

All inmates are afforded the rights guaranteed them by the Constitution of the United States and those that are mandated by the New York State Commission of Correction Minimum Standards (Part 7000 - 7075). Rights which are granted to you as an inmate include, but are not limited to, the following:

1. The right to be informed of the rules, procedures and standards of your conduct and required services.
2. The right to freedom of religious affiliation and voluntary religious worship thereof.
3. The right to health care, including nutritious meals, proper bedding, clean laundry, the opportunity to shower and toiletries.
4. The right to present your views to the public through the media in accordance with the policies and procedures of this facility.
5. The right to visit and correspond with your family and friends.

**NOTE:**

Any of the above rights may be restricted if you become disruptive to the safety, security or good order of the facility.

The rules and regulations in this handbook apply to all inmates in the custody of the Broome County Sheriff's Office whether you are inside or outside of the facility.

## **INMATE PRIVILEGES**

A privilege is an opportunity which may be extended and which may be abridged or revoked at any time. No employee, at any time, may grant an inmate special privileges or advantages. Privileges that are granted to you as an inmate include, but are not limited to the following:

1. The privilege to order commissary, other than personal hygiene items.
2. The privilege to watch television.
3. Additional hours of exercise.
4. Personal phone calls
5. Any additional services and programs not mandated by NYS Minimum Standards.
6. Disciplinary convictions in custody or transfer to a Special Housing Unit may result in revocation or restriction of privileges, including intra-jail visits, funeral or deathbed visits or being allowed to marry in custody and commissary.
7. Use of facility tablets.

## **INMATE HOUSING**

Upon your admittance to the Broome County Sheriff's Correctional Facility an initial classification will be completed and you will be assigned to the Classification Housing Unit or another unit as determined by the facility as per NYS Minimum Standards. Within five business days, not including weekends, or holidays, this classification will be

reviewed to determine your housing unit status and which housing unit you will be assigned. Housing assignments are not grievable and not subject to inmate request. During your classification period the following will occur:

1. Temporary assignment to a housing unit for initial classification assessment. Initial classification assessment is up to 5 business days but can be extended an additional 10 days if needed.
2. Review of facility procedures and what type of behavior is expected of you.
3. Disciplinary sanctions for rule violations.
4. Legal counseling and religious programs afforded to you.
5. Answers to questions you might have about your incarceration.
6. Medical screening and testing.

The determination of your classification will be based upon, but not limited to the following factors:

1. Criminal History
2. Possibility of victimization
3. History of medical / mental illness
4. History of sex offenses
5. History of hostile relationships with other inmates
6. Prior attempts at self-injury or suicide
7. Prior escapes or attempted escapes
8. Attitude and behavior during present and prior incarcerations including any history of assaultive behavior during incarceration, and any other disciplinary history.
9. Any other information which may affect the safety and welfare of staff or other inmates.

## **PERSONAL HYGIENE**

It is important to your health and well being that you keep yourself clean. You are required to shower daily and to maintain your personal cleanliness. Shower facilities are provided for all inmates. You are required to keep the shower area clean. Liquid soap, toothpaste, a toothbrush and toilet paper will be provided. Female inmates will be provided sanitary napkins upon request. If you require any of these items, ask the officer assigned to your housing unit. The officer in charge of that housing unit will determine the shower schedule for the housing unit. Showers will not be allowed after 10:00 PM.

## **SHAVING**

Submit a request to shave to your Housing Officer prior to 2245 hr. lock-in. Disposable razors will be made available to those inmates who make this request from 6:00 AM until 6:30 AM. Tampering with the razor, in any manner, or failing to return it when so ordered, will be considered a major security violation.

## **NAIL CLIPPERS**

Submit a request to use the nail clippers to your Housing Officer prior to 2245 hr. lock-in. Nail clippers will be made available to those inmates who make this request from 6:00 AM until 6:30 AM. Tampering with the nail clippers, in any manner, or failing to return them when so ordered, will be considered a major security violation.

## **HAIR CARE SERVICE**

Hair care in General Housing will be provided to all inmates upon request and in accordance with the housing unit operational schedule and the barber's schedule. All inmates will be required to pay for all haircuts at the facility designated rate. If an inmate is indigent the Broome County Sheriff's Correctional Facility reserves the right to deduct the appropriate amount of money from the inmates account when he/she receives money in the future.

## **LINEN**

Upon your admission to the Broome County Sheriff's Correctional Facility you will be issued two sheets, one pillow case, one blanket, two towels, one cup, and one wash cloth. Consult the officer assigned to your housing unit for the laundry schedule for linens and for your clothing. All items issued to you upon admission will be returned in good condition to the facility upon your release. Failure to return any item issued to you will result in the dollar amount of said item being deducted from your commissary account. If the items issued were intentionally damaged, the dollar amount of said item will be deducted from your commissary account and criminal charges may be filed against you. One additional blanket will be issued from October-May

Officers of both genders supervise inmates in housing areas. It is your responsibility to maintain your privacy within limits of security. No inmate is allowed to obstruct the view of the cell, shower, windows or other area with any item.

## **CLOTHING**

You are only authorized to wear facility issued clothing. Clothing that is not issued by the facility is considered contraband with the exception of Brassieres for female inmates in accordance with policy II-21-A. Upon admission to the Broome County Sheriff's Correctional Facility, your personal clothing will be taken from you and will be inventoried. You will sign the inventory slip and will be given a copy of the inventory slip, which will list the clothing you were wearing at the time you were brought to the facility. Laundry services will be provided. Consult the officer assigned to your housing unit for the correct procedures to be followed. One set of Civilian clothing for jury trial, funeral/deathbed visits and court ordered rehabilitation transports will be accepted if approved by the Jail Administrator.

Upon admission you will be required to shower. You will then be issued:

1. 2 uniform tops and two uniform bottoms..
2. 2 tee shirts.
3. 2 pair of undershorts.
4. 2 pair of socks.
5. One pair of Jail issued footwear.
6. At least two bras, if female
7. One pair of gym shorts

You will be required to be fully dressed in the issued clothing when you are out of your cell. The clothing will remain pulled up and properly worn at all times. Staff can make corrections and provide you with proper direction as to how your clothing should be worn as necessary. Cold weather clothing will be issued in October of each year and returned by May. Issued sweatshirts must be worn under your issued top at all times. If you have questions as to how to wear your uniforms see your housing unit officer.

All of the issued clothing will be returned to the facility upon your release. Failure to return any article of clothing will result in the dollar amount of it being deducted from your commissary account. If items of clothing are intentionally damaged the dollar amount of the item will be deducted from your commissary account and criminal charges may be filed against you.

## **LAUNDRY EXCHANGE**

The Housing Unit will be notified 15 minutes prior to laundry exchange.

1. After the housing unit officer receives notice, the officer will announce 15 minutes to laundry exchange. The unit will be locked down.
2. You will gather your bedding and uniforms for exchange. You will also gather personal items (Socks, t-shirts, underwear, and shorts only).
3. You will display your dirty sheets and uniforms for visual inspection by the laundry worker prior to them being placed into the laundry bin. The laundry worker will give you items in a one-for-one exchange.
4. The exchange will take place at your cell.

If you are not ready for the laundry exchange after given the 15 minute preparation warning you will not get clean bedding, clothing.

If you are not in your housing unit at the time of laundry exchange, prepare your dirty laundry and keep it in your cell. Your housing officer will lock your cell and direct laundry personnel to retrieve your laundry for exchange.

## PERSONAL PROPERTY

You may have clothing delivered to the facility for the purpose of jury trials that the courts have pre-scheduled and notified the facility, and only if approved by the Jail Administrator. This clothing will be inventoried and stored with your other personal belongings. You will be given the opportunity to change in the intake area prior to leaving for trial. The facility is not responsible for laundering of these items.

You will not be permitted to keep cash or valuable articles in your possession in the housing unit or your individual room. Upon admission to the Broome County Sheriff's Correctional Facility you will sign and be given a receipt for your personal property and it will be stored in a secured locker and cash deposited in to your inmate account until you are either released, transferred or your family picks it up (with your permission).

You are permitted to sign out personal property during the first 5 days of your incarceration. Property may be picked up Mon-Fri between 8:00-9:00 AM or 9:30-10:30 PM in the visitation lobby. You will not be permitted to transfer clothing, money or property to another inmate.

In the event you are sentenced to a New York State Correctional Facility, you will only be allowed to take the following items with you.

1. Wedding bands - They must not exceed \$150.00 in value, and have no stones or protrusions.
2. Religious medals - On chains, which do not exceed \$50.00 in value, have no stone, and do not exceed 2" in diameter.
3. Legal work - Legal paperwork and documents.
4. Religious books - Bible, Koran, etc.

All other property must be sent home or mailed out of the facility at your expense within 10 days of your sentencing. The inmate may also give the facility permission to dispose of the property. Please see your officer for a disposition form. The property must leave the facility before the inmate is transferred to a State Institution. If the property is not sent out it will not become the responsibility of the Office of the Sheriff to hold. Abandoned property will be disposed of in compliance with New Your State law.

## INCOMING MAIL

All incoming mail will be opened and inspected to insure the absence of contraband. Mail may be read or censored if pursuant to NYS Minimum Standards and considered a security risk. Incoming correspondence from attorneys, legal assistance agencies, courts, correction officials, or any other federal, states or local official shall be considered privileged correspondence. Such correspondence will be opened only in the presence of the inmate receiving the correspondence to insure the absence of contraband. **NO** drawings larger than 12" x 24" may be received at the facility.

Certified checks or money orders sent to you by mail will be removed and credited to your account. A receipt will be made out, in triplicate, and you will be given a copy with your letter. Personal checks received in the mail will not be cashed or credited to your account. Any personal checks received in the mail will be placed in your secured locker, or if you wish, you may return it to the sender. You may not transfer funds or make deposits to another inmate.

Mail must be addressed to inmates at the Broome County Sheriff's Correctional Facility as follows:

(Inmate Name)  
Broome County Sheriff's Correctional Facility  
P.O. Box 2047  
Binghamton, NY 13902-2047

All incoming mail must have a legal residential return address. Packages from Post Office Boxes will not be accepted.

No color drawings or envelopes will be allowed to come in through the mail. This includes drawings on the envelope or in the contents of the mail. Only white paper envelopes will be accepted.

**Only greeting cards that are 4"x 6", standard vertical or horizontal single ply, single fold, and fit a standard A6 envelope will be accepted into the facility.**

## **OUTGOING MAIL**

All outgoing mail must have your booking name and the facility return address in the upper left-hand corner and a stamp or it will not be sent out. No letter with excessive drawings, obscene pictures, or writing on the envelope. You will deposit outgoing mail in the outgoing mail receptacle in your housing unit. At no time will an officer or any other person be permitted to mail any inmate mail outside the facility. Both stationary and postage is available for purchase by prisoners through the inmate commissary. The facility shall make available for indigent prisoners, stationary and postage for two one-ounce pieces of correspondence each week.

## **PACKAGES**

Only soft covered reading material will be allowed to be sent to you in a package. All incoming packages must be purchased from and mailed to the facility directly from an internet based retailer. At no time will packages be accepted from Venders that allow

purchaser to handle product prior to distribution. At no time will medicine or food items be accepted through the mail. All Medicine/food items will be confiscated and disposed of. Any package that contains contraband or exceeds the amount of property you are allowed in your cell will be returned to the sender at your expense

## **PUBLICATIONS**

You will be allowed to receive printed material or publications that are generally available to the public or which may be sent through the United States Postal Service, unless such material jeopardizes the security of the facility. You will only be allowed to keep a maximum of three paperback books and three newspapers or magazines in your individual cell at one time. You will not be allowed to have hard bound books brought or mailed into you. You will not be allowed any photograph/magazine/book displaying sexual acts (i.e. penetration, hardcore pornography). You will not be allowed any publications that promote terrorist, gang or any illegal activities. You will not be allowed any publications that display any type of weapon.

## **PICTURES**

No Polaroid photographs will be accepted, no photographs accepted that have been altered. No pictures larger than 5" x 7", no more than 36 pictures will be accepted. All pictures of naked individuals will be confiscated, forwarded to the 3<sup>rd</sup> shift supervisor, to verify subject in the photograph is of age. If the photo is that of an adult, then the photo is forwarded to the inmate, if the age can't be determined then the photo will be placed into the inmates' property. If the naked photograph is believed to be a minor the photograph will be turned over to the Correctional Investigation Team to verify the age of the person, and take appropriate action.

## **MONEY**

If your family or friends wish to provide money for your use while you are in the Broome County Sheriff's Correctional Facility, a KIOSK is located in the visitation lobby. They can deposit funds directly into your account by mailing a money order or certified cashier's check to the facility post box. Deposits may also be directly deposited into your account through [www.smartdeposit.com](http://www.smartdeposit.com)

Cash or Credit card payment of bail and fines will be taken 24 hours a day. Bail or fine payments can be in cash or a certified cashier's check made out to the Office of the Sheriff. Credit card bail payments may be made through [www.govpaynet.com](http://www.govpaynet.com). Credit card payments may also be made by telephone at the visitation entrance to the facility.

You will be allowed to transfer funds out of your account to family or friends only during your classification period. No funds may be transferred to another inmate. After this period, money transfers will be permitted only for the purpose of payment of bills and the

transfers will be made only to the business or creditor. Upon your release you must report to the Business Office between the hours of 9:00 AM and 3:00 PM Monday thru Friday only to receive your money. You will receive cash if you have less than \$5.00 in your account; otherwise you will receive a check.

Upon your release from custody any money left in your account after 30 business days will be forfeited and placed in the general commissary fund.

## **TELEPHONE AND TABLET PRIVILEGES**

During admittance procedures, you will be permitted access to a telephone to make contact with your attorney or family member. Collect phone calls are available for your use in all housing units in the facility. All telephone with the exception of legal calls may be monitored or recorded. You may use them anytime, except during nightly lock-downs, mandatory lock-downs, headcount, emergencies, prior to completion of unit clean-up or if you are a disciplinary problem. Phone calls can be placed using either the phone system or inmate tablets in your unit. Tablets may only be used in individual inmate cells or the housing unit programs room. Tablets are not to be used in the housing unit day area space.

Please use courtesy when dealing with telephone operators and those inmates in your housing units waiting to use the telephones. Under no circumstances will inmates be allowed to use staff telephones. Utilization of other inmate PIN numbers, attempted third party calling, fraud or harassment through the phone system is a violation of facility rules and may result in criminal prosecution and administrative discipline.

Inmates who have been placed in custody by the Immigration and Customs Enforcement Agency may utilize number \*0511# to report cases of abuse. This number is for Immigration inmates only.

## **EMERGENCY MESSAGES**

In the event of a verified emergency (hospitalization or death in the immediate family, a message may be left with the officer working the Reception/Visitation desk. Only verified emergency messages will be accepted and passed on. Immediate family shall mean parent, child, grandparent or spouse.

## **EXERCISE**

Attached to your housing unit is an outdoor exercise area. You will receive a minimum of one and one half-hours of outdoor exercise Monday through Friday. Additional outdoor exercise time will be the discretion of the officer in charge of your housing unit.

Inmates that are assigned to the Special Housing Unit for disciplinary or administrative

segregation will receive 4 hours out of their sleeping area daily. There will not be additional exercise offered to these inmates.

Outdoor exercise periods may be cancelled at the discretion of the facility due to inclement weather. Indoor exercise in the program room of your housing unit will be provided instead.

Exercise may be restricted on an individual basis if you represent a threat to staff or the security of the facility. No unauthorized items will be used or present in the yard. This includes chairs, cleaning materials, supplies or other non-recreation items.

### **TELEVISION PRIVILEGES**

Color television sets are provided in most housing units. Cable television is also provided. Televisions may be turned on by the officer in charge of your housing unit after clean up and will be turned off at lock in. TV selection, programming and volume are at the discretion of your housing officer.

### **GAMES PRIVILEGES**

Passive games inside the housing units, such as monopoly, chess, checkers and cards are available upon request from the officer assigned to your housing unit. You will not be allowed to take games into your individual cell. All gambling is prohibited.

Certain games and materials will also be available on the inmate Tablet system for your use.

### **COMMISSARY PRIVILEGES**

Full commissary service is available to all inmates housed in the Broome County Sheriff's Correctional Facility, who have money in their accounts. The housing officer will provide a commissary order form. This order form will include items sold and current prices. The following guidelines will apply to the ordering and receiving of commissary.

1. Commissary order and delivery days are posted in your housing unit. You will be notified in advance of scheduling changes due to holidays.
2. During Commissary distribution you will go to your cell or on your bed if living in a dormitory housing unit and await your name to be called.
3. Any abuse or misuse of commissary will result in the reduction of the items you may purchase or your ability to order commissary. Commissary item purchase may be restricted for medical or administrative reasons.
4. Your account will be checked to insure that you have sufficient funds to cover your order. If you do not have enough money in your account, orders will be filled up to the amount of your balance.

5. Your order will arrive pre-bagged with your receipt attached. You must check your order in the presence of the commissary delivery person assigned to commissary duty. Once you have checked the order you will sign the attached receipt in the presence of the commissary delivery person.
6. Inmates with medical conditions may have commissary restricted because of the current medical condition.
7. Commissary items and prices may be subject to change.
8. Indigent inmates may receive selected items. Please see the bulletin board in your housing unit for details.
9. You are considered an indigent inmate if you are not able to purchase stationary and postage for 2 one-ounce pieces of mail and there has been no incoming or outgoing activity (other than indigent purchases) during the current ordering period.

\*Note\* All inmates are limited to having only 60 dollars of food items in their cell at any one time.

## **MEDICAL SERVICES**

During admittance procedures for the Broome County Sheriff's Correctional Facility, a health screen is completed to advise correctional staff and medical staff of any medical problems you may have. In addition, within 14 days after admittance, the nurse will give you a physical.

Medical screening will take place in the Admissions/Discharge Unit on the same day as your initial admittance. It will consist of the following:

1. Medical history.
2. Dietary needs and verification.
3. T.B. test screening.
4. Immediate medical and forensic needs.

Sick call is held Monday through Friday. A slip requesting to see the nurse may be obtained from the officer in charge of your housing unit. Once you fill out the slip you will place it in the medical request mailbox located in your housing unit. If you need to be seen by the medical department, you will be given an appointment card. This card must be shown to the housing officer on the date of your appointment. Failure on your part to keep the appointment is considered a cancellation of your request for services. If you should later choose not to see the nurse, you will be responsible for your own actions.

General Housing Units will report to sick call in the Medical Unit. All other units will receive as many services that are possible in the housing unit. All other services will be in the Medical Unit.

The schedule for sick call will be posted in the housing units. Emergency medical care is available 24 hrs. a day. Confidential HIV testing is available through the medical unit. Anonymous testing is available through the Broome County Health Department upon your release.

Restraints will not be used on verified pregnant female inmates during a transport or up to 8 weeks after deliver or pregnancy outcome unless there are extraordinary circumstances where restraints are necessary to prevent the pregnant female inmate from hurting herself, medical, corrections personnel or another inmate.

## **MEDICATIONS**

A registered nurse will deliver medications as ordered by the Facility Physician. You will be called individually to receive your medications. The 8:00 AM & 8:00 PM medication pass will be for prescribed medications only. It will be your responsibility to insure that you go up and receive your medications with a cup of water. Medications will not be left with the officer in charge of your housing unit. You must take your medication in the nurse's presence. Hoarding of any medication is considered contraband and you will be criminally charged and arrested.

If you are at court, etc. when medications are delivered, inform the officer in charge of your housing unit and your medications will be provided for you. Hoarding, secreting or trading medication or medical supplies or items with others is forbidden.

## **OPIOID OVERDOSE PREVENTION PROGRAM**

The Broome County Sheriff's Correctional Facility offers an overdose prevention program for inmates who have been using any kind of opioid. Opioid include heroin, fentanyl and prescription pain medications. If you have a history of using any of these drugs, you will be offered training on how to use an overdose prevention kit and either a kit or a co-pay card for a kit will be provided to you prior to your release from the facility if you are willing to accept it.

## **MEDICATION ASSISTED TREATMENT PROGRAM**

The Broome County Sheriff's Correctional Facility offers medication assisted treatment for Opioid Use Disorder.

First, any person who enters the facility who has been prescribed Buprenorphine (Suboxone) or Methadone for an opioid use disorder can continue that medication while

they are incarcerated. The facility will confirm your medication dose and how often you take it by calling your provider and checking on that.

Second, any person who enters the facility who has an Opioid Use Disorder and is not currently on a medication for treating that condition will be offered an option for medication to help with their withdrawal. The medication used in the facility is called Buprenorphine which is also known as Suboxone. The medication will be provided in the medical unit under the supervision of the nursing staff.

Third, for any person who is sentenced to the facility who has an Opioid Use Disorder and wants to have medication to help with treatment of that disorder, the facility provides Buprenorphine maintenance. This medication is taken once each day. In order to qualify for this program an inmate also needs to agree to participate in regular counseling activities.

**NOTE:**

Upon presenting to intake at the facility, each inmate will be screened for the presence of an Opioid Use Disorder. If the inmate has an opioid use disorder, then the components of this program will be offered. Overdose prevention and medication tapers will be offered to all persons with an identified opioid use disorder. The maintenance program will only be offered to individuals who are sentenced to serve time in Broome County. An inmate can be removed from any aspect of the program if they divert their medication or if they violate the terms and conditions of treatment while incarcerated. The steps in how the program works are listed below:

**OPIOID OVERDOSE PREVENTION:** For every person booked into the facility who is found to have an opioid use disorder, education on the use of an overdose prevention kit will be offered and prior to release each inmate who agrees to accept it, either a Narcan kit or special card to be presented at a pharmacy to obtain kit will be given.

**MEDICATION ASSISTED TREATMENT:**

Medication assisted treatment is broken into three parts which are listed below:

1. **Continuing of medication from community:** If a person is booked into the facility and has been taking Buprenorphine (Suboxone) or Methadone in the community, that medication will be continued while the person is incarcerated.
2. **MEDICATION TAPER:** For individuals booked into the facility who have an opioid use disorder who are not on Methadone or Buprenorphine (Suboxone) prior to incarceration, a medication taper will be offered to prevent the person from experiencing significant opioid withdrawal. If a person is released before that medication taper is completed, then a door to door treatment option will be offered to the person.
3. **MAINTENANCE ON MEDICATION:** If a person is sentenced to serve time in the Broome County Sheriff's Correctional Facility and has an opioid use disorder, then the person will be seen by the addictions counseling team and they will be offered to participate in ongoing maintenance with Buprenorphine (Suboxone) for the duration of

their stay in the jail. This program has very specific requirements and each person must review each of these requirements and agree to them prior to starting their maintenance medication. It is also important that each person understand that if they violate treatment rules they may be tapered off their medication and if they divert their medication to another person they may face further legal charges in addition to being tapered off their medication.

Our goal with each component of this program is to reduce the risk of overdose, to continue ongoing treatment, to prevent unnecessary suffering from withdrawal, to improve treatment engagement when a person is released from the facility and to prevent re-arrest for drug related crimes. We recognize the power of addiction and have developed this program to try to help lessen the impact of the disease on each person who suffers with it.

## **DENTAL SERVICES**

A dentist will be provided upon referral by the medical staff. You must submit a request slip to see the nurse before a dental appointment will be made for you. Dental service is for inmates experiencing dental or facial discomfort. The dental service was designed and set up for emergency dental care. In the case of an acute emergency, consult the officer assigned to your housing unit and the officer will call the nurse on duty and advise them of your name, your housing unit assignment and the nature of your problem. Appointment cards are also used for dental visits. Please see the medical services section for details.

## **OPTICAL SERVICES**

Eye glasses, contact lenses or solutions are not accepted into this facility from an outside source. If you are in need of eye glasses you will need to notify the medical department. If your current eye prescription is within one year from an outside provider, this prescription should be sent to the medical staff through the United States Postal Service and you will be processed for eye glasses. Visitation will not accept eyeglasses or prescriptions for inmates. If you do not have a current prescription from an outside provider, and at the direction of the facility medical director, the medical staff will arrange for an eye examination to be conducted within the facility and if deemed necessary you will be processed for eye glasses. All inmates who enter the facility with contacts will be processed for eye glasses.

## **RELIGION**

All inmates are permitted to participate in religious services associated with the faith they profess during the admission process. You may not attend services outside of your faith without first obtaining permission from the coordinator of religious services.

The schedule for all denominational religious services will be posted in each housing unit in the Broome County Sheriff's Correctional Facility. Individual religious counseling will be available upon request. Inmates in special housing units will receive religious services in the unit.

## **LIBRARY PRIVILEGES**

A librarian will staff the library Monday through Friday with the exception of holidays. The following guidelines apply for the use of the library.

1. General Housing inmates will be allowed use of the library as per housing unit schedule. Inmates may go to and make use of the library during those times. The group size will be limited to 12 persons. You may loan out two non-legal reference items per week.
2. All Special Unit inmates will not be able to go to the library, instead they must:
  - a. Fill out a request slip and submit it to the officer in charge of their housing unit.
  - b. The housing unit officer will then forward the request slip to the librarian.
  - c. The librarian will upon receipt of the request slip, forward the materials to the housing unit officer.

We ask you to respect the rights of other inmates by not damaging library materials in your possession. If you intentionally damage any library material, the dollar amount of the item will be deducted from your commissary account and you may be charged criminally. If you are disciplined for incidents involving your presence in or use of the library, your access to the library may be restricted.

## **MEALS**

You will receive three wholesome, nutritionally balanced meals per day. While in the Broome County Sheriff's Correctional Facility, the meal schedule is as follows:

Breakfast - approximately 7:30 AM  
Lunch - approximately 11:30 AM  
Dinner - approximately 5:00 PM

You will be given 1/2 hour to consume your meal, if you're not in a Special Housing Unit your food must be consumed at the tables provided in your housing area. You will

be required to clean up your eating area and any mess you make. You will be responsible for returning your trays and utensils to the food cart. All uneaten food, utensils and containers must be returned. No food or other kitchen items will be kept in your cell.

## **SPECIAL DIETS**

The only special diets recognized by the Broome County Sheriff's Correctional Facility are those required for verified medical or religious reasons. To obtain a religious diet, you must request the diet during the admittance procedures, or submit a request form to the Programs Lieutenant, prior to mealtime. To obtain a medical diet, you must submit a request form to see the Facility Medical Physician. The Physician will be responsible for ordering all medical diets.

## **VISITING**

It is your responsibility to notify and contact your visitors. You will be notified of a visit if you are out of the unit for programming, medical services or legal events.

With the exception of the initial visit all visits will be contact visits unless otherwise specified. Any violation of the visitation rules can result in restriction of your visiting privileges. The visiting schedule will be as follows:

|                 |           |                                                                                     |
|-----------------|-----------|-------------------------------------------------------------------------------------|
| General Housing | Monday    | 9:00 AM - 11:30 AM<br>1:00 PM - 2:30 PM<br>3:30 PM - 4:30 PM<br>6:00 PM - 10:00 PM  |
|                 | Tuesday   | 1:00 PM - 2:30 PM<br>3:30 PM - 4:30 PM                                              |
|                 | Wednesday | 10:30 AM - 11:30 AM<br>1:00 PM - 2:30 PM<br>3:30 PM - 4:30 PM<br>6:00 PM - 10:00 PM |
|                 | Thursday  | 9:00 AM - 11:30 AM<br>1:00 PM - 2:30 PM<br>3:30 PM - 4:30 PM<br>6:00 PM - 10:00 PM  |
|                 | Friday    | 9:00 AM - 11:30 AM<br>1:00 PM - 2:30 PM<br>3:30 PM - 4:30 PM                        |

|                                   |           |                                          |
|-----------------------------------|-----------|------------------------------------------|
| I/Max-Female &<br>Special Housing | Tuesday   | 9:00 AM – 11:30 AM                       |
|                                   | Friday    | 6:00 PM – 10:00 PM<br>6:00 PM - 8:15 PM  |
| F-Pod / Restricted/Medical        | Tuesday   | 9:00 AM - 11:30 AM<br>6:00 PM – 10:00 PM |
|                                   | Friday    | 6:00 PM - 8:15 PM                        |
| D-Pod Special Housing             | Wednesday | 9:00 AM - 10:15 AM                       |
|                                   | Friday    | 8:30 PM - 10:00 PM                       |
| C Pod<br>Multi Use                | Mon – Fri | 1:00 PM – 2:30 PM<br>3:30 PM - 4:30 PM   |
|                                   | Monday    | 6:00 PM – 10:00 PM                       |
|                                   | Wednesday | 6:00 PM – 10:00 PM                       |
|                                   | Thursday  | 6:00 PM – 10:00 PM                       |
|                                   |           |                                          |

Visitation will be closed Saturdays, Sundays and on all Broome County holidays. Consult your housing area bulletin board for details. The facility reserves the right to change, alter or re-assign visitation times as needed.

**NOTE:**

General Housing inmates are allowed one (1) hour of visitation during the afternoon hours and one (1) hour of visitation on the evening hours per week. It is the responsibility of each inmate to set up his or her visitation times. You will only be allowed to receive your visitation on those scheduled times and will not be allowed to break up your allotted times to different hours and days. You may lose up to 1 hour of visitation time/ week for disciplinary offenses. Visitation schedules will be changed due to holidays and changes will be posted on the bulletin boards.

There is also in addition to contact visitation the option for inmates to purchase video visits through the inmate tablet system. Information about this service is available from your housing unit officer. Rates for this service are set by the tablet provider. Violation of visitation rules during video visits will result in the loss of your video visitation option for a time period dependent on the violation.

**VISITATION RULES**

\*Violation of visiting rules may result in banning of your visitor, changing your visitation status to non-contact, or arrest, as deemed to be appropriate.

1. All visitors must accurately and completely fill out the visitation registration form upon their initial visit. Visitors must also follow all posted visitation rules and orders issued by visitation staff, and are subject to pat search by an officer of same gender at any given time.
2. Two visitors will be allowed to visit you at any one time.
3. Visitation times will be posted in your housing units.
4. You will be expected to conduct yourself with appropriate behavior.
5. Inmates and visitors will be limited to a brief closed mouth kiss and embrace at the beginning and the end of each visit. This kiss will take place at a designated location in the visiting room in front of an officer. No other physical contact including holding hands or contact with children is permitted during the visit. If any additional physical contact is observed by an officer the visit will be terminated immediately and the visitor will be banned from visiting for a specific period of time. The inmate involved will be subject to disciplinary action. Both hands must remain on top of the countertop at all times during the duration of the visit. Violation of this rule will result in the visit being terminated.
6. You and your visitor will remain seated at all times during the visit.
7. Neither you nor your visitors will be allowed to bring any items into the visiting room i.e. Pens, pencils, combs, candy, etc.
8. There will be no passing of any item between visitor and inmate or visa versa.
9. Conversation between inmate and visitors will be held in normal tones.
10. Inmates will remain seated in the visiting room until their visitor has left the area.
11. No person will be allowed to visit any inmate until presenting picture identification to the Reception/Visitation officer and signing the visitor's log.
12. You and your visitor will follow all directions of visitation staff without hesitation.
13. Visitors providing false identification or addresses will be banned from visitation and possibly be criminally charged.
14. Inmates must be in proper uniform and shoes to attend visitation.
15. Your visiting time starts when you and your visitor are present. It is your responsibility to keep track of your time used.
16. Any part of the first 30 minutes of a visit will be charged as 30 minutes used. After the first 30 minutes, time will be charged in 5-minute increments. (i.e. 25 minutes = 30. 36 minutes = 40).
17. Visitors on probation or parole will not be admitted unless the facility has received written permission from Broome County Probation or NYS Division of Parole.
18. Harassment of any person, or the use of foul, profane, vulgar or obscene language may result in the termination of your visit, disciplinary charges and/or criminal charges.
19. Violation of visitation rules may result in a restriction to non-contact visits and you may also lose up to one hour per week of visitation time. Visitors who fail to follow visitation rules may be banned from the premises.

## **CHILDREN'S VISITS**

1. No children will be left in the public lobby without a parent or legal guardian.
2. No children will be allowed to run, shout or scream in the visiting area and it is your responsibility to insure this.
3. For their safety, children will remain on the visitor side of the barrier in the visiting room, this includes infants. If the infant needs to be changed the visitor will leave the contact visitation room to change the infant.
4. No persons under 18 years of age shall be allowed entry unless accompanied by their parent or legal guardian. Proof of guardianship is required.
5. Children will remain seated or on the lap of the parent / guardian. No child is permitted to sit or stand on the tabletop.

All inmates leaving the contact visiting area will be strip-searched by an officer of the same gender before returning to their housing unit including work assignment inmates. There will be no exceptions.

## **FUNERAL AND DEATHBED VISITS**

At the discretion of the Corrections Facility Administrator, an inmate may be permitted to attend the funeral of his/her father, mother, guardian or former guardian, child, brother, sister, husband, wife, grandparents, grandchild, ancestral uncle or ancestral aunt, or to visit such individual during his/her illness if death is imminent. Such visits will be permitted ONLY in New York State. A proper request form must be submitted by the inmate. Prior to approving any such request, the Zone Sergeant will verify:

1. That the person to be visited is one of the persons specified as stated above.
2. That the funeral arrangements or claim of imminent death are legitimate.

Prior to approving such visit, the Security Lieutenant shall assess the potential security risk associated with the visit and shall forward a recommendation to the Corrections Facility Administrator.

These visits may be denied based upon your specific charge, medical condition, mental condition, criminal history, conduct in the facility and history of interaction with staff.

Facility staff will only escort an inmate to destinations approved by the Corrections Facility Administrator. During a funeral or deathbed visit, no inmate shall be permitted to obtain food, beverages or any gifts, including money from his/her family or any member of the public.

## **INITIAL VISIT**

You are entitled to an initial visit within the first 24 hours of admission. You must request the visit in writing. The visit will be no more than 30 minutes in duration in a NON-CONTACT visiting room.

## **INMATE MOVEMENT**

If you are housed in a General Housing Unit you may have the ability to move throughout the secure portion of the facility unescorted for the purposes of attending religious services, medical services, program sessions and visitation. The following rules will be strictly followed:

- 1 Walk on the right side of the corridor in single file.
- 2 Groups will be limited to no more than seven (7) inmates.
- 3 Running or loitering in the corridors is not permitted.
- 4 Eating is not permitted.
- 5 No loud or boisterous conduct is allowed.
- 6 Only authorized materials will be allowed to be carried in the corridors.
  - a. Legal material;
  - b. Educational material for GED classes with prior approval from corrections staff.
  - c. No pens, pencils, combs or other items deemed inappropriate may be carried in the hallways.
- 7 All inmate movement will be monitored by staff and electronic devices.
- 8 No commissary, food, medication or other items are to be in your possession while in the corridors.
- 9 Shower shoes will not be worn in the hallways, only issued footwear.
- 10 At no time will any inmate be allowed to carry any materials or articles in the hallways to any program. This includes Bibles, Qur'ans, notebooks, etc. The only exceptions are for attorney visits. Inmates will be allowed to carry legal material to attorney visits.

Any violation of these rules may result in a disciplinary hearing with possible loss of privileges as well as re-classification. Unescorted movement of inmates will not be allowed for the following Classification's.

1. Male and Female minors;
2. Restricted Housing inmates;
3. Special Housing inmates;
4. Medical Housing inmates;
5. Classification inmates

## **LEGAL SERVICES**

Pre-Trial Release: These services are available to any inmate housed in the Broome County Sheriff's Correctional Facility, by sending a request slip to pre-trial release unit of the Broome County Probation Department.

Attorney-Conference Visits: Your attorney may visit you during the hours of 8:30 AM through 10:00 PM Mon. - Fri. with the exception of security lockdowns, meals and facility counts.

On weekends, non-contact attorney visits are available from 8:30 AM to 2:30 PM with the exception of the lunch mealtime. Weekend non-contact attorney visits are available by appointment only.

Trial Clothing: The only clothing accepted is for trial purposes. Only your attorney may drop off trial clothing. Your attorney must make arrangements with the Programs Lieutenant prior to dropping off clothing.

Notary Public: If you wish to have your legal papers notarized, forward a request slip to the law librarian and that person will contact a licensed notary public, who will notarize your papers as soon as it is possible.

Law Library: A law library is maintained within the Broome County Sheriff's Correctional Facility for your use while incarcerated. The law library weekly schedule is located in each housing unit. Check the housing unit bulletin board to see when your housing unit is scheduled to attend.

The law library contains current legal materials and references, as mandated, including a copy of the New York State Commission of Corrections Minimum Standards. Inmates are permitted to discuss and/or offer advice regarding their legal matters to each other. However, pursuant to Section 7031.3 of the New York State Commission of Correction Minimum Standards no inmate shall receive payment, benefit or consideration in any form from an inmate for providing such assistance. Any violation of the provisions of this Subdivision may result in disciplinary action.

If you have any questions regarding the legal services provided in the Broome County Sheriff's Correctional Facility ask the officer in charge of your housing unit or send a request slip for an interpreter to assist you.

The law librarian will only make photocopies of legal reference material only. Under no circumstances will personal papers be photocopied. Requests for photocopies will be limited to 50 pages per week. There is a .25 charge per page for photocopies. Indigent inmates are required to return the photocopies which have been loaned to them prior to receiving additional photocopies.

## **PROGRAMS**

The following programs will be available to inmates housed in the Broome County Sheriff's Correctional Facility.

## **EDUCATIONAL SERVICES**

Inmates that are interested in studying for the TASC examination are eligible to request the B-T BOCES Education Programs. A request slip is to filled out and submitted for proper approval.

The Education Programs Consist of:

- Taking TABE Assessment. The TABE is a Reading and Math assessment and will let the student and BOCES Instructor know the student's Reading and Math Levels.
- Based on those levels, the BOCES Instructor will work with the student to raise those levels. With the use of text books, handouts and computer programs, the student will work at his/her own pace on the Reading, Math, and other subject areas that are part of the TASC Exam.
- If the student's Reading/Math Levels are increased to approximately 10<sup>th</sup> grade, the student will have the opportunity to take the Official Practice TASC Exam. This Official Practice TASK Exam is a good indicator of how well the student will do on the actual TASC Exam.
- The TASC Exam is offered approximately once per month, at the Brome County Sheriff's Correctional Facility.

### **Additional Programs Offered by BOCES Adult Education Staff:**

Any inmate under the age of 21 is automatically eligible to enroll in the TASC Program .

Inmates that choose not to attend class have an option of the GRASP Program. This program is a self-study program where the BOCES instructor provides inmates work to do in their cell. TABLE and TASC testing are still a part of the GRASP program.

## **MENTAL HEALTH SERVICES**

### **Forensic Counseling**

Forensic evaluation is available to any inmate assigned to the Broome County Sheriff's Correctional Facility. This evaluation is on a professional level to aid you in effectively coping with emotional and/or personal problems, which affect mental health. If you wish to avail yourself of this service, submit a request slip to the officer in charge of your housing unit and a referral will be forwarded to the Forensic Unit. Appointment cards are used to access forensic services. Please consult the medical service section for details.

If you have any question regarding the programs offered, consult the officer assigned to your housing unit. Additional programs and activities may be offered to you. Please check the bulletin board in your housing unit for these opportunities.

### Substance Abuse Counseling

Substance abuse counseling services are available both on an individual and group basis. There are also Al-Anon and Narc-Anon groups that meet regularly. Please contact your housing officer for further information.

### **THERAPEUTIC HOUSING UNIT**

If you are a Broome County or surrounding County resident, you may wish to consider assignment to the Therapeutic Unit. This unit assists inmates who have mental health, drug and alcohol, educational and vocational needs. If your intention is to make the best of your incarceration time, and seriously intend to stay out of jail in the future, ask the classification officer for a Therapeutic Unit assessment.

### **POST-RELEASE PLANNING**

Post-release planning is available from a number of human service sources in the facility. If you need employment or vocational assistance please submit a request slip to contact the BOCES staff. Mental Health and/or drug/alcohol discharge planning is available from the Forensic Services staff also using the request slip. If you need housing assistance or have other miscellaneous release concerns please complete a request slip and place it in the Chaplain's box in the housing unit.

### **HOUSING AREAS RULES AND REGULATIONS**

Your individual cell and housing unit will be inspected frequently by the officer in charge of your housing unit. You must comply with the following to avoid disciplinary charges:

1. Upon admittance to the Broome County Sheriff's Correctional Facility you will be required to sign a cell inspection sheet, which states the condition of your cell upon your admittance.
2. The Broome County Sheriff's Correctional Facility is a tobacco free facility. Any tobacco products are contraband. This also includes matches, lighters and any other ignition source.
3. Beds will be made and remain so from 0830 AM until 1045 PM lockin. All personal and legal papers, books and magazines will be neatly stacked on your cell table.

4. You are required to keep your cell clean and to do your assignments in keeping the housing unit clean. This includes sentenced and unsentenced prisoners.
5. Particular attention should be paid to insure that the toilet and sink in your individual room are cleaned thoroughly with hot water, soap and scouring powder.
6. Absolutely no objects will be placed on the windows, window sills, mirrors, vents, and lights in your cell or housing unit. No pictures will be allowed on the wall, windows, floors, ceiling or door of your cell.
7. There is to be no accumulation of flammable items in your cell or housing unit. This includes bags or boxes from commissary, newspapers, books, magazine pictures, and excessive personal mail items.
8. No sheets, blankets, towels, newspapers or other items will be placed in front of your cell for any reason.
9. No clotheslines will be hung in your individual room or housing unit.
10. Drawing on, writing on or otherwise defacing walls in your individual room or housing unit is strictly prohibited and you will be subject to disciplinary action.
11. No light will be covered or otherwise obstructed with any object.
12. Trash or garbage will be disposed of in the receptacle provided in the day area.
13. Your cell door is to remain fully opened or locked at all times.
14. You will not enter another inmate's individual cell. Violation of this rule will result in mandatory disciplinary procedures - you will be written up and locked down.
15. Officer desks and any items thereon are off-limits to you. Tampering with, or taking any property from a desk will be considered a major violation of the rules and regulation.
16. You must ask and receive permission from the officer in charge of your housing unit to walk onto any area that is not carpeted.
17. The only food that may be stored in your cell is that purchased through commissary. Food or beverages that are provided with the meals are considered perishable and are not to be stored in your cell or housing unit. Commissary foods may be limited to control insect or vermin infestations. As stated in the

Commissary section, food items are limited to having 20 dollars worth of food in your cell at any one time.

18. Ventilation grates, windows, locks, electrical fixtures, television sets, etc. are not to be tampered with or in any way obstructed. Any equipment not operating properly is to be reported to the officer in charge of your housing unit. Any obstruction of officer sight lines is prohibited.
19. Officer telephones, computers, intercoms and radios will not be used or tampered with by inmates.
20. Selection of television programs will be conducted in a fair and equitable manner. Arguments or disagreements over the TV use may result in temporary suspension of this privilege. Damage or destruction of the television sets will result in their removal and replacement will occur only when repaired or spare equipment is available. The officer in charge of your housing unit will control TV volume. TV use may be suspended to curb noise in the unit. The housing officer has final say on any issues regarding television entertainment.
21. Under no circumstances are sheets, pillows or mattresses allowed to be taken out of your cell and into the housing unit.
22. Inmate uniforms and footwear will be worn at all times while you are out of your cell. Sneakers or county issued work shoes, are the only footwear allowed outside your housing unit.
23. You will not congregate at, knock on, or make any gestures through the windows.
24. You will obey and respect the officer in charge of your housing unit and the rights of other inmates at all times.
25. All personal property that you keep in your cell will be kept in the bin provided and the bin is to be stored under the writing table.
26. All fixtures and inmate furniture in the dayroom area will not leave that area at any time. This includes placing chairs in the exercise yard and shower area.
27. The only items you are allowed to keep in your cell are issued clothing, issued bedding, 3 newspapers, 3 magazines, 3 books, 2 religious books and 3 religious pamphlets, 1-Kufi. Legal materials loaned by the facility, commissary items, personal mail, issued hygiene items and personal legal materials. The hoarding of issued items in excess of what you are given by the facility is a disciplinary violation. All excess items will be destroyed.
28. Gang paraphernalia is not permitted and will be confiscated for security purposes.

29. Only no-shank pens, pencils and toothbrushes will be allowed in the possession of inmates.

## INMATE DISCIPLINARY PROCEDURES

It should be noted that any violation(s) of the New York State Penal Law are subject to criminal prosecution as well as disciplinary procedures. If a staff member has reasonable grounds to believe that you have committed, or attempted to commit an act which violates facility rules and regulations you may be charged with and written up for an infraction of these rules. Disciplinary action will be taken at such time manner and degree, which is deemed necessary in order to regulate your behavior. Disciplinary action against an inmate will be applied in a completely impersonal, impartial and consistent manner consistent with policy and procedure. A staff member may elect to resolve the disciplinary sanctions informally by either locking the inmate into their cell for the duration of their shift or by the inmate agreeing to sign a waiver of the formal disciplinary process. The maximum penalty imposed by the inmate signing the waiver will not exceed more than 24 hours keeplock.

Inmates will receive a written copy of all in-house charges placed against them. The disciplinary hearing will take place no sooner than 24 hours and no later than fifteen (15) business days after the inmate has received written notification of the charges placed against him/her. All disciplinary hearings will be held before a disciplinary officer and will be fair and impartial. At this hearing, you will be allowed to present information to aid in your defense and you may be allowed to call witnesses, if it is not considered disruptive to the facility. The officer will then render a decision based on evidence presented at the hearing. All such decisions are subject to the review of the Corrections Facility Administrator or his designee. You will be notified in writing of the outcome of your hearing within three business days. If you are found guilty of any of the charges against you, the hearing officer may impose one or more of the following sanctions:

1. Verbal Reprimand
2. Open Cell Keep Lock - You will be confined to your cell. The door will remain open. But, you will not be allowed to come out. No other inmate will be allowed to talk to you.
3. Privileges Suspended - Loss of one or more specific privileges for a period not to exceed thirty (30) days for each charge.
4. Disciplinary Segregation - Punitive-Commonly called-keep lock. Confinement will either be in the general population-housing unit or in the Special Housing Unit (SHU) for a specified period of time. Keep locks will be allowed 7 hours out of cell time per day.
5. Restitution - Being held accountable for payment of damage to property.

6. Loss of Good Time - If you are serving a sentence in the Broome County Sheriff's Correctional Facility one or more days of good time may be taken, not to exceed 1/3 of your sentence as a disciplinary measure.
7. Loss of Visitation Time - If you are found guilty at a disciplinary hearing you may lose up to 1 hour per week of visitation time for the duration of your disciplinary sentence.
8. Hearing Surcharge - A surcharge \$25.00 may be imposed at the discretion of the hearing officer(s) for any hearing in which you are found guilty of any facility rule violation or disciplinary charge.
9. Informal Discipline - Officer may choose to offer you the opportunity to waive your rights to a hearing. In this case you would sign a "Waiver of Hearing Rights" form agreeing to whatever keeplock sanctions are imposed by the housing officer.

#### **ADMINISTRATIVE SEGREGATION/PROTECTIVE CUSTODY**

A form of separation from the general population administered for the purpose of providing close and/or controlled supervision for an inmate's personal protection, for the safety and security of others, or the facility. Inmates housed in this type of segregation will be provided equal living conditions and all privileges of the general population except where there is an overwhelming security concern to restrict certain rights. The status of any inmate placed in Administrative Segregation will be reviewed every seven (7) days and every 30 days after the first 4 reviews, to determine whether the reasons for initial placement in the unit still exist and a decision will be rendered at that time as to whether the inmate will remain in Administrative Segregation or moved to general population. Any inmate placed in Administrative Segregation may be transferred to the Special Housing Unit at the discretion of the Security Lieutenant and will only have 7 hours out of cell time per day. You have the option to appeal Administrative Segregation decisions to the Facility Administrator. All inmate requests for Protective Custody will be reviewed by the classification officer or Zone Sergeant. Upon review an appropriate decision will be made as to the proper housing location. If your request is found to be baseless then you will not be moved from the unit, if the request has merit you will be housed in another unit (Male inmates). Female inmate requests for protective custody will also be handled by the classification officer or Zone Sergeant, and housing assignments will be adjusted as necessary. (Revised 3/23/2022)

#### **DISCIPLINARY APPEAL**

If for any reason, you are not satisfied with the actions of the disciplinary officer you have the right to request in writing to the Corrections Facility Administrator an appeal of your disciplinary hearing. The Corrections Facility Administrator can grant an appeal, render a decision, or refer your appeal to another hearing officer for a new hearing. You have 2 business days to appeal hearing decisions.

## **CONTRABAND**

Contraband is any item not issued to an inmate by the facility, or any item which an inmate is not allowed to possess. Issued items are considered contraband when found altered, in excessive quantity or kept after a request has been made by a staff member for an item's return. If items are found to be in excess they may be destroyed.

Dangerous contraband is any contraband, which is capable of endangering the safety or security of the facility or the health of any person therein. Fruits or instruments of a crime shall constitute contraband. Violent acts or acts involving weapons of any type will be dealt with severely.

### **Contraband: New York State Penal Law**

#### **205.20 - Promoting Prison Contraband in the Second Degree**

A person is guilty of Promoting Prison Contraband in the Second Degree when:

1. He knowingly and unlawfully introduces any contraband into a detention facility;  
or
2. Being a person confined in a detention facility, he knowingly and unlawfully makes, obtains or possesses any contraband.

#### **205.25 - Promoting Prison Contraband in the First Degree**

A person is guilty of Promoting Prison Contraband in the First Degree when:

1. He knowingly and unlawfully introduces any dangerous contraband into a detention facility; or
2. Being a person confined in a detention facility, he knowingly and unlawfully makes, obtains or possesses any dangerous contraband.

Promoting Prison Contraband in the First Degree is a Class D Felony

If you or your visitor(s) introduce or possess contraband, the Broome County Sheriff's Correctional Facility will charge all involved parties.

## **VIOLATION OF BROOME COUNTY CORRECTIONAL FACILITY'S RULES AND REGULATIONS**

By policy and procedures, the department has implemented a three tier discipline model. The categories are as follows:

1. Violent offenses
2. Major offenses
3. Minor offenses

Sanctions will increase for repeated violations of the facility rules and regulations. Disciplinary process does not preclude the filing of criminal charges for any act constituting an offense as set forth in the New York State Penal Law. The BCSO will investigate and bring criminal charges when appropriate for any violation of law.

Any violation of NYS Penal law is considered an institutional violation. Violent felonies are considered violent facility offenses with all other penal law crimes considered major offenses.

## **CATEGORIES OF OFFENSES**

The following are categories of offenses and the sanctions, which may be imposed:

### **1. Violent Offenses:**

- a. Assault/attempted assault/fighting, sparring or wrestling
- b. Any death threat written or verbal;
- c. Riots or any disturbance using violence;
- d. Physical obstruction of employee;
- e. Escape or attempted escape;
- f. Intentionally setting a fire;
- g. Self mutilation;
- h. Intentional damage or tampering of any security appliance, device, or barrier.
- i. Any sexual act using force or threat of force.
- j. Throwing or spitting blood or any other potentially infectious body fluid or material at any staff member.
- k. Bribery/extortion of any person;
- l. Possession of any key, badge or uniform or facsimile thereof;
- m. Possession or manufacture of any weapon or drug (including tobacco or alcohol);
- n. Forgery
- o. Failure to return or tampering with any razor.

For any of the above violations, a 15 day sentence could be imposed by the hearing board for a first time offense. Any subsequent violations, a sentence of up to an additional 15 days could be imposed by the hearing board. The sanctions of offenses may include keeplock in SHU, loss of privileges, loss of good time. An inmate may be subject to each of these sanctions or any combination of any of them. (Revised 3/23/2022)

### **2. Major Offenses:**

- a. Any sexual act between persons (including but not limited to kissing, embracing, holding hands, etc)
- b. Refusal to obey order during an emergency;
- c. Interference with formal count;
- d. Impersonation of any person;
- e. Failure to voluntarily comply with any searches;
- f. Spitting at any staff member;
- g. Unauthorized contact with the public.

- h. Larceny
- i. Refusing to lock-in when ordered.
- j. Possession of any contraband item from outside the facility.
- k. Possession or manufacture of gang or SRG (security risk group) paraphernalia including any documents, colored clothing items not issued by the facility, gang related designs or insignia or the imprinting of gang related emblems on clothing, facility structures, books or any other item.
- l. Using or tampering with any officer equipment including computers, radios, intercoms, or individually issued or assigned equipment.
- m. Unauthorized contact with inmates of a different classification or being in an unauthorized area.
- n. Damage to County Law Library resources.
- o. Intentionally exposing private parts of their bodies.
- p. Possession of tattoo making implements or making tattoos;

For any of the above violations a 3 day sentence could be imposed by the hearing board for a first time offense. The sanctions of offenses may include keeplock in SHU, loss of privileges, loss of good time. An inmate may be subject to each of these sanctions of any combination of any of them. (Revised 3/23/2022)

### 3. Minor Offenses:

- a. Withholding eating utensils;
- b. Throwing any item, material or liquid;
- c. Harassment;
- d. Refusing an order;
- e. Any threat to a person (verbal, written or by gesture)
- f. Possession of contraband;
- g. Gambling;
- h. Refusal to participate in hygiene/sanitation;
- i. Refusal to work or report on time (for sentenced inmates only);
- j. Any sexual offer or proposal;
- k. Lying or providing any false statement;
- l. Any other conduct which disrupts the safety or operation of the facility;
- m. Attempting or planning to commit any listed violation.
- n. Non-compliance with any housing rule or regulation
- o. Damaging county property or property of another person.
- p. Possession of issued items in excess of allotment.
- q. Failure to use shaving equipment in allotted time or saving of shaving products.
- r. Failure to walk on the right side of the hallway while in the corridors.
- s. Failure to comply with tablet usage agreement.

For any of the above violations, the hearing board could impose a 3-day sentence. The sanctions of offenses may include keep-lock in SHU or general housing unit, loss of privileges, loss of good time. An inmate may be subject to each of these sanctions or any combination of any of them. (Revised 3/23/2022)

Any offense committed outside of the secure confines of the facility may result in doubling the allowed sentence at the discretion of the hearing officer. This includes transports, court appearances, medical appointments, work details etc.

## **STANDING HEADCOUNTS & LOCK-IN PERIODS**

6:00 AM- Nightlights Out, Daylights On  
6:55 AM - Standing headcount in cell  
7:00 AM - Count Confirmation and unlocking procedures  
2:45 PM - Standing headcount in locked cell  
3:00 PM - Count Confirmation and unlocking procedures  
10:45 PM - Lock-in procedures  
10:55 PM - Standing headcount in cell  
Midnight - Daylights out, Nightlights on (except special housing units)

All inmates, except those in the medical unit, must stand during the formal count procedure. You must immediately return to your individual room or housing unit and lock in whenever ordered to do so by an officer. Failure to comply with this order is considered a major violation of the rules and regulations of the Broome County Sheriff's Correctional Facility.

## **COUNT PROCEDURES**

All inmates shall comply with the Security Count procedures of the facility. The procedure for inmates is as follows:

Upon the direction of the officer in charge of your housing unit that a count is being conducted, you must:

1. Go to your cell immediately and lock-in for the count.
2. Stand in the doorway of your individual cell or by your bed if living in a dormitory style housing unit.
3. Remain in the doorway of your cell, until the count is completed for the entire housing unit.
4. Refrain from unnecessary noise during count.
5. Refrain from any requests or conversation with Correction Officers who are conducting the count.

Failure to comply with these requirements will result in disciplinary action.

Counts in housing units will occur at shift change, but may also occur at other times as directed by the Zone Sergeant or the officer in charge of your housing unit.

## **CELL INSPECTIONS AND PERSONAL SEARCHES**

Staff members will conduct periodic cell inspections and personal searches. These inspections and personal searches, commonly called shakedowns, will be conducted on a random basis. Inmates will be required to follow all instructions by staff members.

## **INMATE GRIEVANCES**

It is the policy of the Broome County Sheriff's Correctional Facility to treat all inmates in a fair and impartial manner without giving special privileges to anyone. Follow the procedures listed below if you feel you have a legitimate grievance against the facility.

1. Attempt to get the issue resolved with the housing officer.
2. If a resolution cannot be found you may request a grievance form from the grievance officer. The grievance officer conducts daily unit tours. You must file the grievance within 5 days.
3. Your grievance will be investigated and you will receive a written determination from the grievance coordinator within five (5) business days. If the grievance is returned for clarification or additional information, you must return it in two (2) business days. The grievance officer will respond back in five (5) business days.
4. If you are not satisfied with the grievance coordinator's decision, you may appeal the determination to the Corrections Facility Administrator within two (2) business days.
5. You will receive a response within five (5) business days.
6. If you still are not satisfied with the determination you may appeal within three (3) business days and your grievance will be sent to the State Commission of Correction within three (3) business days.
7. You will receive a response from the Commission of Correction within forty-five (45) business days of their receipt of the grievance.

Note: Penalties and sanctions resulting from disciplinary hearings and administrative segregation housing decisions cannot be grieved. Please use the disciplinary appeals process.

## **SENTENCED INMATES**

Upon your admission to serve a definite sentence, the Admissions/Discharge Officer or Records Clerk will complete a time computation sheet and you will receive a copy of the time computation. This time computation sheet will provide you with your minimum out date. As a sentenced inmate you are required to work as a matter of law. Work assignments will be established within your medical limitations. Refusal to work or substandard work performance may be disciplinary violations.

## **GOOD-TIME**

Every person in the Broome County Sheriff's Correctional Facility who is serving a definite sentence may receive good time as a discretionary reduction of his or her term of sentence as provided by law.

Every person confined in an institution serving a civil commitment for a fixed period of term, whose release is not conditional upon any act within his power to perform, may receive time allowances as discretionary reductions of the term of his commitment, as provided by law.

When inmates begin a definite sentence, the good-time procedures will be explained in detail at Classification Officer and inmates shall be required to acknowledge this explanation by signing the prescribed form. If good-time is forfeited, canceled or restored, these changes will be noted in the inmate's good-time record.

Good-time computation and your signed acknowledgment are maintained as a public record and kept on file with the facility records.

## **WORK RELEASE PROGRAM**

To be eligible for the Work Release Program you must:

1. Be sentenced to the Broome County Sheriff's Correctional Facility for a term of 60 days or longer or be sentenced by Broome County Family Court for Failure to Comply with an Order of Support.
2. Have a job prior to coming to jail and have an employer who is willing to hold your job to enable you to participate in this program.
3. All transportation must be acceptable to the Corrections Facility Administrator to and from the job. You will provide transportation.
4. Complete a Work Release Application form that may be obtained from the officer in charge of your housing unit.
5. Agree, in writing, to comply with all rules and regulations established for the Work Release Program. You may be terminated from the program without notice.
6. You will be notified as soon as possible after a determination has been made of your acceptance or denial relative to this program.
7. Upon a disapproval, revocation, suspension or modification of a work release application you may request the NYS Commission of Correction review the decision rendered by the Work Release Board. Upon your request, the application shall be forwarded to the NYS Commission of Correction by the Programs Sergeant.

## **CONDITIONAL RELEASE PROGRAM**

An inmate serving a definite sentence in a local facility can be released before serving the full sentence. This is called a conditional release. A conditional release is under the legal custody of the New York State Division of Parole and supervised in the community by the NYS Parole Officers. The New York State Division of Parole is responsible for determining who may be conditionally released, and when and under what conditions.

You are eligible to apply to the New York State Division of Parole for a conditional release if you receive a definite sentence of more than 90 days to a local jail and have served a minimum period of 30 days. You are eligible for release when you have served a minimum of 60 days, including pre-sentence (jail) time, and have agreed, in writing to the conditions set by the New York State Division of Parole. Inmates committed to definite terms by the Family Court, shock probation or those serving an intermittent sentence are ineligible for the Conditional Release Program.

The officer in charge of your housing unit may obtain an application for conditional release for you. This application should be completely filled out and submitted to the New York State Division of Parole in the County where your sentence was imposed.

If you are returned to the facility for violation of conditional release conditions, you will not receive jail credit time for time spent out of the facility.

## **JAIL FURLOUGH**

You may be able to obtain a furlough if you are a sentenced prisoner and have served at least 150 days with 60 of those days as a sentenced inmate. You must have no longer than 6 months left to serve. You cannot have any felony convictions within the previous 10 years. Please see the furlough application for further information.

## **RELEASE OF SENTENCED INMATES**

All sentenced inmates released from the Broome County Sheriff's Correctional Facility after serving their term of incarceration will be released at 10:00 AM Monday through Friday, except legal holidays. You will be responsible for the following:

1. Cell to be clean, including toilet and sink. There are to be no markings on the walls. Your cell will be inspected and if found to be unsanitary, your release will be delayed until you pass the inspection necessary to leave the facility.
2. Return all issued County property. If any damaged property, which has been purposely damaged or altered, is returned, you will be charged for the replacement price with possible criminal charges to be placed on you.
3. Obtain transportation prior to your leaving and have them report to the release station at the North end of the building. If you are unable to obtain transportation, inform your housing unit officer of such and transportation will be provided for

you to Hawley St. in downtown Binghamton. No one will be allowed to walk from the Broome County Sheriff's Correctional Facility upon release.

4. Inform your housing unit officer of any medications that belong to you, so that they may be obtained from the medical staff if applicable.
5. You will receive your personal property in the intake area just prior to release.

#### **RELEASE OF NON-SENTENCED INMATES**

Upon release from the Broome County Sheriff's Correctional Facility, you will be responsible for the following:

1. Cell to be clean, including toilet and sink. There is to be no marking on the walls.
2. Return all issued County property. If any damaged property, which has been purposely damaged or altered, is returned, you will be charged for the replacement price with possible criminal charges to be placed against you.
3. You will be given the opportunity to secure transportation from the Broome County Sheriff's Correctional Facility. If you are unable to secure transportation, you will be transported to Hawley St. in downtown Binghamton. No one will be allowed to walk from the Broome County Sheriff's Correctional Facility upon release.
4. Inform your housing unit officer of any medications that belong to you, so that they may be obtained from the medical staff if applicable.
6. You will receive your personal property in the intake area just prior to release.

#### **RELEASE OF REGULAR WEEKENDERS**

Releases will follow the same rules as any Sentenced Inmate with the following modifications:

1. Your transportation is to be here prior to Court Ordered Release Time, and at the Buildings release station located at the North end of the complex.
2. If you're being released on your Term Expired date your release still occurs at the Court Ordered Time, no matter what weekend day your maximum time served is on.

#### **RESTRAINTS OF PREGNANT INMATES**

No restraints of any kind shall be used on women who are known to be pregnant or a woman within eight weeks after delivery during transport except in extraordinary circumstances, where restraints are necessary to prevent such woman from injuring herself or medical or correctional personnel.

No Correctional staff shall be present in the delivery room during the birth of a baby unless requested by the medical staff supervising the delivery or by the woman giving birth.

### **DNA IDENTIFICATION INDEX**

Section 995(7) of the Executive Law requires persons convicted and sentenced of any felony defined in the NYS Penal Law or an attempt thereof where the attempt is a felony, as well as persons convicted and sentenced of specified misdemeanor offenses to provide DNA specimen for the State DNA Databank.

Refusal to comply with this requirement will result in disciplinary action and/or arrest.

### **SEX OFFENDER REGISTRATION**

If you are a registered sex offender, under New York State Law and registered with DCJS you must change your address upon intake and any release from custody.

### **SPECIAL HOUSING UNIT RULES:**

Facility Note:

It is the facility's hope that you do not have to be housed in the SHU. We feel that the facility offers a positive environment to encourage proper behavior while in custody. If you choose to continue your past criminal behavior while in custody, the SHU rules were provided in this manual to notify you of our institutional commitment to combat negative behavior.

These rules apply to all persons admitted to the male or female special housing unit. They are being provided in this manual to assist inmates who do not chose to comply with facility rules and regulations.

### **ADMISSION**

You have been admitted to the Special Housing Unit due to one of the following reasons:

1. You are awaiting a disciplinary hearing
2. You have been placed in administrative segregation as a danger to others
3. You are under investigation for a criminal act
4. You are in-transit
5. You are in protective custody.
6. You have exhibited unusual behavior

7. You have been, or are awaiting classification

Upon entry into the SHU:

1. You will be strip-searched
2. Your property and issued items will be completely searched.
3. You will be issued a color-coded jumpsuit (if available)
4. Personal items will be inventoried and you must sign the inventory if you wish to have the items in the cell with you.  
Some personal items will be available only after a period of time.

Clothing and Linens:

1. You will be issued new uniforms upon admission to the SHU.

Hygiene Items:

1. Hygiene items limited to soap, toothpaste, toothbrush and a comb or pick will be kept by the staff and made available for your use on a daily basis.  
You must return these items after each use.

Writing Supplies:

1. Writing supplies will be kept by staff and made available on a scheduled basis, during specific times periods. You must return these items after each use.

Personally owned items:

1. Upon completion of the property search, you are permitted to have in your cell:

1 pair prescription eyeglasses  
1 pair dentures  
1 prescription hearing aid  
1 religious book  
Legal papers (limited to active cases only)

2. After 72 hours you may have, in addition to the items listed:

1 plain wedding band  
1 religious medal (same as general housing)  
Kufi or yarmulke  
Tefillin  
Talit Katan  
Postage stamps  
Writing pad  
Envelopes  
3 Books  
3 Magazines  
10 pieces of personal mail

## No Personal Photographs

### COMMISSARY

Commissary ordering is the same as general housing units. Except in this unit you are only allowed to order hygiene items as listed in the indigent hygiene kit, writing supplies and mailing supplies. The facility may restrict the amount of supplies ordered.

### EXERCISE

Inmates confined in the SHU will be offered four hours outside of their sleeping area per day unless you are going through the classification process. The out of cell time will generally be held in the exercise yard but may be held in the program room because of inclement weather. Inmates with restraint orders will be required to be out with restraints in place. Your ability to participate in out of cell time may be restricted due to your conduct.

### SHOWERS

Inmates will be afforded the opportunity to take a 10 minute shower at least 3 times per week.

### TELEPHONE USE

Inmates confined in the SHU will be allowed to use the telephone between 2:00 and 4:00 PM weekdays.

### CLEANING / SANITATION

Inmates confined in the SHU are required to clean their cells on a every other day basis. Staff will provide cleaning materials and supplies. All materials and supplies will be returned. Beds will be made at all times between 7:00 am and 9:30 PM.

### MEALS

Meals will be passed through the food slots and eaten in the cells. All utensils and containers will be returned. Hot water will be obtained from your cell sink.

### GENERAL RULES

1. You will comply with all SHU officer directions
2. You will not yell, holler, bang on doors or walls
3. When you are out of your cell you will not talk, pass items or loiter around other inmates who are locked in their cells.
4. Obey all other disciplinary and conduct rules contained in this manual.
5. You will exhibit respect, self-control and restraint.

6. You will be locked in at all times except for exercise, showers and Phone Calls

#### DEPRIVATION ORDERS

You may be the subject of a deprivation order. These orders can ban your access to specific items that you have misused, or have the potential to misuse. Deprivation orders can be directed toward property items, commissary items, food service etc. It is in your best interest to improve your behavior to avoid deprivation issues.

#### RESTRAINT ORDERS

It may be necessary to order restraints placed on you whenever you are out of your cell. This is necessary only when you have exhibited conduct that places other persons (staff, inmates or visitors) at risk. It is in your best interest to avoid conduct that would result in a restraint order.

#### SHU DISCHARGE

In order to be discharged from SHU you must:

1. Refrain from conduct that violates facility rules and regulations.
2. Completely clean your cell including walls, floor and fixtures
3. Complete inspection with SHU officer.

#### **Additional Assistance:**

Additional assistance for, but not limited to, Illiterate or Non-English speaking inmates in regards to orientation procedures, health service procedures, facility rules, grievance or disciplinary procedures or preparation and any other facility service or program question are available upon request.

Pursuant to NYS election Law, prior to release every inmate will be provided with a mechanics of registering to vote notice, an application to register, and an acceptance/declination of registration form. Applications for an absentee ballot that will be delivered in-person at the county board of elections to the voter or an agent of the voter must be received not later than the day before the election. Applications for a ballot to be delivered by mail to the voter must be received at the county board of elections no later than 15 days before the election. If the address of your county board of elections is not provided on this form, contact information for your local election office can be found on the New York State board of Elections' website, under "county boards of Election" directory at. [http://www/elections/ny/gov/county\\_boards/html](http://www/elections/ny/gov/county_boards/html). 60 Hawley St., Government Plaza P.O. Box 1766 Binghamton, NY 13902.

## **Inmate Tablet Terms and Conditions and User Agreement**

Tablets are available for use in certain housing units of the Broome County Sheriff's Office Correctional Facility.

- 1) You will need to purchase tablet usage time to be able to access certain features available on the "paid" section of the tablet from commissary if you so choose. The commissary ordering is available on the "free" portion of the tablets.
- 2) Inmates will sign on to the tablet using their "Jacket Number and assigned PIN number. Once logged in, you will be prompted to change your 4 digit pin. Assigned PIN is your DOB (month and date).
  - a. You will then agree to the terms and conditions.
- 3) When finished using the tablet, make sure you log out. Failure to log out will result in your being charged for usage until such time you log out.

The following profiles will be on the tablet and will include but not limited to the following:

- 1) **FREE PROFILE:** No cost to inmate.
  - a. Receive account information (Tablet Balance).
  - b. Contact list of family and friends who created an account to message an inmate.
  - c. Facility information file: Contains important facility info such as the inmate handbook etc.
  - d. Commissary ordering.
  - e. Miscellaneous other items.
- 2) **PAID PROFILE:** Cost is \$.05 cents per minute of usage.
  - a. Apps
  - b. Games
  - c. Messaging
  - d. Books (As approved and listed)
  - e. Movies (As approved and listed)
  - f. Music ( As approved and listed)
- 3) **PROMOTIONAL PROFILE:** (When available) Cost is \$.03 cents per minute of usage.
  - a. Can only use one app. at a time containing promotional apps.

### **Ear-Buds (Headphones)**

- 1) Ear-Buds must be purchased from commissary. (ear-buds are required for certain paid items).
- 2) You will only be allowed to possess "ONE" pair of ear-buds at any given time. If you are caught with more than one pair, you will lose your tablet privilege.
- 3) If your ear-buds break or are damaged, you will be allowed to purchase replacements on commissary. You must turn in your broken or damaged ear-buds to the unit officer before you will be allowed to order new ones. The ordering of ear-buds will be blocked until verification is made that the damaged ones were turned in. There will be no exceptions. If you do not have a pair to turn in, you not be allowed to order new ones.

### **Misuse**

- 1) Inmates are not permitted to log onto anyone else's account.
- 2) If an inmate is found using another inmate's account, or
- 3) an inmate allows another inmate to use his/her account, will result in the loss of tablet privilege.
- 4) Inmates who due to irresponsible behavior, break a tablet, will be issued a disciplinary report for Destruction of Property and will be charged the current tablet replacement cost and will lose tablet privilege.

### **Miscellaneous**

- 1) Tablets are shared with the other inmates within the housing unit and **MUST** be returned to the

**charging stations when not in use. You will not be allowed to hold a tablet when not in use. Failing to turn in a tablet when not in use will result in revocation of tablet privilege.**

- 2) Inmates who are on any disciplinary status, will not be permitted to use the tablets.**
- 3) If a housing unit is locked down for any reason, tablet usage will not be permitted. If the lock-down occurs when the tablets are in use, the housing unit officer will collect all tablets. Tablets will be \ inspected for damage and returned to the charging stations.**
- 4) ALL ACTIVITY and COMMUNICATION on the tablet will be and is subject to monitoring and review.**
- 5) Use of tablets will only be allowed inside individual inmate cells or housing unit programs rooms. Tablet use will not be permitted in housing unit day area.**