Hearing Panel will conduct the hearing within 15 business days from your receipt of the notice of charges.
2. If an inmate does not speak and/or read English, or is unable to prepare for a defense he or she may request assistance. Requests for assistance should be made at the time the inmate receives notice of charges.
3. You will be called before the Disciplinary Panel at least 24 hours after you have received your notice of charges, but no more than 15 business days (in our custody) from your receipt of the notice of charges, unless the Panel feels that your presence will jeopardize the safety, security and good order of the facility. In such instances, this will be noted in the hearing record. In some instances, the hearing panel may conduct your hearing in your housing area.
4. The Disciplinary Hearing Panel will consist of at least two (2) impartial persons designated by the Warden to conduct such hearings.
5. You may refuse to attend your hearing or refuse to speak at your hearing, but your absence or failure to speak at your hearing may deprive you of your opportunity to defend yourself.
6. At your hearing, you will be presented with the evidence and given an opportunity to explain the incident or behavior.
7. You may request witnesses to appear on your behalf. The Disciplinary Panel may limit the number of witnesses if they feel that such witnesses may present a threat to the safety, security, and good order of the facility, or if several witnesses will all say the same thing.
8. You may suggest questions for the Disciplinary Panel to ask the witnesses, but you will not be permitted to question witnesses yourself.

9. If the Panel elects not to call your witnesses, the reason will be noted in the hearing record.
10. All written evidence, other than incident reports, considered by the Disciplinary Panel will be available to you, unless the Panel believes that doing so will endanger the facility welfare.
11. No charges other than those contained in the Notice of Charges shall be presented at the hearing.
12. At the conclusion of the hearing, the findings and/or sanctions will be explained to you and you will receive a copy of the disposition as soon as possible. A disposition shall be reached within 5 business days after the conclusion of the hearing.
13. Any Officer who writes a disciplinary report has the option to request the report be withdrawn, or the disciplinary sanction suspended.
14. For inmates housed in the Disciplinary Segregation housing unit, all commissary privileges will be suspended with the exception of hygiene products, one of each type, and legal items.
15. A potentially suicidal inmate may be removed from Disciplinary Segregation status prior to completion of his/her administrative detention or sanction and placed on suicide watch. Once the suicide crisis is over, the inmate will be expected to satisfy the Disciplinary Segregation sanction.
16. If you are released on bail or on your own recognizance, are discharged, or transferred to the custody of another jurisdiction or agency before you commence the disciplinary hearing, the Hearing Board Supervisor may suspend the hearing pending your possible return to custody. If you return and the disciplinary hearing is recommenced, the Hearing Board Supervisor then presiding shall determine whether the passage of time since the suspension of the hearing has prejudiced you. Under no circumstances will the hearing be held in excess of 15 business days in Suffolk County Sheriff's Office custody.
17. If you are released on bail or on your own recognizance, are discharged, or transferred to the custody of another jurisdiction or agency before you complete your Disciplinary Segregation sentence, and/or before you make restitution in accordance with a penalty imposed as a result of a disciplinary hearing, the discharge/transfer will interrupt the sentence being served and the interruption will continue until you return to the jurisdiction of the Sheriff's Office, at which time you may be required to serve the balance owed and/or finish making restitution.

#### **L. SPECIAL CONSIDERATION FOR MENTAL DISABILITY**

The Disciplinary Panel will be sensitive to the possible mental disabilities of some inmates. The Panel can request that a Mental Health professional evaluate inmates charged with committing an infraction of rules. The Mental Health professionals will then make a recommendation as to the ability of the inmate to understand the rules which he/she has been accused of violating. The Mental Health professional may assist in making a determination as to the ability of an inmate to adjust in punitive segregation.

#### **M. APPEAL OF DISCIPLINARY PANEL DECISION**

You have the right to appeal the disposition and sanctions imposed as the result of a disciplinary hearing. Appeal forms are available at the time of the hearing. All appeals are to be submitted in writing within 2 business days of inmate's receipt of disposition and will be collected by Administrative Staff. All requests must contain specific grounds for the appeal. The Warden, or designee, will investigate your appeal. All appeals shall be reviewed and a decision made within five business days after receipt. You will receive written notification of the decision. The Warden can reduce or dismiss the sanctions but cannot increase them.

## **XIII. VISITING**

### **A. VISITING PRIVILEGES**

1. The Correctional Facilities allow you to receive two (2) 1 hour visits per week (Tuesday through Saturday) based on your good behavior. If you are found to be in violation of the facility rules and regulations and/or pose a threat to safety, security and good order, your visiting privileges may be limited or restricted.
2. Visits you decline shall count as a visit and may not be rescheduled. Visits where the visitor fails to appear may be rescheduled.
3. Visiting schedules are available throughout the facility, on the Sheriff's Office website (<http://www.suffolkcountyny.gov/sheriff/Home.aspx>) and in the Visitors' Guide. It is your responsibility to notify your visitors by mail or phone about specific visiting days and hours.
4. Any visitor posing a danger to the security and/or good order of the facility, including those persons under the influence of alcohol and/or drugs, unruly and/or known to be dangerous or disruptive, will not be permitted to enter the facility.
5. All adult visitors must properly identify themselves with valid State Issued photo ID and be eighteen (18) years of age or older. Visitors under the age of eighteen must present their birth certificate and be accompanied by their parent or legal guardian or be visiting their parent or legal guardian.
6. You will be allowed contact visits unless restricted by special order. Visitors who are party to a stay away restraining order will not be permitted on the facility grounds. Visitors who are party to a refrain from order will only be offered a booth visit. During your visit you will be required to wear a jumpsuit provided by the facility or your visiting privileges may be restricted.
7. After every contact visit a strip search will be conducted. Any inmate found to be in possession of contraband may be prosecuted in accordance with the law and disciplinary action may be taken. Any visitor discovered bringing contraband into a correctional facility may be subject to arrest and prosecution in accordance with the law and may have their visiting privileges suspended.
8. If you or your visitor act inappropriately, are disruptive or become argumentative and/or abusive the visit may be terminated. Your visitor may have their visiting privileges suspended and you may face disciplinary action.
9. At the end of your visit, follow the Correction Officer's instructions. Failure to do so may result in disciplinary action and/or a restriction on your contact visits.
10. Visiting reservations are accepted Monday - Friday, 8 a.m. to 11 a.m. or 12 p.m. to 4 p.m. at least 24 hours in advance and for the current week. For Riverhead have your visitor call (631) 852-1893 or for Yaphank call (631) 852-1894. Visitors with reservations will be processed before walk-ins. Any changes, temporary or otherwise, will be posted in the visiting room with ample time for your visitors to note the change.
11. If your visitor does not have an appointment, walk in visits may be possible depending on availability. Walk in visits will be processed as per the odd/even "alphabet" schedule only. Only inmates whose last name starts with the scheduled letter may have a visit for that day.

**CURRENT WALK IN VISITING SCHEDULE**

<b>TUESDAY THROUGH FRIDAY</b>			<b>SATURDAY</b>		
<u>SESSION</u>	<u>ODD DAYS</u>	<u>EVEN DAYS</u>	<u>SESSION</u>	<u>ODD DAYS</u>	<u>EVEN DAYS</u>
2:30 – 3:30 PM	B-E-Z	D-S-V	8:30 – 9:30 AM	B-E-Z	D-S-V
4:00 – 5:00 PM	M-P-Q-X	F-G-J-Y	10:00 – 11:00 AM	M-P-Q-X	F-G-J-Y
6:45 – 7:45 PM	C-K-W	L-N-T	1:00 – 2:00 PM	C-K-W	L-N-T
8:15 – 9:15 PM	O-U-R	A-H-I	2:30 – 3:30 PM	O-U-R	A-H-I

12. You are entitled to receive a non-contact visit within twenty-four (24) hours after initial admission to the correctional facility, upon your request. If an established visiting period is not scheduled within that time, arrangements shall be made to ensure that this initial visit is made available.
13. There is be a “Visitor’s Guide” available in the visiting waiting room with additional information about visiting procedures.

**B. ATTORNEY VISITING**

Inmates may receive visits from their legal counsel (as defined by New York State Minimum Standards) Monday through Friday, 8:00 a.m. until 4:00 p.m. and until 7:00 p.m. on Wednesdays, without impacting their personal visiting eligibility. Access to legal counsel during other times must have prior approval from the Warden’s Office.

**C. FUNERAL AND DEATH BED VISITS**

1. At the discretion of the Warden, you may be able to attend a funeral or deathbed visit. In the event of death or imminent death of a family member, immediately notify the officer assigned to your housing area. All arrangements for a family death or deathbed visits will be made through the Internal Security Unit. Religious personnel are available for counseling at your request.
2. **CONDITIONS FOR FUNERAL AND DEATHBED VISITS**
  - a. Funeral and deathbed visits may only be granted within the limits of New York State.
  - b. Visits may only be granted for immediate family members; father, mother, guardian or former guardian, child, brother, sister, husband, wife, grandparent, grandchild, ancestral uncle, and ancestral aunt.
  - c. You will at all times be secured in mechanical restraints and uniformed officers may be used for transportation and security.
  - d. You will be instructed regarding appropriate conduct during the visit. The inmate may not accept money, gifts, food, beverages, or any other item not approved by the security staff.

**D. ACCESS TO MEDIA**

Inmates may receive visits from the media provided the visit fits the criteria set forth in the New York State Minimum Standards.



<b>PERSONAL INMATE PROPERTY ALLOWED ON TIER</b>		
<b>ALLOWED</b>		<b>NOT ALLOWED</b>
<b>AMOUNT</b>	<b>ITEM</b>	<b>BANNED ITEM</b>
7	UNDERPANTS (NEW, WHITE ONLY)	COLORS
7	T-SHIRTS (NEW, WHITE ONLY)	COLORS / POCKETS / WRITING / DECALS
7 PAIR	SOCKS (NEW, WHITE ONLY)	COLORS
2 PAIR	GREEN OR WHITE SWEAT SUITS	POCKETS / ZIPPERS / HOODS / WRITING / DECALS
2	GREEN OR WHITE GYM SHORTS	POCKETS / ZIPPERS / WRITING / DECALS
2 PAIR	THERMALS (NEW, WHITE ONLY)	COLORS
2	TOWELS (NEW, WHITE ONLY)	COLORS / OVER 2' X 4'
1	BLACK OR WHITE KUFFI/YARMULKE	OTHER COLORS
1	GREEN OR WHITE DU-RAG	OTHER COLORS
1	PLAIN WEDDING BAND	BANDS WITH STONES / ALL OTHER JEWELRY
5	SOFT COVER BOOKS	HARD COVER BOOKS
1	SOFT COVER BIBLE/KORAN/TORAH	HARD COVER BIBLE / KORAN / TORAH
1	PRAYER RUG OR ROSARY	
15	PHOTOGRAPHS	POLAROIDS
5	NEWSPAPERS AND MAGAZINES	OVER 1 WEEK / MONTH OLD
2	EACH PERSONAL HYGIENE ITEM	QUANTITIES IN EXCESS OF TWO
<b>FEMALE INMATES ONLY</b>		
7	BRASSIERES (NEW, WHITE ONLY)	UNDER WIRES / COLORS
20	CURLERS (PLASTIC / SPONGE)	METAL OR MESH TYPE
<p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>- ALL OUTER GARMENTS THAT ARE NOT GREEN OR WHITE WILL BE STORED IN THE PROPERTY SECTION UNTIL REMITTED OR EXCHANGED</li> <li>- INMATES ARE NOT ALLOWED TO REMIT OUT COMMISSARY ITEMS</li> <li>- ALL EXCESS ITEMS STORED BY THE PROPERTY SECTION WILL BE KEPT FOR 30 DAYS. IF YOU FAIL TO REMIT THEM OUT VIA MAIL, VISITING OR DONATION TO CHARITY, THEY WILL BE DESTROYED OR REUSED BY THE FACILITY</li> </ul>		

**ITEMS PERMITTED IN DISCIPLINARY SEGREGATION**

<b>AMOUNT</b>	<b>ITEM</b>	<b>AMOUNT</b>	<b>ITEM</b>
2	STRIPED UNIFORMS	1	PLAIN WEDDING BAND
1	PAIR OF FACILITY SNEAKERS	1	COMB
2	SHEETS	1	BRUSH
1	BLANKET	1	CUP
7	PAIRS OF SOCKS	1	SPOON
7 PAIR	SOCKS (NEW, WHITE ONLY)	2	SOAP
7	UNDERPANTS (WHITE ONLY)	1	SOAP HOLDER
7	T-SHIRTS (WHITE ONLY)	1	DEODORANT
2 PAIR	THERMALS (WHITE ONLY)	1	SHAMPOO
2	GREEN OR WHITE GYM SHORTS	1	CONDITIONER
1	GREEN OR WHITE SWEAT SUIT	1	BABY POWDER
2	TOWELS (WHITE ONLY)	1	FOOT POWDER
5	SOFT COVER BOOKS	1	GEL OR CREAM HAIR SHAVE
1	BIBLE, KORAN OR TORAH	1	LOTION
1	PRAYER RUG OR ROSARY	1	NOXEMA
5	NEWSPAPERS AND MAGAZINES	1	BOX OF Q-TIPS
15	PHOTOGRAPHS	1	TOOTHBRUSH
1	GREEN OR WHITE DU-RAG	1	TOOTHBRUSH HOLDER
1	BLACK OR WHITE KUFU / YARMULKE	2	TOOTHPASTE
<b>FEMALE INMATES ONLY</b>			
7	BRASSIERES (NEW, WHITE ONLY)		

**SUFFOLK COUNTY CORRECTIONAL FACILITY  
RIVERHEAD FACILITY LAUNDRY SCHEDULE**

LOCATION	SERVICES	MON	TUES	WED	THURS	FRI	SAT	SUN
1 <sup>st</sup> Floor	Personals	PM			AM			
2 <sup>nd</sup> Floor	Personals			AM				AM
3 <sup>rd</sup> Floor	Personals		AM			PM		
4 <sup>th</sup> Floor	Personals	AM			PM			
5 <sup>th</sup> Floor	Personals			PM				AM
Pod 1 West	Personals			PM			AM	
Pod 1 East	Personals		PM			PM		
Pod 3 West	Personals	PM			PM			
Pod 3 East	Personals		PM			AM		

Orange/Gold Uniforms Laundered	PM			PM		PM		
White Uniforms Laundered	PM					AM		

**SUFFOLK COUNTY CORRECTIONAL FACILITY  
YAPHANK FACILITY LAUNDRY SCHEDULE**

LOCATION	SERVICES	MON	TUES	WED	THURS	FRI
A POD	Personals			X		X
B POD	Personals	X		X		
C POD	Personals	X		X		
D POD	Personals		X		X	
E POD	Personals	X	X	X	X	X
F POD	Personals	X				X
Program POD 1	Personals		X			X
Program POD 2	Personals		X			X
North 1	Personals	X			X	
North 2	Personals	X			X	
North 3	Personals	X			X	
South 1	Personals		X			X
South 2	Personals		X			X
South 3	Personals		X			X
South 4	Personals		X		X	
Dorm East	Personals	X		X		
Dorm West	Personals		X		X	
Gym Housing	Personals		X			X
Nursery	Personals	X		X		X
Medical Housing	Personals		X		X	