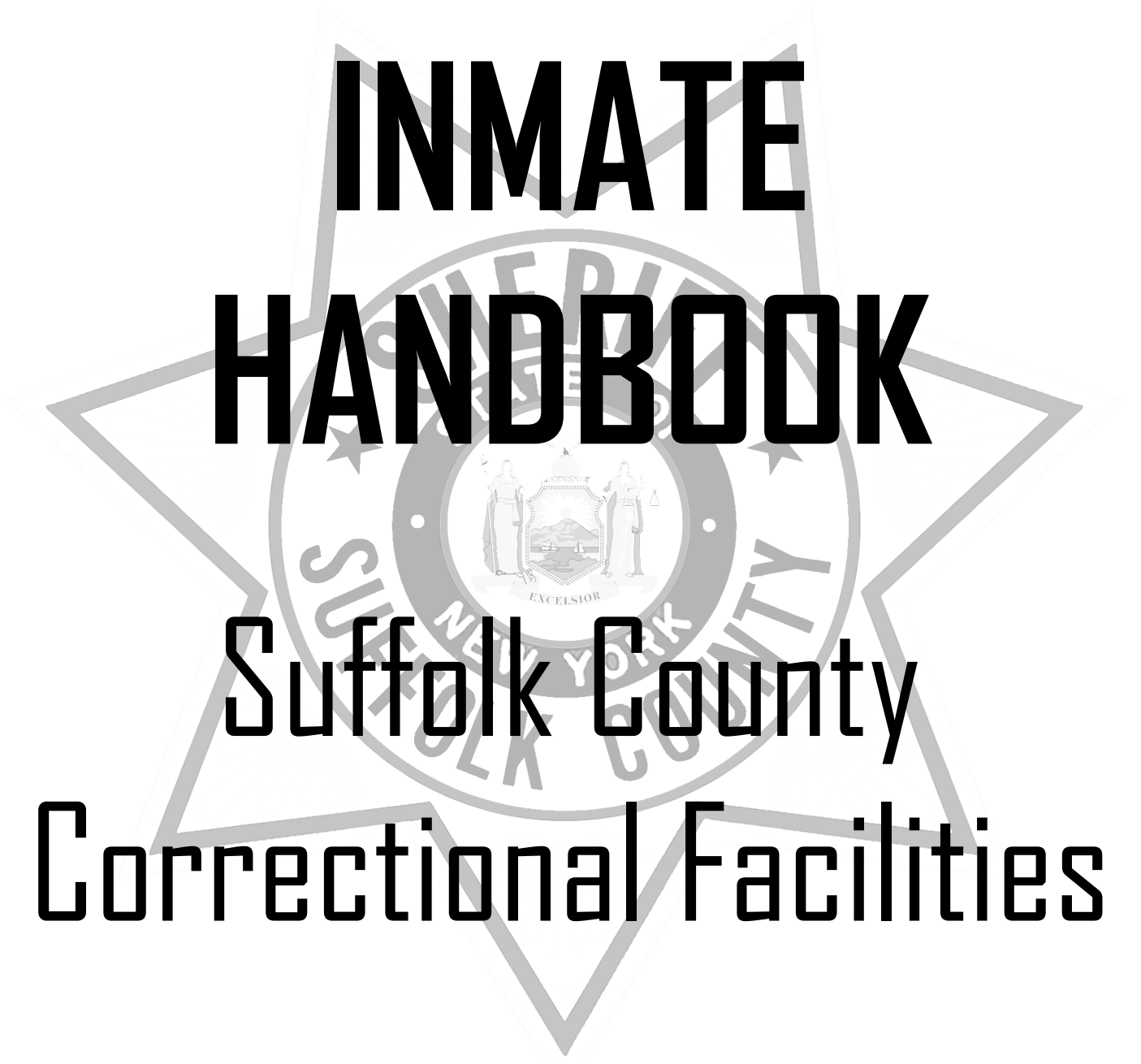


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SHERIFF OF SUFFOLK COUNTY***



**INMATE
HANDBOOK**

**Suffolk County
Correctional Facilities**

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

CURRENT AS OF AUGUST 31, 2022

INMATE HANDBOOK

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

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

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

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

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

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

Current as of August 31, 2022

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I. HOW TO BAIL OUT OF JAIL

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

A. WHAT IS BAIL?

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

B. WHO CAN POST BAIL?

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

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

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

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

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

II. GENERAL INFORMATION

A. CORRECTION OFFICERS

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

4. It is your responsibility and the responsibility of the Correction Officer to build the kind of rapport that will make your stay here as easy as possible.

B. SECURITY COUNTS

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

1. IN HOUSING AREAS

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

2. WORK OR RECREATION AREAS

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

3. VISITING

Remain seated and keep still.

4. ALL OTHER AREAS

Cease movement and follow instructions given by an Officer.

C. K-9 UNITS

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

D. HOUSING QUARTERS

1. Your living quarters must be clean and neat at all times. There will be no pictures or paper posted on or covering the walls, doors, toilet, vents, or lights. There will be no writing on the walls. There will be nothing on the windowsills.
2. Pictures that are sexually suggestive in nature will not be permitted for display. Pictures depicting any type of nudity are forbidden.
3. Beds will be made and rooms straightened out by 8:00 a.m. on weekdays and by 9:00 a.m. on weekends and holidays. The bed will be made up as follows: The two sheets and blanket will be on the bed with the bottom and sides tucked under the mattress. The side ends will not hang

down over the edge of the bed. Items in or on the desk will be kept neat. Inmates shall be required to keep their bunks made when they are not occupied. Medical staff may authorize exceptions to this for medical reasons. Failure to keep bunk made when not occupied may result in disciplinary action.

4. You must be dressed appropriately in the housing area at all times. This means that you are required to be wearing your shirt, jail issued pants (or sweats) and shoes whenever you are outside of your cell. If you do not have a cell, you should be dressed prior to leaving the area of your bunk.
5. If you wish to lie down, you may do so on top of the covers.
6. You are responsible for the cleanliness of your cell (for the purpose of this rulebook "cell" shall mean your living quarters and its vicinity.) Nothing will be written on the cell walls (i.e., graffiti.) If you are assigned a cell with graffiti on the walls or ceiling, call it to the attention of the housing Officer immediately. Writing on your cell walls is considered vandalism and may be subject to criminal prosecution in addition to disciplinary sanctions.
7. When you are assigned to a cell or living area, you should check to see if your toilet and sink are functioning properly. If they are not working properly, let your housing area Officer know immediately. If you do not report damages or non-functioning plumbing to your housing area Officer, you will be held accountable for any damages.
8. Remember that you are responsible for the condition of your cell. If you are assigned a cell or living area and intentionally damage or destroy any part of it, disciplinary charges will be brought against you. If you are found guilty you will be required to make restitution (pay) for any damages, paint and/or repairs for your cell through your commissary account.
9. All inmates are expected to participate in their daily housing area cleanup, as well as the Saturday general cleanups. Cleaning material will be distributed as needed.
10. There will be nothing hung or stored on cell bars (i.e., sheets, towels, blankets, clothing, hygiene products, personal property, etc.). Nothing may be posted, affixed to, drawn or written on the walls.
11. All inmates are required to having clothing on when they sleep.

E. MEALS

1. You will be offered three meals per day
 - a. Between 5a.m. and 7 a.m.
 - b. Between 11 a.m. and 1 p.m.
 - c. Between 4 p.m. and 6 p.m.

2. All facility meals are served in accordance with New York State Minimum Standards Part 7009 and are meant to be consumed at the time of service.
3. You may not save food from meal service. All facility issued food items, including milk and juices, which are not consumed prior to the next regularly scheduled meal period will be considered contraband and may be disposed of.
4. All food service containers; milk, juice, etc., are to be disposed of following each meal and are not to be utilized for any other storage purpose.
5. Special diets prescribed for medical reasons will be provided.
6. Religious diets may be provided. Speak to your religious advisor in the Rehab Unit.

F. FACILITY DRESS CODE

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

G. PERSONAL HYGIENE

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

3. You are not permitted to wear hairpieces; however special consideration will be given by the Medical Staff in cases where a medical condition exists. If your hair condition poses a health problem to yourself or others, you may be required to have it cut and/or receive treatment by the Medical Staff.
4. Razors are available each day in all housing areas. Razors will be used appropriately and returned to the Officer, cleaned and intact with the cover on, when you are finished.
5. Fingernails
 - a. Fingernails shall be kept trimmed to a reasonable length. The Suffolk County Sheriff's Office defines a reasonable length as the nail may not extend out further than the tip of the finger.
 - b. Fingernails will be rounded, not filed to a point.
 - c. We make nail clippers available to you through your housing unit officers.
 - d. Failure to voluntarily cut your fingernails to not extend further than the fingertip may require you to wear safety mitts and be escorted outside your housing unit.

H. BARBER / HAIR CARE SERVICES

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

III. ACCOUNTING

A. GENERAL INFORMATION

1. The inmate accounting office will maintain a personal account for you with all monies you receive.
2. You will be given a receipt for any money received in the mail (money orders, certified checks, etc.) that is placed in your account. Personal checks will not be accepted and will be returned to the sender or placed in your property envelope.
3. Family and friends can place money on your Commissary account for the purchase of items through the Keefe Commissary Service. Cash, credit or debit cards can be deposited into the kiosks located in both the Riverhead and Yaphank Visiting lobbies.
4. You may not transfer or receive, through any means, negotiable instruments, money, or items of monetary value to or from staff or other inmates.

B. COLLECTION OF INMATE DEBTS

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

C. ACCEPTABLE FUNDS

- Cash
 - Money orders
 - S.C.C.F. Prisoner Fund Check
 - Cash, credit, or debit cards via Keefe Banking System
 - Deposits made via the internet by credit or debit card at www.AccessCorrections.com
 - Bail return check
 - County Treasurer unclaimed funds return check
- NOTE:** All other checks will be put in your personal property or you may mail them out upon receipt with an envelope supplied by you.

D. REMITTANCE OF FUNDS FROM COMMISSARY ACCOUNT

Transfer of Inmates Monies Request Form (Request Form from Housing Officer)

- Inmate wishes to remit money to immediate family, attorney of record or recognized clergy.
- Inmate receives form Housing Officer and completes.
- Form and addressed envelope is forwarded to the Internal Security Unit for approval.
- If approved, the form is submitted to Inmate Accounts for processing and the money is deducted from your account.

Transfer of Inmate Monies For Governmental Payments (Request Form from S.T.A.R.T.)

- Inmate wishes to remit money to the START resource center for obtaining official governmental documents, i.e., ID, birth certificate, social security card etc.
- Inmate receives form from S.T.A.R.T. upon admission interview or may be requested from Housing Officer and completes form.
- Form and addressed envelope is forwarded to the S.T.A.R.T. Resource Center for approval.
- If approved, the form is submitted to Inmate Accounts for processing and the money is deducted from your account.

Outgoing Photo Release Program (Request Form from Rehab)

- Inmate wishes to purchase pictures to be mailed or e-mailed out.
- Inmate receives form from Rehab or Housing Officer and completes.
- Form and addressed envelope is forwarded to the Rehab Unit for verification of funds and approval. Inmate will be called down by the Rehabilitation Unit to take pictures.
- If approved, the form is submitted to Inmate Accounts for processing prior to the picture being sent out and the money is deducted from your account.

Correspondence – Property Release Form (Request form from Property Officer/Commissary Officer)

- Inmate wishes to remit Mail (oversized or unknown postage)
- Inmate wishes to remit their Property envelope
- Inmate requests form from Housing Officer, Property Officer, or Commissary Officer and completes. Form and addressed envelope is forwarded to appropriate Officer as designated on the form for approval.
- If approved, form is submitted to Inmate Accounts for processing and the money is deducted from his/her account.

NOTE: There will be no transfer of funds between inmates. In addition, only one (1) transfer of funds per months will be allowed.

IV. DAILY OPERATIONS

A. IDENTIFICATION BRACELET

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

B. REQUEST SLIPS

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

C. SEARCHES OF INMATES AND CELLS

1. The Warden/designee may order a general search of any/all areas of the facility at any time. Your cell may be searched as part of a general search, randomly selected, or as needed as part of an investigation. During a cell search, all precautions will be taken to avoid damage to any items. Any item that is contraband or evidence of a crime or misconduct will be confiscated.
2. Excessive personal property in your cell is considered to be contraband. Contraband will be confiscated.
3. Excessive county-issued items will be confiscated. These items may be returned to the facility's inventory for re-distribution. You may be issued a disciplinary report if the items have been altered or are unusable. A confiscation slip will only be used for non-county issued items and for those that are the subject of a misconduct.
4. You will be present whenever your cell is searched UNLESS the ranking Officer conducting the search determines that your presence would be a threat to staff, other inmates, or the security of the facility; if the search is being conducted under emergency conditions; if you are unavailable; or if your presence will impair an ongoing investigation of criminal activity or violation of facility rules.
5. A random search of your cell may be conducted at any time.
6. Your cell may be searched as part of an investigation when there is reasonable suspicion that you or your cellmate are concealing contraband, are involved in criminal activity, or involved in an activity that could threaten the security of the facility.
7. Your cell may be scanned by a contraband detection device. This may be done without you being present. If contraband is suspected, the procedures for a cell search will be followed.
8. Your cell will also be inspected for health, safety, and security reasons. A security inspection is to check things such as doors, windows, bars, electrical fixtures, and plumbing. Your personal property will not be searched or disturbed during a security inspection except to the extent necessary to gain access to the things to be checked. Your presence is not required during a security inspection.

9. You may be searched at any time and in any area of the facility. Staff of the same gender will conduct pat searches under ordinary circumstances. Pat Searches will be conducted in a professional manner. When you are pat searched, you must follow the directions given by the Staff member conducting the search. Same gender pat down searches of females will routinely be used unless otherwise necessary.
10. You may be stripped searched, when necessary, for the security and safe operation of the facility. You may be strip searched:
 - a. After every contact visit;
 - b. Upon your return after leaving the facility for any reason;
 - c. Following activities where you have the opportunity to mingle with outside groups, particularly where there are large numbers of people under minimal supervision;
 - d. When there is a reason to believe that you are involved in an escape plot or in possession of contraband;
 - e. When you enter or leave any restricted area; and
 - f. When you enter or leave a Disciplinary Housing Unit.
11. Strip searches will, whenever possible, be conducted in an area separate from other inmates for privacy and to limit embarrassment. Unless it is an emergency, a Staff member of the same gender will conduct the strip search. Staff of either gender will conduct a strip search if exigent circumstances exist.
12. Strip searches will be conducted in a tactful, professional manner. When you are strip searched, you must:
 - a. Remove all items from your pockets and place them on a shelf, desk, or other suitable place;
 - b. Remove all of your clothing;
 - c. Follow the direction(s) given by searching Staff member.

D. SMOKING

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

E. GOOD BEHAVIOR ALLOWANCES (SENTENCED INMATES)

Most sentenced inmates have the time they have to serve shortened by the application of a Good Behavior Allowance. Good Time is given to qualified inmate during the calculation of their sentence (Some Civil sentences do not qualify for Good Time, as an example.) In accordance with Correction Law, the Classification Unit will provide you with a copy of section 804(7) Good Behavior Allowance. The Classification Unit staff will further explain this section to you. Good Time may be lost for

disciplinary infractions and restored for completing work assignments and maintaining a good disciplinary record.

F. LAUNDRY, LINENS, BLANKETS AND UNIFORM CLEANING

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

G. TELEVISION

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

H. SECURITY THREAT GROUPS

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

V. RESOLUTION OF PROBLEMS

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

A. ABUSE ALLEGATIONS

1. The Sheriff's Office strictly prohibits abuse of inmates.
2. If you believe you have experienced abuse by staff, inmates, visitors, contractors, or individuals/groups that have business with the Sheriff's Office, you must report it as soon as possible. You may report it to the Office of Professional Standards and/or submit a grievance in accordance with the grievance procedure. If you file a report, you must include the names of all parties involved; the specific details of the incident(s), date(s), time(s), or place(s) of alleged incidents; and witnesses, if any. You will not be retaliated against for reporting an incident of abuse or for providing witness testimony. Office of Professional Standards may be contacted at (631) 852-3819.
3. The Sheriff's Office will conduct an investigation. The purpose of the investigation is to determine the nature and extent of the misconduct. You may be asked to give a statement and, if criminal charges are brought against the assailant, you may be asked to testify.
4. If you make a false allegation, you may be issued a disciplinary charge.

B. SEXUAL ABUSE OR SEXUAL HARASSMENT

1. The Prison Rape Elimination Act (PREA) was passed by Congress on September 4, 2003. The Suffolk County Sheriff's Office has established a zero tolerance policy concerning sexual abuse or sexual harassment from other inmates, staff, or others.
2. The Sheriff's Office strictly prohibits the sexual abuse or sexual harassment of inmates in custody by any person.
3. If you believe you are a victim or suspect another inmate might be a victim of sexual abuse or sexual harassment, you must report it immediately for your safety. If you have experienced sexual harassment by staff, inmates, visitors, contractors, or individuals/groups that have business with the Sheriff's Office, you must report it as soon as possible. You may report the incident to:
 - a. Any Correction Officer verbally or in writing,
 - b. Any Medical or Mental Health Staff verbally or in writing,
 - c. The Office of Professional Standards by calling (631) 852-3819,
 - d. By writing to the Office of Professional Standards at:
 - e. 100 Center Drive
Riverhead, NY 11901, or
 - f. By contacting the Crime Victim Center at (631) 689-2672,
 - g. By writing to the Crime Victims Center at:
100 Comac Street
Ronkonkoma, NY 11779
 - h. By contacting a person outside the facility to make the complaint on your behalf.

4. An incident can be reported anonymously if you deem it necessary.
5. If possible, document details of the incident to help the investigation. Details such as:
 - a. Names of abuser,
 - b. Witnesses,
 - c. Time and date of the incident,
 - d. Location of the incident.
6. Even though you may want to clean up after the assault, it is important to see medical staff before you shower, wash, drink, eat, change clothing, or use the bathroom. Also, do not wash, destroy or discard the clothes and underwear you had on at the time of the assault as these items may be used to collect evidence.
7. An investigation will be conducted.
8. Allegation of sexual abuse and sexual harassment are very serious and if you make a false allegation, you may be subject to disciplinary action.
9. Consensual sexual conduct with another inmate is strictly prohibited and will subject you to disciplinary charges, which can include, but not limited to, disciplinary lock-in, loss of funds, and/or loss of good time.
10. If you feel you require additional support due to a sexual abuse or sexual harassment incident you may contact the Crime Victims Center at (631) 689-2672.

NOTE: Please watch the PREA Video on your issued tablet.

C. INMATE GRIEVANCE PROGRAM

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

1. Inmates are required to file grievances in a responsible manner. A grievance shall be rejected by the Grievance Coordinator if it contains profanity, threats of physical harm, or language which demeans the character, race, ethnicity, physical appearance, gender, religion, or national origin of any person, unless it is part of the description of the grieved behavior and is essential to that description. A grievance also may be rejected or returned for any of the following reasons: It is

vague, illegible, contains multiple unrelated issues, or raises issues that are duplicative of those raised in another grievance filed by the grievant.

2. If you have a complaint or problem:
 - a. Attempt to resolve it with the Officer assigned to your particular housing unit.
 - b. If for some reason you and the Officer are unable to reach an acceptable resolution, you may request and will receive a grievance form to fill out. You may request and receive assistance in filling out the grievance form from Staff. Only one issue is to be included on any Grievance Form. Use as separate form for each specific complaint.
 - 1) A grievance will be accepted on plain paper. The Grievance Officer will provide the proper form and require you to transpose your complaint.
 - 2) Should you include two or more unrelated complaints on one Grievance form, the Grievance Officer will require you to submit each complaint on a separate form.
 - c. Give the completed Grievance form to the Officer. The Grievance form will be forwarded to the Sergeant assigned to your housing unit. The Sergeant may attempt to resolve the grievance.
 - d. If the issue is still not resolved, the Housing Sergeant will forward the grievance to the Grievance Coordinator.
 - e. Other methods of submitting a grievance include:
 - 1) Placing the grievance in a locked box provided in the Law Library.
 - 2) Placing the grievance in the mailbox in your housing unit.
 - 3) Mailing the grievance to the Grievance Unit via the U.S. Mail.
 - f. Should you feel uncomfortable asking for a grievance form, you may submit a grievance on any plain paper you may have.
 - g. Your issue in the completed Grievance form will be investigated and you will receive a written determination from the Grievance Coordinator within five (5) business days. If additional information is required, you have two (2) days to comply with the request.
 - h. If you do not agree with the Grievance Coordinator's decision, you will have two (2) business days to appeal the determination to the Warden. You cannot appeal the acceptance of your grievance.
 - i. You will receive a written determination from the Warden within five (5) business days.
 - j. If your appeal to the Warden results in an unfavorable decision, you may appeal such determination to the State Commission of Correction within three (3) business days. You cannot appeal the Warden's acceptance of your grievance.
 - k. The Grievance Coordinator will forward your appeal to the State Commission of Correction within three (3) business days of receiving and you will be provided with a receipt.
 - l. The Commission shall render a written determination on the grievance within forty-five (45) business days; you will be notified by the Grievance Coordinator.
3. Should you not hear from a Grievance Officer in a reasonable amount of time, you may send a written request to the Grievance Unit and/or submit another grievance.

4. THE FOLLOWING DECISIONS WILL NOT BE SUBJECT OF A GRIEVANCE AND THEREFORE MAY NOT BE APPEALED TO THE WARDEN OR THE CITIZENS POLICY AND COMPLAINT REVIEW COUNCIL:

- Actual penalties and sanctions, and/or surcharges resulting from disciplinary hearings.
- Administrative or Disciplinary Segregation housing decisions.
- Issues that are outside the Warden's control. However, the policies and procedure leading to these decisions may be the subject of a grievance.
- Complaints pertaining to an inmate other than the inmate actually filing the grievance.

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

D. SAFETY AND VICTIMS' SERVICES

1. General Safety Issues

You have the right to be safe in jail. When you came in to Sheriff's Office custody you were asked whether you knew any reason why you may be at risk or need special security or protection from the general inmate population, such as:

- Having been assaulted, harassed, or coerced, sexually or otherwise, while in custody or during prior jail time
- Having been perceived as being gay, transgender, a cross dresser, or visibly feminine (if housed in the male population)
- Any other reason.

Even if you did not say anything when you first came into custody, it is never too late to ask for help. If you feel unsafe for any reason at any time, be sure to tell your housing Officer. You can also tell a chaplain, counselor, or any other staff.

The facility also has Voluntary Segregation housing, where inmates are housed in cells and kept safe by keeping them from having physical contact with any other inmates. The inmates get all essential services and programming. Inmates receive at least one hour of recreation and all showers, visits, etc., and also dayroom time. Inmates are subject to a weekly classification review and may sign themselves out of voluntary segregation or choose to remain in their current housing assignment.

2. You can also help yourself remain safe by:

- Carrying yourself in a confident manner
- Never accepting gifts or favors from others including food, drugs, tobacco or other contraband
- NEVER accepting offers from another inmate to be your protector
- Finding a counselor, member of the clergy or medical or mental health staff with whom you feel comfortable discussing your fears and concerns
- Being direct and firm if others ask you to do something you don't want to do
- Staying in assigned areas of the facility
- Trusting your instincts. If you sense that a situation may be dangerous, it probably is

VI. HOUSING ASSIGNMENTS

A. OVERVIEW

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

B. GENERAL HOUSING

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

C. ADMINISTRATIVE SEGREGATION

1. The Sheriff's Office maintains Administrative Segregation Housing Units to house inmates for their own protection, or for the safety and security of other inmates and staff.
2. Should your behavior and actions become a danger to yourself and/or other persons, or the security and good order of the facility, the Facility staff may segregate you from the general population. Administrative Segregation inmates will receive seven (7) hours out-of-cell time per day. Administrative Segregation housing will be reviewed periodically by Correctional Staff. Within twenty-four hours of your administrative lock-in, you are entitled to written notice that you are the subject for "Administrative Segregation" and the reason for such action.

D. DIRECT SUPERVISION UNITS

1. Direct supervision units encourage interaction between staff and inmates and are oriented to inmate-enrolled programs. The most important factors in determining which inmates are assigned to these units are classification level and institutional behavior. If you consistently demonstrate the ability to conform to the rules and regulations of the facilities and maintain your behavior in a manner consistent with the direct supervision approach, you may be selected for placement into these units. If you display insolent, disruptive, or violent behavior, you will not be eligible for these cell assignments.
2. Upon being housed in a direct supervision unit, you will be oriented on the rules of direct supervision. If you choose not to abide by these rules you will be removed from the direct supervision unit and reassigned. Depending on the rule violation, disciplinary action may be taken against you. This may affect your classification level and housing location assignment. Remember, you are responsible for your behavior and actions.

3. These units will have various amenities that will make your incarceration more pleasant and bearable. As with anything in life, added benefits come with added responsibilities, specifically work assignments. As the Sheriff's Office evaluates the effectiveness of these Units, additional similar units may be made available. The success of this special program depends on the inmate's cooperation and behavior.

E. LOCK IN / LIGHTS OUT

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

F. OUTSIDE MEDICAL FACILITIES

1. VISITING

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

2. TELEPHONES

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

3. CORRESPONDENCE

All incoming mail will be searched for contraband. Outgoing mail will be forwarded to the Correctional Facility for mailing.

4. TELEVISION

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

5. RULE VIOLATION

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

VII. MAIL

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

A. CORRESPONDENCE

1. You are permitted to send and receive mail. You may send mail by placing it in the collection boxes in your housing unit. If you are indigent, you may send up to two (2) one-ounce letters per week at no cost to you. You may write to anyone except:
 - a. Sheriff's Office staff, current employees, current volunteers or current contract employees (this does not include facility business or requests – these are properly addressed to units and not individuals),
 - b. Victims of your crime, and
 - c. Other Suffolk County inmates (without the written approval of the Warden.) Inmates wishing to correspond with inmates of this facility or others should complete a Request for Prisoner to Prisoner Correspondence Form.
2. Mail is collected and distributed by the Mailroom Officer Monday through Saturday with the exception of postal holidays. The Officer assigned to the Mailroom will open all incoming mail to check for contraband. The Officer will not read your mail but will remove money or money orders to be placed in your commissary account. As soon as the money is recorded you will be given a receipt. All legal mail will be opened and checked for contraband in your presence.
3. Mail containing obscene pictures/material and mail deemed as a safety or security threat to Staff, inmates, or the facility, will be returned to the sender. If you wish to receive published materials from outside sources, you must complete an Inmate Request Form. The form will be forwarded to the facility Commander for review and approval. All published materials from outside sources must be paid in advance, and must be sent from the publisher or authorized vendor. Requests for major religious texts such as the Bible, Torah, or Koran must be submitted in writing on an Inmate Request Form to the Chaplain.
4. All incoming letters/packages must have the name of the person sending it and a return address on the envelope/package.
5. Other items not allowed in inmate's incoming or outgoing mail include:
 - a. Stamps or other postage,
 - b. Polaroid pictures,
 - c. Mail with drawings or writing (other than addressee and return address) on the envelopes. Any such mail received will be returned to the inmate/sender,
 - d. Mail which contains colored ink or drawings. (Letters should be in blue or black ink only),
 - e. Pictures larger than 5" x 7",
 - f. Cards larger than 6" x 9",
 - g. Correspondence or homemade artwork in correspondence that has any item affixed to it (excluding a mailing label that is affixed to the envelope) with glue or other types of adhesives, including tape. An unaltered, commercially manufactured greeting card, other than a battery operated greeting card, will be permitted.
 - h. Stickers,

- i. Any type of fluids, to include lipstick, perfume, or other bodily fluids,
 - j. Pictures that contain nudity or are offensive and graphic, or
 - k. Hard covered publications with cover attached.
6. The facility may read mail sent to you if the Sheriff's Office has reason to believe it is a threat to the safety, security and good order of the facility.
7. Personal mail may be scanned prior to opening in order to combat the influx of narcotics into the facility via mail. If illicit material is detected, but not specified, personal mail sent to inmates will be photocopied and delivered while storing the original in the inmate's personal property.
8. You are permitted to receive magazines and newspapers directly from the publisher or reputable online vendors (example: Amazon.com, BarnesandNoble.com.) Books, magazines, and newspapers brought by visitors or sent through the mail will not be accepted at the facilities. No inmate may receive material that threatens the security of the facility such as information about making explosives, firebombs, weapons, escape devices, alcohol, poisons, or drugs.
- 9. All outgoing mail must have your name and facility address in the upper left-hand corner of the envelope or package, or it will not be sent. Outgoing legal mail requiring certified/registered delivery will be collected by the Commissary Unit.**
- a. Legal mail for indigent inmates is limited to \$15 per month. Should you require more mailings for your legal issues, exceptions to this rule will be evaluated by the Rehabilitation Lieutenant on a case by case basis.
- 10. All incoming mail must also have proper return address and the name of the sender in the upper left hand corner of the envelope. All inmates should use the following address regardless of facility assignment:**

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

B. PACKAGES RECEIVED THROUGH THE MAIL

1. Packages received through the mail will be required to have a sender's name and a proper address and should only contain the items that you are permitted to have. (Refer to Allowable Property List). It is your responsibility to advise the sender of the permissible items.
2. All items that are not permitted inside the Facilities will be treated as excess property and must be remitted out within one hundred eighty (180) days. You may remit these items to a visitor, donate them, or mail them out at your own expense; if the excess property is not remitted out, it will be donated to the S.T.A.R.T. Resource Center or subsequently destroyed.

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

VIII. INMATE SERVICES / PRIVILEGES

A. RESIDENT LIAISON COMMITTEE

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

B. YARD AND RECREATION

1. Yard and recreation (indoor or outdoor) will be at scheduled times. Your housing unit Officer will notify you of the times.
2. An outdoor and indoor recreation program provides such activities as basketball, handball, and other sports activities for all inmates. Proper attire will be worn during recreation periods (i.e., sneakers, sweats, gym, shorts, etc.). You must follow the Officer's instructions when yard is in progress. You must walk quietly and in an orderly fashion when going to and returning from yard. You are not permitted to linger within five (5) feet of fenced areas. Failure to abide by these rules may be cause for your return to your housing area immediately and a disciplinary report written.

3. RESTRICTION OF RECREATION PRIVILEGES

- a. For inmates who are under special security provisions, and for inmates who are continually disruptive during recreation periods, the administrative Staff may impose an alternate recreation provision on the inmate.

C. CLASSIFICATION UNIT

The Classification Unit assigns inmates to housing and sentenced inmates to work assignments. Housing assignments are not grievable or negotiable.

The Correction Division uses an objective classification system to determine your custody level. This system is also used to determine which facility you will be placed and to place you in an appropriate housing unit.

D. WORK ASSIGNMENTS

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

E. CONDITIONAL RELEASE

Any inmate sentenced to County time may be eligible for conditional release. Any inmate who is eligible for conditional release by a commission pursuant to subdivision two of section 70.40 of the penal law and who has served a minimum period of sixty (60) days in a local correctional facility may apply for conditional release. You may request an application for conditional release through the Classification Unit and an eligibility interview will be conducted.

F. REHABILITATIVE SERVICES

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

1. PROGRAM FOR INCARCERATED YOUTH

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

2. HIGH SCHOOL EQUIVALENCY PROGRAM

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

3. CHOOSE YOUR PATH

This is a programmatic housing area for incarcerated young adults between the ages of 18-25. It offers youth a robust selection of vocational training, schooling, counseling, pre-release and post release transitional services, and mental health support. All of the inmates work a forty (40) hour work week doing a combination of programs and work assignments inside the jail. Correction Officers assigned to Choose Your Path received special training to work with young adults and a Correctional Counselor oversees the program.

4. CHOOSE TO THRIVE

A programmatic housing area for female inmates at the Suffolk County Correctional Facility. The program features a variety of supportive services, mental health services, vocational training, parenting and family reunification, and frequent visits from outside agencies that specialize in transitioning women from incarceration to the community. This initiative is overseen by a Correctional Counselor.

5. ENGLISH AS A SECOND LANGUAGE

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

6. LIBRARY SERVICES

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

7. LAW LIBRARY

- a. The Law Library is available in the institution for use in conducting legal research. Staff are available to assist you in the proper use of law library computers. All housing units are scheduled to attend Law Library on an equitable basis. Anyone wishing to have extra time to use the Law Library may do so by submitting a request chit to the Rehabilitation Unit. New York State Commission of Correction Minimum Standards, Correction Law, and other legal reference material are available for your use.
- b. If you require a notary, there is a sign –up sheet in the Law Library or you may submit a request chit to Law Library.
- c. Individual request for copies of a particular penal law section (not the entire document) are available, but no more than ten (10) pages at a time.

8. RELIGIOUS SERVICES

- a. Regularly assigned Chaplains for the institution conduct services each week. CATHOLIC, SPANISH CATHOLIC, PROTESTANT, JEWISH, MUSLIM, CHRISTIAN SCIENCE, BAPTIST, and JEHOVAH WITNESS SERVICES are available for regular services and individual counseling, should you desire.
- b. BIBLE and QUR'AN STUDY groups are held regularly for those interested in enrolling in them.
- c. You may attend only the services of your designated religion. (Information given to the Booking Officer upon admission). If you wish to convert to another religion, you may obtain the necessary information from a Rehabilitation Officer.
- d. For further information and religious service schedules you may send a request chit to the Rehabilitation Unit.

- e. Reasonable religious diets shall be afforded to qualified individuals for recognized religions via their religious representative and/or the Rehabilitation Unit.

9. SHERIFF'S ADDICTION TREATMENT PROGRAM (S.A.T.P.)

An intensive substance abuse treatment initiative designed for incarcerated individuals with a range of criminal charges, all of which correlate to their substance use disorders. Participants in the program can be sentenced or un-sentenced, but in either case, they must have a minimum of thirty (30) days left in-custody to enter the program. Length of stay in the program varies, but it is guided largely by the individual's progress. The program is designed around three educational phases. The SATP is staffed with Social Workers and Credentialed Alcoholism and Substance Abuse Counselors (CASACs) who provide both group and individual treatment sessions.

10. START RESOURCE CENTER

- a. The S.T.A.R.T. (Sheriff's Transition and Reentry Team) Resource Center offers a range of practical transitional services including employment assistance, connections to housing, treatment and mental health care, clothing, food, and advice.
- b. Upon incarceration, you will be interviewed by Correctional Counselors to assess your needs while in and out of our custody. The Community Correction Officers will create a discharge plan for your successful reentry into the community.
- c. The START Resource Center has Case Managers and Correctional Counselors that help with:
 - Housing
 - Job Assistance
 - Educational Opportunities
 - Local Group Meetings
 - Substance Abuse Treatment
 - Identification Issues
 - Transportation
 - Clothing and other items
 - Temporary Assistance and Social Services
 - And much more

11. SUBSTANCE ABUSE SERVICES

1. The schedule for Alcoholics Anonymous and /or Narcotics Anonymous is located in the Rehabilitation Unit. You will be notified of the meeting after your name is placed on the list.

12. VETERANS AND SENIOR PROGRAM

The Suffolk County Correctional Facility offers specialized services geared towards older inmates, as well as veterans of the armed forces. The program includes case management and visits from human service providers that specialize in working with older inmates, as well as veterans. The Suffolk County Sheriff's Office has partnered with the Northport VA and the Veterans of Foreign Wars to help veterans transition from jail to the community.

13. VOCATIONAL TRAINING PROGRAMS

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

14. WOMEN'S PROGRAMS

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

G. OPIOID OVERDOSE EDUCATION AND NALOXONE DISTRIBUTION

1. Naloxone nasal spray, also known as Narcan, is an emergency life-saving treatment for an opioid overdose. Upon discharge, you will be offered a free Narcan kit containing two doses and instructions, which can be collected with your Property. We encourage you to accept the kit. Narcan is easy to use, and you could save the life of a friend or loved one in the event of an opioid overdose. We are offering this rescue kit to everyone, not only those with a history of drug use.
2. An overdose occurs when someone takes more or stronger opioids that their body can manage. These opioids include prescription drugs like OxyContin, Vicodin, Percocet, as well as drugs like heroin. Fentanyl, a powerful opioid, has also been found in cocaine and pills. Overdose can lead to dangerously slow breathing, and if the person does not get help, it could result in death.
3. Some possible signs of an opioid overdose include:

- Being unconscious or extremely drowsy
 - Slower or stopped breathing
 - Lips or fingernails turning blue or grey
 - Making snoring or gurgling sounds
4. If you encounter an unresponsive person or you suspect an overdose, it is crucial to act quickly. Shake their shoulder and shout their name. If they don't respond to your attempts to wake them up, call 911 immediately.
 5. As soon as possible, administer Narcan to reverse an opioid overdose's effects and get the person breathing normally again.
 6. Remove the Narcan nasal spray from the box, and peel the package back to remove the device. Hold the Narcan device with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle. Tilt the person's head back and insert the nozzle's tip into one nostril until your fingers on either side of the nozzle are against the person's nose. Press the plunger firmly to give the full dose of naloxone nasal spray.
 7. Move the person on their side after giving Narcan, and continue to watch them closely. If they do not wake up or respond to your voice or touch, or if they do not seem to be breathing normally within 2-3 minutes, use a new Narcan nasal spray device to give an additional dose in the other nostril.
 8. Stay with the person until help arrives. In New York State, the Good Samaritan Law protects against charges and prosecution for drug possession to the individual who called 911 to save a life, even if some drugs are present. Information about the Good Samaritan Law and what it does and does not protect you from will be included in your rescue kit.
 9. You will be reminded of the opportunity to receive a free Narcan rescue kit upon release. We encourage you to take the two-dose kit, to protect yourself and others.

H. TELEPHONE CALLS

1. Inmate must complete Voice Enrollment with the telephone system provider in order to utilize the telephones. Inmate will also select a four (4) digit PIN for use with the telephone system. To protect your account, do not share this number with other inmates.
2. There are telephones in each housing area for your use. Telephones are in service from 8:00 a.m. – 10:30 p.m. Phone hours may vary due to facility/administrative needs. Your calls may be monitored and/or recorded. There is no telephone access during counts or facility emergencies.
3. You are not allowed to make calls:

- a. To a victim of the crime for which you are incarcerated, unless requested in writing by the victim and approved by the Warden;
 - b. To a member of the public who requests in writing to have his/her telephone number blocked;
 - c. To any toll-free or emergency number (e.g., 800, 888, 911);
 - d. Using three-way calling; call forwarding and call through a call forwarding service using a local phone number;
 - e. Using any other telephone access code but your own.
4. There is a Teletypewriter (TTY) in the Rehabilitation Unit of the hearing and speech impaired.

NOTE: Inmate telephone calls will be monitored and the use of institutional telephones constitutes implied consent to this monitoring.

I. MARRIAGES

Information on marriage is available through the Rehabilitation Unit Staff.

IX. LEGAL ISSUES

A. CRIMINAL VIOLATIONS

1. If any act constituting a crime in New York is committed against you by anyone, you may press charges against that individual. If such an act occurs, it is your duty to notify the Staff so that they make take whatever action they deem appropriate.
2. Any act that you commit that constitutes a crime may also be handled as misconduct within the facility. Disciplinary action may be taken in addition to criminal prosecution.
3. All laws of New York State apply to you while you are in custody and criminal charges can be filed against you.

B. DNA COLLECTION

Under certain circumstance and pursuant to New York State Executive Law, Section 995-C, Article 49-B, you may be required to have a blood/buccal sample taken by the Suffolk County Correctional

Facility's qualified staff. Information on this law can be obtained in the Law Library, or ask a Classification Officer to explain it to you.

C. MEGAN'S LAW REGISTRATION

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

D. SENTENCE CALCULATION QUESTIONS

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

X. MEDICAL SERVICES

A. MEDICAL HEALTH SERVICES

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

7. Inmate responsibilities:

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

B. MENTAL HEALTH SERVICES

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

C. OPIOID TREATMENT SERVICES

In an effort to reduce recidivism and potential overdose deaths that have plagued the communities of Suffolk County, our Medical and Mental Health Staff provide comprehensive treatment services. It is the policy of Medical Health Services to maintain treatment for opioid dependence upon admission, and work with Mental Health Services to induce patients on a case by case basis to provide opioid

treatment and follow-up after release. Please contact Medical and Mental Health for more information.

D. HOW TO REQUEST HEALTH SERVICES

1. The Nursing Staff makes rounds daily to all housing units. If you require medical attention, submit a Medical Request Slip to the Nurse during these rounds. Request charts can be obtained from the Medical Staff. Any and all requests to Medical, Mental Health, and Dentist will be submitted through the Nurses on assigned rounds.
2. If there is a medical emergency, contact the Officer on duty immediately. If you feel you may have been exposed to the A.I.D.S. virus, chicken pox, TB, monkeypox, or any other contagious ailment, you may request to see a facility Medical Practitioner.

E. PERSON IN CRISIS

1. Changes in a person's outward appearance, their behavior, emotional state and verbal statements can be indicators of emotional distress. These may be **warning signs** of elevated suicide risk.

2. Outward Appearance

A. Changes in physical appearance

- Looking tired
- Facial expression(s): Sadness, fear, anxiety
- Lack of self-care (grooming, hygiene)

B. Changes in environment – cell / bed area

C. Changes in demeanor

- More isolated or more talkative
- Lack of emotion

3. Behavior

A. Changes in habits

- Eating/Sleeping
- Self-care
- Difficulty carrying out routine tasks

B. Changes in interactions

- Becoming uncommunicative
- Agitation, pacing, irritability

- Impulsive or aggressive behaviors
 - Becoming more argumentative
- C. Getting personal affairs in order
- Sending out many letters
 - Make arrangements for belongings
 - Saying “goodbye”
- D. Rejecting help

4. Thoughts

- A. Death and Dying
- If I were gone, none of this would matter
 - The only way out of this is to be dead
- B. Tragedy and accidents
- If something happened to me...
 - Why couldn't I be taken instead?
- C. Suicide and self-harm
- Would it hurt?
 - What would hurt the least?
- D. Guilt and shame
- People/others are better off without me
 - I let my family/people down
 - Why did I do that?
 - Why did I let that happen? (victimization)

5. Feelings

- A. Hopeless and Helpless
- Belief that there are no possible solutions to the problem
 - No way to escape the pain, humiliation and greatest fears
- B. Sad and Alone
- Despair, intense emotional pain
 - No one cares about me, no one can/will help me
- C. Angry
- Recognizing anger and hostility as a possible sign of suicide risk is an important and often overlooked consideration

D. Trapped

- No way out
- No control

6. Statements

A. Overt

- "I want to die", "I want to kill myself."
- "I can't live without her/him."
- "I'll show them what happens when they do this; wait and see..."
- "The only way I'll get out of here is in a body bag."

B. Covert

- "Nobody cares", "Nobody understands."
- "I can't take it anymore."
- "If I get convicted, that's it. I won't go to prison."
- "Don't worry about me"

C. Written

- Inmates may express suicidal statements in letters or journals
- May be overt or covert.

7. If you think an inmate may be suicidal, notify a Staff Member or Mental Health worker, **YOU** can help.

XI. PROPERTY

A. GENERAL INFORMATION

1. Newly arriving inmates will be issued a Property Inventory Sheet itemizing all items received by the Sheriff's Office. All inmates are responsible for maintaining their Property Sheet. When going to court or being discharged from the facility, inmates must present this form to the Property Officer so that the correct property is returned to them.
2. If an inmate has excess personal property upon arrival, an Excess Property Sheet is completed. Excess property is any item(s) that will not fit in the Personal Property Bag or is above allowable limits. An inmate that has excess property has 180 days to either:
 - Remit the property out during a visit
 - Mail the property at his/her expense
 - Donate to a charity
 - Authorize disposal of the property

3. Excess property may be recycled and provided for indigent prisoners through the START Resource Center. Clothing and other items will be made available for previously incarcerated individuals returning to their communities.
4. An inmate shall not loan, trade, sell, give, or transfer property to another inmate.

B. AUTHORIZED INMATE PERSONAL PROPERTY

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

C. CONTRABAND

1. Contraband is defined as:

Any item identified by the **New York State Commission of Correction Minimum Standards Section 7002.4;**

Any article or substance the possession of which would constitute an offense as the term is defined in the **New York State Penal Law;**

Any deadly weapon, as such weapon is defined in subdivision 12 of section 10.00 of the Penal Law;

Any article or substance the possession of which is specifically prohibited by written facility regulations;

Any article or substance that poses a substantial sanitation or health threat to the facility, inmates or staff members.

2. You may not have any item in your possession, or under your control, that was not issued to you by the facility, purchased by you through commissary, and/or otherwise approved for you by the facility.
3. If you become aware of contraband anywhere within the facility or on the grounds, you must report it immediately to a staff member.
4. Contraband includes, but is not limited to:
 - a. Money;
 - b. Implements of escape;
 - c. Medicines except those sold through commissary according to facility procedure;
 - d. Drugs which are prescribed but you are not authorized to have;
 - e. Drug paraphernalia;
 - f. Intoxicants or materials used for fermentation;
 - g. Poisons;
 - h. Weapons;
 - i. Property of any other persons;
 - j. Any item that you have that poses a danger to others;
 - k. Any petition or other unauthorized writing which is apparently intended for distribution or circulation;
 - l. Any item that has been altered from its original condition;
 - m. Any item used to show a gang affiliation, and/or;
 - n. Unauthorized electronic or battery operated device.
5. Any item deemed to be contraband, but not considered evidence, will be destroyed.

D. RELEASE OF INMATE PROPERTY AND MONIES

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

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

E. AUTHORIZED COUNTY ISSUED PROPERTY

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

4. Issued items allowed in cell:

| | | |
|-----------------------------------------------|--------------------|------------|
| 2 Sheets | 1 Blanket | 2 Net Bags |
| 1 Towel | 1 Admission kit | |
| 2 Uniforms | 1 Pair of sneakers | |
| Additional items as issued to working inmates | | |

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

PROCEDURES FOR INMATES LEAVING THE FACILITY TO SERVE SENTENCES IN STATE INSTITUTIONS

1. If you are sentenced to serve State time, it is in your best interest to immediately remit out (through visiting) or mail out with your available funds, all personal property with the exception of the following items that you may bring with you:
 - Legal work
 - Wedding band
 - Religious books
 - Religious articles
2. **County uniforms and County sneakers may not be worn when traveling to State facilities. You must provide one set of personal clothing and footwear for transport.**
3. Any personal property that is left at the Suffolk County Correctional Facility after you are sent to the State Facility will only be held for one-hundred and eighty (180) days from your date of discharge after which it will be disposed of, donated, or recycled in accordance with New York State Law.

G. CELL CONTENT LIMIT

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

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

H. COMMISSARY

1. Commissary items are available to you twice per week. In order to receive items from commissary, you must have the necessary funds in your account, two (2) days prior to delivery day to cover your order. You may order commissary (see instructions on page 66-67) through the phone system or by using a Primonics station. Your order will be delivered to you, and after checking all items, you must sign and return the commissary slip to the Commissary Officer.

2. Items on the commissary list and the prices of those items are subject to change due to price fluctuations and merchandise availability. See Commissary menu at the end of this handbook.
3. Cosmetics ordered through Commissary will be ordered and stored in quantities of two (2). Example: only two (2) shampoos are allowed. Quantities above two (2) will be considered disposable contraband and will be disposed of as such by the Property Officer or Property Clerk.
4. Disposable contraband is considered any cosmetic item, food, or newspapers in excess of what you are entitled to have.
5. No commissary items will be remitted out of the facility for any reason.
6. DELIVERY SHCHEDULE
 - Submit order by 7 a.m. the day prior to delivery.
 - Riverhead Facility – Monday and Wednesday
 - Yaphank Facility – Tuesday and Thursday
7. Money can be placed on your commissary account for purchase of items through the Keefe Commissary Service. There are a number of items that can be purchased, from food to sundries, providing there are no restrictions placed on you. Money can be applied to your account in the following ways:
 - a. Any money that is brought in by you is placed in your commissary account at the time of booking.
 - b. Money orders sent to you will be deposited in your account. No personal checks are accepted.
 - c. Cash, credit, or debit cards can be deposited into the kiosks located in both the Riverhead and Yaphank Visiting lobbies.
 - d. Deposits can be made via the internet by credit or debit at www.AccessCorrections.com or by calling 1-866-345-1884.

NOTE: There is a fee for using the service that will reduce the amount of money placed in the account. Money put in the account will be available in approximately fifteen (15) minutes or sooner. There is a limit of \$100 dollars per deposit.

8. If there is money left in the commissary account at the time you are released, that money is returned to you in the form of a debit card.

9. NO FUNDS COMMISSARY

Inmates who have no funds or less than \$1.00 in their commissary account for more than a week are entitled to a non-funds kit that includes paper, envelopes, pencil and toothpaste. **Note:** A toothbrush and toothpaste is available upon request for all inmates. No funds commissary will be delivered on Friday in both Riverhead and Yaphank.

XII. RULES

A. GENERAL RULES

1. Staff members will give you directions and/or instructions when needed. All directions and/or instructions are considered orders and must be followed promptly. It is not necessary for Staff to say, "This is a direct order" for orders and directions of staff to be considered a direct order. If you fail to do so, you may be issued a disciplinary report.
2. All orders must be followed quickly and carefully. Even if you feel that an order is not proper, you must first follow the order. Inmates will not be disciplined for making written or oral statements or requests regarding changes in facility conditions, policies, rules, regulations, or laws affecting the facility. (Refer to Grievance section.) However, you must not incite others to protest, as this is against facility rules.
3. You are expected to approach Staff with respect and courtesy. Calling of a Staff member by a first name or nickname is not permitted. Staff should be addressed by their title (Captain, Doctor, etc.) or by "Mister" and if their last name is known ("Mister Smith," etc.) or by "Sir" if their correct title or last name is not known. For women, the appropriate Mrs., Ms., Miss., Ma'am, etc. should be used.
4. If you have received conflicting orders from different staff members, you must follow the last order given.
5. Things may happen that are not covered by specific rules. If this happens you should ask a Staff Member for help or direction.
6. Tampering with or destroying County property is not permitted.
7. When moving throughout the facility, you must stay to the right side of the corridors unless directed by an Officer.
8. Gang activity is prohibited within the facilities. Any clothing, property, or documents with gang markings will be considered contraband and will be confiscated. The display of hand signs indicating gang membership or communication is strictly prohibited.
9. You may not possess or circulate any petitions or place any signs or posters anywhere in the facility.
10. You and other inmates may not hold any unauthorized group meetings or form any organizations.
11. Inmates will not be permitted to transfer funds between inmate accounts for any reason. Inmates are not allowed to exchange or give away commissary items, etc.

12. Masturbation, or any other type of sexual behavior, will not be tolerated. This includes the placement of hands inside the pants in the dayroom, recreation yard, law library, hallways, etc. Inmates who engage in this type of activity will be subject to disciplinary action.
13. Practicing martial arts or other self-defense drills are not permitted.
14. Inmates are not allowed to engage in scuffling, horseplay, or similar activities. Doing so may result in disciplinary action.

B. HOUSING UNIT RULES

1. The operation of Housing Units varies from facility to facility. Follow the directions given to you by Housing Unit Staff.
2. Beds must be made daily and your cell or bunk must be clean and orderly.
3. Sheets and a blanket are provided for your sleeping comfort and must be used on your bed and not used for any other purpose. Towels are provided for showering and must not be used for any other purpose. Sheets will be laundered on the specific day scheduled for your housing area.
4. Loud talking, whistling, singing, or any other form of noisy behavior is not allowed in the housing area. Talking after "lights out" is not permitted.
5. Passing of items between cells is not allowed.
6. Changes to your cell or bed assignment are not allowed without approval from your Housing Area Sergeant.
7. Nothing is to be affixed to the bars, vents, windows, beds/bunks, walls, or cell doors.
8. You are responsible for the things in your cell or living area and you will be held accountable for any contraband found on your person, among your belongings, or in your cell or living area. If you share a cell with others, any contraband found in common areas will be considered yours, whether it belongs to you or not. You should check your cell or living area, before you leave and when you return, to make sure no contraband is present.
9. You are responsible for the personal property in your possession. The facility will not be responsible for articles lost, stolen, or damaged.
10. You are not allowed to enter any cell other than your own, or to allow any other inmate to enter your cell unless he/she is assigned to the same cell.

11. The top tier walkway of certain housing units is to be used for movement only. The walkway is for moving to and from your assigned cell, restroom, shower, or stairs only. The walkway is not to be used for walking laps or loitering in any form.
12. You are responsible for the cleanliness of your cell or living area and you must keep the toilet, washbasin, and all other fixtures neat and clean at all times. If repairs to cell fixtures or equipment are needed, you must report it to a housing unit Officer as soon as possible.
13. You must be completely dressed when out of your cell or living area except for showers. Sweats may be worn to the yard/gym and for use in the dayroom area only.
14. When the signal is given for a count, you must immediately lock into your cell or sit on your bunk so you are clearly visible to the Officer taking the count. You must remain silent during the count. If it is necessary to take a recount, you must go through the same procedure. When the count is completed, you will be notified by an announcement. Once movement in the facility is resumed via announcement, you may exit your cell or get up from your bunk.
15. Throwing trash on the cell floor, the tier, the housing unit floor, or out of the windows is not allowed. All trash must be put in trashcans or garbage bags provided.
16. Shower facilities and clothing are provided for you, and you are expected to make every effort to maintain acceptable personal hygiene, be neatly dressed, and conscious of your personal hygiene at all times. If personal cleanliness (failure on your part to keep clean) become a problem, Staff members will notify you and you are required to correct the situation. If you refuse to maintain personal cleanliness, you may be issued a disciplinary report.

C. DISCIPLINE POLICY STATEMENT

1. Discipline is a standard of acceptable behavior and conduct in everyday life so that a detention facility can be an orderly, self-respecting community.
2. Disciplinary action is essential in correctional treatment in order to enforce the rules and procedures, provide protection for all staff members and incarcerated individuals, and to ensure the health, safety, and security of all persons within the Correctional Facility.

D. DISCIPLINARY PROCESS

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

1. DISCIPLINARY HEARING BOARD

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

2. PENAL LAW APPLICATION

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

3. FACILITY RULES

Violations of the following rules within the Suffolk County Correctional Facility or its jurisdictions (i.e., court facilities or any outside appointment) will be cause for disciplinary action. Remember that in addition to disciplinary action, violation of the rules listed in this booklet may be cause for criminal prosecution under the Penal Law. Furthermore, if your behavior has caused immediate threat to the safety and security of others or towards the facility, you may be locked in Segregated Confinement pending your disciplinary hearing. Repeated violations will automatically be considered the higher class of infraction. In the event an incarcerated individual is placed in segregated confinement pending a disciplinary hearing, a hearing shall occur as reasonably practicable and at most within five (5) days of such placement.

E. CHARGEABLE INFRACTIONS

1. ARSON – A / B

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

2. ASSAULT / ATTEMPTED ASSAULT – WITH OR WITHOUT A WEAPON – A / B / C

2.01 Inflicting or attempting to inflict physical harm to a staff member, or any other person.

2.02 Self-inflicted injury.

2.03 Causing or attempting to cause serious physical injury or death to another person or making an imminent threat of such serious physical injury or death if the person has a history of causing such physical injury or death.

2.04 Procuring a deadly weapon or other dangerous contraband that poses as serious threat to the security of the facility.

3. FIGHTING – A / B / C

3.01 Fighting with another inmate. (Fighting with a weapon will always be considered a Class A infraction).

3.02 Engaging in unauthorized sparring, wrestling, horseplay, body punches or other forms of disorderly conduct.

3.03 Offensive or defensive tactics (i.e., martial arts) shall not be practiced nor instructions given to others.

4. AGGRAVATED HARASSMENT – A / B

4.01 Spitting or propelling body fluids, (blood, urine, feces, seminal fluid, and/or saliva) thereby posing a health threat, which harass, annoys, threatens or alarms an individual.

4.02 Throwing or propelling by any means cleaning supplies, hygiene products or other materials, which may pose a danger to others.

NOTE: Using any of these items to intentionally injure another individual may also constitute assault with a weapon and be referred for criminal charges.

4.03 Exposing an individual to body fluids (blood, urine, feces, seminal fluid, and/or saliva) directly or indirectly.

4.04 Throwing any item at Correctional Staff not listed in items 4.01 and 4.02 above.

NOTE: Any prisoner who: (1) engages in unhygienic acts as outlined in items 4.01 and 4.02 above, or (2) who uses food or food service equipment in a manner that constitutes a threat to the safety or good order of the facility, or the health or safety of any person, may be provided with alternative meals in addition to any other imposed sanctions.

5. ESCAPE / ATTEMPTED ESCAPE – A / B / C

5.01 Escaping, attempting to escape or facilitating an escape from a facility or escaping or attempting to escape while under supervision while under supervision outside such facility.

5.02 Tampering with restraints – Removing, attempting to remove, possession of a tool or device to remove, including handcuff key.

6. BRIBERY AND EXTORTION – A / B

6.01 Bribing/extorting or attempting to bribe or extort any person.

6.02 Requesting, demanding, or soliciting goods or services of any persons.

6.03 Gambling.

6.04 Extorting another, by force or threat of force, for property or money.

6.05 Coercing by force, or threat of force, to violate any rule.

7. SECURITY COUNTS – A / B

7.01 Delaying, interrupting, or distracting an Officer during the counts.

7.02 Failure to lock-in, report to your bunk, or report to a count area properly.

8. INTOXICANTS – A / B / C

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

9. RIOTING, DISTURBANCE AND DEMONSTRATIONS – A / B / C

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

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

- 10.01 Participating in an unauthorized group or organization, including gangs, possession of clothing with gang markings, displaying and/or possessing gang symbols, gang graffiti and/or gang related paraphernalia. Using hand signs, codes, symbols or anything that is associated with gang activity. **NOTE:** All groups or organizations must be approved by the Administration.
- 10.02 Security Threat Group (STG) – Recruiting – Recruiting or attempting to recruit inmates into a criminal gang or security threat group.

11. IMPERSONATION – A / B

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

12. CONTRABAND – A / B / C – (SEE DEFINITION OF CONTRABAND ON PAGE 36) POSSESSION, USE OF, SMUGGLING, HOARDING OR ATTEMPTING TO POSSESS, USE, SMUGGLE OR HOARD:

- 12.01 Dangerous weapons or material to make such a weapon.
 - 12.02 Controlled substances/Marijuana/Unlawful substance.
 - 12.03 Alcoholic or intoxicating beverages (homemade or distilled).
 - 12.04 Medicines except those sold through commissary according to facility procedure.
- NOTE:** Currently, Tylenol can be purchased through the Commissary Unit. Purchases are limited to two (2) packets for each commissary order, any amount over six (6) packets will be considered to be excessive. More than one (1) opened package of approved Tylenol will be considered contraband and confiscated.

- 12.05 Tobacco products.
- 12.06 Lighting material.
- 12.07 Money or checks.
- 12.08 Excessive commissary (cosmetics).
- NOTE:** Items will be taken and destroyed (Refer to Commissary Section).
- 12.09 Excessive clothing, linens, bedding, or personal clothing not permitted.
- 12.10 Possession of property belonging to another inmate, staff member, or property belonging to other facility services or common areas.
- 12.11 Unauthorized jewelry.
- 12.12 Unauthorized hairpieces.
- 12.13 Unauthorized cleaning supplies.
- 12.14 Tattooing device.
- 12.15 Any object deemed by definition to be contraband.
- 12.16 Possession of any obscene or sexually explicit material.
- 12.17 Unauthorized Transfer of Property – Unauthorized selling, trading, giving, loaning, or receiving of any item or property, or changing services.

13. SEX OFFENSES – A / B / C

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

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

- 14.01 Windows, doors, locks, gates, plumbing or electrical fixtures, housing area walls, bars, etc.
- 14.02 Issued Identification.
- 14.03 County property, issued clothing, linens, equipment, food or drink.
- 14.04 Inmates shall not, at any time, be in possession of clothing which is not issued or authorized by the facility.
- 14.05 Intentional destruction/tampering or alteration of any item from its original authorized or intended purpose. **NOTE:** This may also constitute possession of a weapon.
- 14.06 Touching the walls of any corridor, or any equipment therein (i.e., fire alarms, emergency switches, duress buttons, etc.).
- 14.07 Standing on tables, chairs, benches or other objects not designed for that purpose.
- 14.08 Placing your feet on tables, chairs or benches.
- 14.09 Using a PIN/Telephone PIN number other than the number assigned to you.

15. HARASSMENT – A / B / C

- 15.01 Threats, verbal, written, or gestured, towards staff members or other inmates.

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

16. LITTERING – A / B / C

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

17. FAILURE TO COMPLY – A / B / C

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

18. MOVEMENT THROUGHOUT THE FACILITY - A / B / C

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

19. SPRUNG SPECIFIC RULES – A / B / C

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

20. MISUSE OF COMMISSARY PRIVILEGES – A / B

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

F. SANCTIONS

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

- Depending on the nature and circumstances surrounding the incident, the seriousness of the incident, and your prior history of violations, the Hearing Panel will determine the infractions to be one of either a Class A, B, or C infraction. (Described below.)
- If you have been found in violation of the same facility rule two (2) times prior to the incident, any new violation of the same rule may be raised to a higher-class infraction.
- You may be responsible to make reparations, not to exceed \$100, for medical treatment of facility staff, any vandalism or destruction of property (County and/or Personal.)
- A disciplinary surcharge not to exceed \$25.00 per guilty charge, may be imposed in addition to any other sanctions given for each rule violated.

G. CLASS A INFRACTION

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

SANCTIONS THAT MAY BE IMPOSED FOR A CLASS A INFRACTION:

- Confinement to cell/room or special housing area for no longer than fifteen (15) consecutive days, nor shall any individual be placed in confinement for more than twenty (20) total days within any sixty (60) day period.
- Loss of specified amount of good time. All good time calculated upon sentencing may be taken. Good time may be credited back through the appeals procedure outlined in this guide.
- Loss of one or more privileges for a specific period of time, (i.e., commissary, telephone, tablet, work assignments, or tier rep positions.) No essential service (exercise, correspondence, packages, printed materials, etc.) may be restricted as part of a disciplinary sanction with the exception of one (1) hour of weekly visitation.
- Restitution, not to exceed \$100, for the loss or intentional damage of property (another person's or County) will be taken from your existing or future inmate account funds.
- The Disciplinary Panel may delay action on an infraction and/or give an inmate a verbal warning. If the inmate has no further incidents which violate the rules and regulations of the facility for a specified period, the charges against the inmate will be dropped and no delayed sanctions will be imposed (this is like a probationary period.) This does not include surcharges.

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

H. CLASS B INFRACTION

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

SANCTIONS THAT MAY BE IMPOSED FOR CLASS B INFRACTION:

- Confinement to cell/room or special housing area for no longer than fifteen (15) consecutive days, nor shall any individual be placed in confinement for more than twenty (20) total days within any sixty (60) day period.
- Loss of specified amount of good time not to exceed ninety (90) days for each infraction.
- Loss of one or more privileges for a specific period of time, (i.e., commissary, telephone, tablet, work assignments, or tier rep positions.) No essential service (exercise, correspondence, packages, printed materials, etc.) may be restricted as part of a disciplinary sanction with the exception of one (1) hour of weekly visitation.
- Restitution, not to exceed \$100, for the loss or intentional damage of property (another person's or County) will be taken from your existing or future inmate account funds.
- The Disciplinary Panel may delay action on an infraction and/or give an inmate a verbal warning. If the inmate has no further incidents which violate the rules and regulations of

the facility for a specified period, the charges against the inmate will be dropped and no delayed sanctions will be imposed (this is like a probationary period.) This does not include surcharges.

NOTE: A visiting restriction and/or a ninety (90) day loss of good behavior allowance may be imposed by the administration if the misbehavior continues.

I. CLASS C INFRACTION

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

SANCTIONS THAT MAY IMPOSED FOR A CLASS C INFRACTION:

- Advice or warning at the discretion of the Officer noting the infraction.
- Loss of a specified amount of good time not to exceed forty-five (45) days for each infraction.
- Confinement to cell/room or special housing area for no longer than fifteen (15) consecutive days, nor shall any individual be placed in confinement for more than twenty (20) total days within any sixty (60) day period.
- Loss of one or more privileges for a specific period of time, (i.e., commissary, telephone, tablet, work assignments, or tier rep positions.) No essential service (exercise, correspondence, packages and printed material etc.) may be restricted as part of a disciplinary sanction with the exception of one (1) hour of weekly visitation.
- Restitution, not to exceed \$100, for the loss or intentional damage of property (another person's or County) will be taken from your existing or future inmate account funds.
- The Disciplinary Panel may delay action on an infraction and/or give an inmate a verbal warning. If the inmate has no further incidents which violate the rules and regulations of the facility for a specified period, the charges against the inmate will be dropped and no delayed sanctions will be imposed (this is like a probationary period.) This does not include surcharges.

NOTE: A visiting restriction and/or a forty-five (45) day loss of good behavior allowance may be imposed by the administration if the misbehavior continues.

J. DISCIPLINARY PROCEDURE

1. If you are the subject of a disciplinary procedure, you will receive a written notice of charges including your name, the specific violations you are being charged with, the date, time and place of the occurrence, a description of the incident or behavior involved, the date and time the report was written and the reporting staff member's name. This notice will be provided as soon as possible, but at least twenty-four (24) hours prior to the hearing. The Disciplinary Hearing Panel will conduct the hearing within fifteen (15) business days from your receipt of the notice of charges.
2. In the event an incarcerated individual is placed in segregated confinement pending a disciplinary hearing, a hearing shall occur as soon as reasonably practicable and at most within

- five (5) days of such placement, unless the charged individual seeks postponement of the hearing.
3. If an inmate does not speak and/or read English, or is unable to prepare for a defense he or she may request assistance. Requests for assistance should be made at the time the inmate receives the notice of charges.
 4. An inmate shall be allowed to be present at the hearing unless he or she has waived the right to be present or the Hearing Officer determines that the inmate's presence will jeopardize the safety, security, and good order of the facility. A waiver of the right to be present shall be made in writing and signed by the inmate. If the inmate refuses to sign such waiver, it shall be so noted in the record. A Hearing Officer's determination that an inmate's presence will jeopardize the safety, security or good order of the facility shall be documented in the hearing record.
 5. You will be called before the Disciplinary Panel at least twenty-four (24) hours after you have received your notice of charges, but no more than fifteen (15) days (in our custody) from your receipt of the notice of charges.
 6. The Disciplinary Hearing Panel will consist of at least two (2) impartial persons designated by the Warden to conduct such hearings.
 7. You may refuse to attend your hearing or refuse to speak at your hearing, but your absence or failure to speak at your hearing may deprive you of your opportunity to defend yourself.
 8. At your hearing, you will be presented with evidence and given an opportunity to explain the incident or behavior.
 9. You may request witnesses to appear on your behalf. The Disciplinary Panel may limit the number of witnesses if they feel that such witnesses may present a threat to the safety, security, and good order of the facility, or if several witnesses will all say the same thing.
 10. You may suggest questions for the Disciplinary Panel to ask witnesses, but you will not be permitted to question witnesses yourself.
 11. If the Panel elects not to call your witnesses, the reason will be noted in the hearing record.
 12. All written evidence, other than incident reports, considered by the Disciplinary Panel will be available to you, unless the Panel believes that doing so will endanger the facility welfare.
 13. No charges other than those contained in the Notice of Charges shall be presented at the hearing.

14. At the conclusion of the hearing, the findings and/or sanctions will be explained to you and you will receive a copy of the disposition as soon as possible. A disposition shall be reached within five (5) business days after the conclusion of the hearing.
15. Any Officer who writes a disciplinary report has the option to request the report be withdrawn, or the disciplinary sanction suspended.
16. For inmates housed in Disciplinary and/or Restricted Privileges housing, all commissary privileges will be suspended with the exception of hygiene products, one of each type, and legal items.
17. For any hearing in which segregated confinement is an authorized sanction upon a finding of guilt, the incarcerated individual shall be permitted to be represented by any attorney or law student, or by any paralegal or incarcerated individual unless the Chief Administrative Officer reasonably disapproves of such paralegal or incarcerated person based upon written facility criteria.
18. A potentially suicidal inmate may be removed from segregated confinement status prior to completion of his/her administrative detention or sanction and placed on suicide watch. Once the suicide crisis is over, the inmate will be expected to satisfy the Disciplinary Segregation sanction.
19. If you are released on bail or on your own recognizance, are discharged, or transferred to the custody of another jurisdiction or agency before you commence the disciplinary hearing, the Hearing Board Supervisor may suspend the hearing pending your possible return to custody. If you return and the disciplinary hearing is recommenced, the Hearing Board Supervisor then presiding shall determine whether the passage of time since the suspension of the hearing has prejudiced you. Under no circumstances will the hearing be held in excess of fifteen (15) business days in the Suffolk County Sheriff's Office custody.
20. If you are released on bail or your own recognizance, are discharged, or transferred to the custody of another jurisdiction or agency before you complete your lock-in sentence, and/or before you make restitution in accordance with a penalty imposed as a result of a disciplinary hearing, the discharge/transfer will interrupt the sentence being served and the interruption will continue until you return to the jurisdiction of the Sheriff's Office, at which time you may be required to serve the balance owed and/or finish making restitution.

K. SPECIAL CONSIDERATION FOR MENTAL DISABILITY

The Disciplinary Panel will be sensitive to the possible mental disabilities of some inmates. The Panel can request that a Mental Health professional evaluate inmates charged with committing

an infraction of the rules. The Mental Health professionals will then make a recommendation as to the ability of the inmate to understand the rules which he/she has been accused of violating.

L. APPEAL OF DISCIPLINARY PANEL DECISION

You may have the right to appeal the disposition and sanctions imposed as the result of a disciplinary hearing. Appeal forms are available at the time of the hearing. All appeals are to be submitted in writing within two (2) business days of inmate's receipt of disposition and will be collected by Administrative Staff. All requests must contain specific grounds for the appeal. The Warden, or designee, will investigate your appeal. All appeals shall be reviewed and a decision made within five (5) business days after receipt. You will receive written notification of the decision. The Warden can reduce or dismiss the sanctions, but cannot increase them.

M. LIMIT TO SPECIAL HOUSING CONFINEMENT SANCTIONS

No incarcerated individual may be placed in segregated confinement for longer than necessary and no more than fifteen (15) consecutive days, nor shall any individual be placed in segregated confinement for more than twenty (20) total days within any sixty (60) day period.

XIII. VISITING

A. VISITING PRIVILEGES

1. The Correctional Facilities allow you to receive two (2) 1 hour visits per week (Tuesday through Saturday). If you are found to be in violation of the facility rules and regulations and/or pose a threat to safety, security and good order, your visiting privileges may be limited or restricted.
2. Visits you decline to attend shall count as a visit and may not be rescheduled. Visits where the visitor fails to appear may be rescheduled.
3. Visiting schedules are available throughout the facility, on the Sheriff's Office website (suffolkcountysheriffsoffice.com), and in the Visitor's Guide. It is your responsibility to notify your visitors by mail or phone about specific visiting days and hours.
4. Any visitor posing a danger to the security and/or good order of the facility, including those persons under the influence of alcohol and/or drugs, unruly and/or known to be dangerous or disruptive, will not be permitted to enter the facility.
5. All adult visitors must properly identify themselves with valid State issued photo ID and be eighteen (18) years of age or older. Visitors under the age of eighteen must present their birth

certificate and be accompanied by their parent or legal guardian or be visiting their parent or legal guardian.

6. You will be allowed contact visits unless restricted by special order. Visitors who are party to a stay away restraining order will not be permitted on facility grounds. Visitors who are party to a refrain from order will only be offered a booth visit. During your visit you will be required to wear a jumpsuit provided by the facility or your visiting privileges may be restricted.
7. After every contact visit, a strip search will be conducted. Any inmate found to be in possession of contraband may be prosecuted in accordance with the law and disciplinary action may be taken. Any visitor discovered bringing contraband into a Correctional Facility may be subject to arrest and prosecution in accordance with the law and may have their visiting privileges suspended.
8. If you or your visitor act inappropriately, are disruptive or become argumentative and/or abusive, the visit may be terminated. Your visitor may have their visiting privileges suspended and you may face disciplinary action.
9. At the end of your visit, follow the Correction Officer’s instructions. Failure to dos so may result in disciplinary action and/or a restriction on your contact visits.
10. Visiting reservations are accepted Monday – Friday, 8 a.m. to 11 a.m. or 12 p.m. to 4 p.m. at least twenty-four (24) hours in advance and for the current week. For Riverhead, have your visitor call (631) 852 – 1893 of for Yaphank call (631) 852- 1894. Visitors with reservations will be processed before walk-ins. Any changes, temporary or otherwise, will be posted in the visiting room with ample time for your visitors to note the change.
11. If your visitor does not have an appointment, walk-in visits may be possible depending on availability. Walk-in visits will be processed per the odd/even “alphabet” schedule only. Only inmates whose last name start with the scheduled letter may have a visit for that day.

CURRENT WALK-IN VISITING SCHEDULE

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

12. You are entitled to receive a non-contact visit within twenty-four (24) hours after initial admission to the Correctional Facility, upon your request. If an established visiting period is not scheduled within that time, arrangements shall be made to ensure that this initial visit is made available.

13. There is a "Visitor's Guide" available in the visiting waiting room with additional information about visiting procedures.

B. ATTORNEY VISITING

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

C. FUNERAL AND DEATHBED VISITS

1. At the discretion of the Warden, you may be able to attend a funeral or deathbed visit. In the event of death or imminent death of a family member, immediately notify the Officer assigned to your housing area. All arrangements for a family death or deathbed visits will be made through the Internal Security Unit. Religious personnel and Social workers are available for counseling upon request.

2. CONDITIONS FOR FUNERAL AND DEATHBED VISITS

- a. Funeral and deathbed visits may only be granted within the limits of New York State.
- b. Visits may only be granted for immediate family members: father, mother, guardian, former guardian, child, brother, sister, husband, wife, grandparent, grandchild, ancestral uncle, and ancestral aunt.
- c. You will at all times be secured in mechanical restraints.
- d. Uniformed Officers will be used for transportation and security.
- e. You will be instructed regarding appropriate conduct during the visit.
- f. You may not accept money, gifts, food, beverages, or any other item not approved by the security staff.

D. ACCESS TO MEDIA

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

XIV. RIGHTS FOR INMATES

A. RIGHTS FOR PREGNANT FEMALES

The Suffolk County Sheriff's Office will ensure that every pregnant prisoner shall be given the opportunity to designate a support person that may be present at the hospital and support the prisoner and baby. In addition, each pregnant prisoner will have the option to participate in pregnancy counseling services and their right to obtain abortion care. Please see Classification and Medical for more information.

B. RESTORING THE RIGHT TO VOTE PROGRAM

1. You may vote while you are in jail unless:
 - a. You are now serving time for a felony conviction*; or
 - b. You are now on parole for a felony conviction*; or
 - c. You are under 18 years old; or
 - d. You are not a U.S. citizen
2. *Your right to vote will be returned automatically when you finish your maximum prison sentence and/or are discharged from parole.
3. To vote while you are in jail, you must be registered to vote/or submit an Absentee Ballot Application prior to the established cutoff date(s).
4. Voter Registration Forms and Absentee Ballot Application forms are available in the Rehabilitation Unit Law Library in each facility.
5. If not previously registered, are eligible, and wish to vote, fill out a Voter Registration Form and mail it to the County Board of Elections address provided on the form. You should put your permanent home address on the registration form, not the address of the correctional facility. After you fill out the form, place a First-Class stamp on it and send it out via the housing area mail box.
6. All voting in jails is by absentee ballot. Absentee Ballot Applications are available in the Rehabilitation Unit Law Library. You must complete and mail the application to the County Board of Elections by the due date. In Blocks 6 and 7, you must select to have the absentee ballot mailed to you at your correctional facility mailing address. The Board of Elections will then review their records and determine if you are eligible to vote. If so and you are mailed a ballot, you must complete the ballot and mail it back to the Board of Elections observing the established deadline.
7. The New York State Board of Elections annual political calendar is posted in each facility's Law Library to let you know when there is an election, and the dates when voter registration forms, absentee ballot applications and voting ballots must be returned.

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

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

| LOCATION | SERVICES | MON | TUES | WED | THURS | FRI | SAT | SUN |
|--------------------------------|-----------|-----|------|-----|-------|-----|-----|-----|
| 1 st Floor | Personals | PM | | | AM | | | |
| 2 nd Floor | Personals | | | AM | | | | AM |
| 3 rd Floor | Personals | | AM | | | PM | | |
| 4 th Floor | Personals | AM | | | PM | | | |
| 5 th Floor | Personals | | | PM | | | | AM |
| Pod 1 West | Personals | | | PM | | | AM | |
| Pod 1 East | Personals | | PM | | | PM | | |
| Pod 3 West | Personals | PM | | | PM | | | |
| Pod 3 East | Personals | | PM | | | AM | | |
| | | | | | | | | |
| Orange/Gold Uniforms Laundered | | PM | | PM | | PM | | |
| White Uniforms Laundered | | PM | | | | AM | | |

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



If you or someone you know has been previously incarcerated and needs assistance, we can help.

The Sheriff's Transition and Reentry Team

START

RESOURCE CENTER

Dr. Errol D. Toulon, Jr., Suffolk County Sheriff



The Resource Center has Case Managers and Correctional Counselors to help with:

- **Housing**
- **Jobs Assistance**
- **Educational Opportunities**
- **Local Group Meetings**
- **Substance Abuse Treatment**
- **Identification Issues**
- **Transportation**
- **Clothing and other Items**
- **Temporary Assistance and DSS and much more.**

**Center hours:
Monday-Friday
8:30 a.m. - 5:00 p.m.**

***Bus Route: S68
Probation Stop***

Walk-ins welcome but meetings are by appointment only.

**Please call:
(631) 852-5391**

**Visit us online at
www.suffolksheriff.com**

Scan the QR code to go directly to our webpage.

**Address:
200 Glover Drive
Yaphank, NY 11980**

The Center is on the grounds of the Yaphank Correctional Facility.



Follow us on social media.



@theSTARTcenter



SUFFOLK COUNTY
SHERIFF'S OFFICE
Sheriff Errol D. Toulon, Jr.



CORRECTION DIVISION

**Opioid Overdose Education and Naloxone Distribution
Training and Kit Distribution**

We would like to inform you of an opportunity to receive a free Narcan rescue kit upon release. Naloxone nasal spray, also known as Narcan, is an emergency life-saving treatment for an opioid overdose. Upon discharge, you will be offered a free Narcan kit containing two doses and instructions, which can be collected with your Property. We encourage you to accept the kit. Narcan is easy to use, and you could save the life of a friend or loved one in the event of an opioid overdose. We are offering this rescue kit to everyone, not only those with a history of drug use.

An overdose occurs when someone takes more or stronger opioids that their body can manage. These opioids include prescription drugs like OxyContin, Vicodin, Percocet, as well as drugs like heroin. Fentanyl, a powerful opioid, has also been found in cocaine and pills. Overdose can lead to dangerously slow breathing, and if the person does not get help, it could result in death.

Some possible signs of an opioid overdose include:

- Being unconscious or extremely drowsy
- Slower or stopped breathing
- Lips or fingernails turning blue or grey
- Making snoring or gurgling sounds

If you encounter an unresponsive person or you suspect an overdose, it is crucial to act quickly. Shake their shoulder and shout their name. If they don't respond to your attempts to wake them up, call 911 immediately.

As soon as possible, administer Narcan to reverse an opioid overdose's effects and get the person breathing normally again.

Remove the Narcan nasal spray from the box, and peel the package back to remove the device. Hold the Narcan device with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle. Tilt the person's head back and insert the nozzle's tip into one nostril until your fingers on either side of the nozzle are against the person's nose. Press the plunger firmly to give the full dose of naloxone nasal spray.

Move the person on their side after giving Narcan, and continue to watch them closely. If they do not wake up or respond to your voice or touch, or if they do not seem to be breathing normally within 2-3 minutes, use a new Narcan nasal spray device to give an additional dose in the other nostril.

Stay with the person until help arrives. In New York State, the Good Samaritan Law protects against charges and prosecution for drug possession to the individual who called 911 to save a life, even if some drugs are present. Information about the Good Samaritan Law and what it does and does not protect you from will be included in your rescue kit.

You will be reminded of the opportunity to receive a free Narcan rescue kit upon release. We encourage you to take the two-dose kit, to protect yourself and others.



SUFFOLK COUNTY SHERIFF'S OFFICE COMMISSARY MENU

*Sales tax not included.

| Item # | Description | Price | Limit | Item # | Description | Price | Limit |
|---------------------|---------------------------------------------------------|--------|-------|---------------------------|------------------------------------------------|--------|-------|
| Beverages | | | | Chips/Snacks Cont. | | | |
| 2000 | KEEFE COFFEE FREEZE DRIED .053 OZ | \$0.25 | 50 | 6159 | CHEETOS CHEESE CRUNCHY FLAMIN HOT 1.75 O | \$1.15 | 6 |
| 2028 | KEEFE TEA BAGS REGULAR 48 CT | \$2.50 | 2 | 6167 | CHEETOS CHEESE CRUNCHY 2 OZ | \$1.15 | 6 |
| 2053 | INTL DELIGHT LIQUID CREAMER 10 PK FRENCH VANILLA | \$2.00 | 10 | 6173 | BRUSHY CREEK CHILI W/BEANS 11.25 OZ | \$3.00 | 4 |
| 2063 | INTL DELIGHT LIQUID CREAMER 10 PK CARAMEL MACCHIATO | \$2.00 | 10 | 6174 | BRUSHY CREEK CHILI HOT W/BEANS 11.25 OZ | \$3.00 | 4 |
| 2071 | KEEFE HOT COCOA REGULAR 10 OZ | \$2.25 | 2 | 6179 | FRESH CATCH SARDINES SOYBEAN OIL 3.53 OZ | \$1.85 | 10 |
| 2216 | SWEET MATE SWEETENER PINK 3.5 OZ | \$3.50 | 1 | 6183 | SMOKD CLAMS/OIL 3.53OZ | \$3.50 | 6 |
| 2310 | CTRY TIME DRINK MIX LEMONADE 6 OZ | \$2.25 | 2 | 6191 | FRESH CATCH SALMON FLAKES IN WATER 3.53 OZ | \$2.55 | 6 |
| 2582 | WYLLERS BLUE OCEAN SUGAR FREE | \$0.38 | 20 | 6208 | KING NUT SNACK MIX STUDENT MIX 3.75 OZ | \$1.25 | 6 |
| 3134 | WYLLERS FRUITY RED SUGAR FREE | \$0.38 | 20 | 6213 | KING NUT SNACK MIX HEALTHY 3.25 OZ | \$1.25 | 6 |
| Chips/Snacks | | | | 6217 | KING NUT SNACK MIX TROPICAL 4 OZ | \$1.25 | 6 |
| 2437 | RALSTON INST OATMEAL REGULAR .98 OZ | \$0.65 | 10 | 6263 | SQUEEZUM MUSTARD REGULAR 4.5 G | \$1.50 | 4 |
| 2438 | QUAKER OATMEAL MAPLE BROWN SUGAR 1.51 OZ | \$0.65 | 10 | 6264 | SQUEEZUM KETCHUP REGULAR 9 G | \$1.50 | 4 |
| 2594 | DOLLY MADISON CUPCAKES CHOC 3.17 OZ | \$1.20 | 4 | 6294 | BRUSHY CREEK PASTA SAUCE ITALIAN STYLE 4 OZ | \$1.10 | 4 |
| 2624 | BC TURKEY SUMMER SAUSAGE HONEY BROWN SUGAR 5 OZ | \$3.00 | 10 | 6320 | OBRIENS MEAT BEEF & CHEDDAR STICK 1.125 OZ | \$1.25 | 6 |
| 2664 | VELVEETA MACARONI & CHEESE ORIGINAL 3 OZ | \$1.15 | 10 | 6345 | MALT O MEAL CEREAL RAISIN BRAN 1.25 OZ | \$0.65 | 10 |
| 2668 | VELVEETA REFRIED BEANS CHEESEY 4 OZ | \$1.60 | 10 | 6412 | SQUEEZUM JELLY GRAPE 1 OZ | \$0.40 | 10 |
| 2717 | SEVILLA RICE SPICY SPANISH W/CHEESE 2 OZ | \$0.90 | 10 | 6421 | KRAFT SALAD DRESSING RANCH 1.5 O | \$0.90 | 10 |
| 2994 | CHEWY CHOC CHUNK GRANOLA BAR | \$0.90 | 10 | 6428 | CACTUS ANNIES CHEESE CHEDDAR 2 OZ | \$0.85 | 10 |
| 3004 | MARKET SQUARE COOKIES PEANUT BUTTER CREMES 6 OZ | \$1.20 | 4 | 6429 | CACTUS ANNIES CHEESE JALAPENO 2 OZ | \$0.85 | 10 |
| 3010 | GRANDMAS COOKIES CHOC CHIP 2.5 OZ | \$0.80 | 4 | 6430 | MALT O MEAL CEREAL FROSTED FLAKES 1 OZ | \$0.70 | 10 |
| 3015 | GRANDMAS COOKIES OATMEAL RAISIN 2.5 OZ | \$0.80 | 4 | 6432 | MALT O MEAL CEREAL TOOTIE FRUITIES .75 OZ | \$0.70 | 10 |
| 3020 | OREO COOKIES 2.4 OZ | \$0.80 | 4 | 6500 | VAN HOLTEN PICKLE HOT PICKLE 9.6 OZ | \$1.30 | 4 |
| 3030 | MARKET SQUARE COOKIES VANILLA CREMES 6 OZ | \$1.50 | 4 | 6501 | VAN HOLTEN PICKLE MILD DILL 9.6 OZ | \$1.30 | 4 |
| 3035 | MARKET SQUARE COOKIES CHOC CHIP 6 OZ | \$1.50 | 4 | 6507 | TX TITOS JALAPENO PEPPERS SS SLICED 1 OZ | \$0.75 | 10 |
| 3040 | MARKET SQUARE COOKIES ICED OATMEAL 6 OZ | \$1.50 | 4 | 6513 | SQUEEZUM HOT SAUCE 7 G | \$0.17 | 20 |
| 3045 | MARKET SQUARE COOKIES DUPLEX CREMES 6 OZ | \$1.50 | 4 | 6515 | SQUEEZUM MAYONNAISE REGULAR 9 G | \$0.17 | 10 |
| 3107 | GOLDEN VALLEY CRACKERS SALTINE 16 OZ | \$2.75 | 1 | 6600 | CACTUS ANNIES TORTILLAS FLOUR 8 OZ | \$2.50 | 4 |
| 3115 | CHEEZ-IT CRACKERS 1.5 OZ | \$0.65 | 4 | 6606 | MOON LODGE PEANUTS ROASTED & SALTED 1.75 OZ | \$0.65 | 10 |
| 3175 | KELLOGGS POP TARTS TOASTER PASTRIES SMORES 3.38 OZ | \$1.35 | 4 | 6610 | GOLDEN VALLEY BAGEL PLAIN 4 OZ | \$0.80 | 2 |
| 3192 | MARKET SQUARE CAKE CREAM CHEESE 4 OZ | \$1.00 | 4 | 6612 | GOLDEN VALLEY BAGEL CINNAMON RAISIN 4 OZ | \$0.80 | 2 |
| 3193 | KELLOGGS TOASTER PASTRIES STRAWBERRY 3.38 OZ | \$1.35 | 4 | 6721 | FRESH CATCH FISH STEAKS IN LA HOT 3.53 OZ | \$2.25 | 10 |
| 3248 | DUCHESS CINNAMON ROLL 4 OZ | \$1.25 | 4 | 6826 | FRESH CATCH CHUNKLIGHT TUNA IN WATER 4.23 OZ | \$2.10 | 10 |
| 3258 | TOWNHOUSE CRACKERS 13.8 OZ | \$1.60 | 1 | 3559 | BRIDGFORD PEPPERONI SLICED 3.5 OZ | \$2.60 | 10 |
| 3274 | MARKET SQUARE MONSTER HONEY BUN ICED 4.75 OZ | \$1.30 | 4 | Candy | | | |
| 3331 | MARKET SQUARE CAKE SWISS ROLL 12 OZ | \$3.30 | 1 | 4046 | MARS M&M PEANUT 5.3 OZ | \$2.85 | 2 |
| 3332 | MARKET SQUARE DONUT STICKS 10 OZ | \$3.30 | 1 | 4047 | MARS M&M PLAIN 5.3 OZ | \$2.85 | 2 |
| 3333 | MARKET SQUARE PEANUT BUTTER WAFER 2PK 12 OZ | \$3.30 | 1 | 4056 | SQUEEZUM PEANUT BUTTER SQUEEZE 2 OZ | \$0.90 | 10 |
| 3584 | BRUSHY CREEK SUMMER SAUSAGE HOT & SPICY 5 OZ | \$3.00 | 10 | 4080 | MARS SNICKERS MINIATURES 4.4 OZ | \$3.85 | 2 |
| 3585 | BRUSHY CREEK SUMMER SAUSAGE REGULAR 5 OZ | \$3.00 | 10 | 4081 | MARS SNICKERS MINIATURES 5.3 OZ | \$3.00 | 2 |
| 4278 | SEVILLA SAZON 1.5 OZ | \$1.25 | 4 | 4100 | CORNER STORE CANDY BUTTERSCOTCH DISCS 4.25 OZ | \$1.30 | 2 |
| 4321 | DORITOS TORTILLA CHIPS NACHO CHEESE 1.75 OZ | \$1.20 | 6 | 4120 | CORNER STORE CANDY ROOT BEER BARRELS 4.25 O | \$1.30 | 2 |
| 4429 | MARKET SQUARE WAFER SF STRAWBERRY CREME 2.75 OZ | \$1.10 | 4 | 4145 | CORNER STORE CANDY STARLIGHT MINTS 3.75 OZ | \$1.30 | 2 |
| 4430 | CLOVERHILL CHEESE DANISH BLUEBERRY 4.25 OZ | \$1.10 | 4 | 4146 | ATOMIC FIREBALL CANDY 3 OZ | \$1.30 | 2 |
| 4431 | CLOVERHILL CHEESE DANISH STRAWBERRY 4.25 OZ | \$1.10 | 4 | 4150 | CORNER STORE CANDY SOUR FRUIT BALLS 4.25 OZ | \$1.30 | 2 |
| 4863 | DORITOS TORTILLA CHIPS COOL RANCH 1.75 OZ | \$1.20 | 6 | Soup/Rice | | | |
| 6074 | FRESH CATCH MACKEREL FILLETS IN BRINE 3.53 OZ | \$1.85 | 10 | 6013 | MARUCHAN RAMEN CAJUN CHICKEN 3 OZ | \$0.50 | 10 |
| 6079 | THE WHOLE SHABANG POTATO CHIPS ORIGINAL 1.5 OZ | \$0.85 | 6 | 6026 | MARUCHAN RAMEN CHILI 3 OZ | \$0.50 | 10 |
| 6083 | MOON LODGE POPCORN WHITE CHEDDAR 5 OZ | \$1.85 | 1 | 6050 | KEEFE KITCHENS RICE INST WHITE 8 OZ | \$1.55 | 6 |
| 6100 | MOON LODGE POTATO CHIPS REGULAR 1.5 OZ | \$0.85 | 6 | 6051 | KEEFE KITCHENS RICE INST BROWN 6.5 OZ | \$1.55 | 6 |
| 6102 | MOON LODGE POTATO CHIPS STUFFED JALAPENO 1.5 OZ | \$0.85 | 6 | 6052 | MARUCHAN RAMEN HOT & SPICY VEGETABLE 3 OZ | \$0.50 | 10 |
| 6105 | MOON LODGE POTATO CHIPS BBQ 1.5 OZ | \$0.85 | 6 | 6053 | MARUCHAN RAMEN CAJUN SHRIMP 3 OZ | \$0.50 | 10 |
| 6114 | ANDY CAPP'S HOT FRIES ORIGINAL 0.85 OZ | \$0.85 | 6 | 6065 | MARUCHAN RAMEN CHICKEN LOW SODIUM 3 OZ | \$0.50 | 10 |
| 6116 | CACTUS ANNIES CHEESE PUFFS 2 OZ | \$0.85 | 6 | 6094 | MARUCHAN VEGETABLE HOT & SPICY LOW SODIUM 3 OZ | \$0.50 | 10 |
| 6120 | CACTUS ANNIES TORTILLA CHIPS KOSHER NACHO CHEESE 1.5 OZ | \$0.85 | 6 | | | | |
| 6125 | MOON LODGE POTATO CHIPS HOT HOT BBQ 1.5 OZ | \$0.85 | 6 | | | | |
| 6126 | MOON LODGE POTATO CHIPS SOUR CREAM & ONION 1.5 OZ | \$0.85 | 6 | | | | |

ORDERS CLOSE EVERY TUESDAY AND FRIDAY AT 7:00 AM

TURN OVER FOR MORE ITEMS



SUFFOLK COUNTY SHERIFF'S OFFICE COMMISSARY MENU

*Sales tax not included.

| Item # | Description | Price | Limit | Item # | Description | Price | Limit |
|----------------------|---------------------------------------------------|--------|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|--------|-------|
| Miscellaneous | | | | Clothing | | | |
| 0185 | IBUPROFEN 2PK | \$0.65 | 10 | 1514 | ANDREW SCOTT BRIEF SMALL 28-30 WHITE MENS | \$3.50 | 4 |
| 0489 | KAPPA BOOKS PUZZLE BOOK WORDFIND | \$2.00 | 2 | 1515 | ANDREW SCOTT BRIEF MEDIUM WHITE MENS | \$3.50 | 4 |
| 0492 | KAPPA BOOKS BOOK CROSSWORD PUZZLE | \$2.00 | 2 | 1516 | ANDREW SCOTT BRIEF LARGE 36-38 WHITE MENS | \$3.50 | 4 |
| 0640 | ROLAIDS ANTACID EXTRA STENGTH MINT | \$1.40 | 6 | 1517 | ANDREW SCOTT BRIEF XL 40-42 WHITE MENS | \$3.50 | 4 |
| 0910 | BLACK MEGA PROTEIN MASCARA | \$3.50 | 2 | 1518 | ANDREW SCOTT BRIEF 2XL 44-46 WHITE MENS | \$3.50 | 4 |
| 1001 | POSTAGE STAMPED ENV LARGE | \$0.65 | 10 | 1519 | ANDREW SCOTT BRIEF 3XL (48-50) WHITE MENS | \$3.50 | 4 |
| 1010 | UNISOURCE ENV #10 | \$0.09 | 10 | 1530 | ANDREW SCOTT BOXER MEDIUM WHITE MENS | \$3.50 | 4 |
| 1015 | UNISOURCE ENV NO CLASP 9.5 X 12.5 | \$0.20 | 10 | 1531 | ANDREW SCOTT BOXER LARGE WHITE MENS | \$3.50 | 4 |
| 1033 | BLACK PEN | \$0.50 | 6 | 1532 | ANDREW SCOTT BOXER XL WHITE MENS | \$3.50 | 4 |
| 1049 | POSTAGE STAMP FIRST CLASS | \$0.55 | 20 | 1533 | ANDREW SCOTT BOXER 2XL WHITE | \$3.50 | 4 |
| 1060 | QUILL PAPER 50 SHEET PAD 8.5 X 11 WHITE RULED | \$1.00 | 2 | 1534 | ANDREW SCOTT BOXER 3XL WHITE MENS | \$3.50 | 4 |
| 1062 | TOPS PAPER RULED PAD 8.5 X 14 50 SHEET BOX YELLOW | \$1.00 | 2 | 1650 | HANES BRIEF SZ 6 WHITE WOMENS | \$3.50 | 4 |
| 1070 | TOPS PAPER SKETCH PAD 8.5 X 11 50 SHEET BOX WHITE | \$1.25 | 2 | 1651 | HANES BRIEF SZ 8 WHITE WOMENS | \$3.50 | 4 |
| 1077 | NUMBER #2 PENCIL | \$0.35 | 6 | 1652 | HANES BRIEF SZ 10 3 PK WHITE WOMENS | \$3.50 | 4 |
| 1080 | COLORLED PENCILS 24CT | \$3.60 | 2 | 1653 | HANES BRIEF SZ 11 WHITE WOMENS | \$3.50 | 4 |
| 1087 | WEBSTER DICTIONARY ENGLISH SPANISH | \$3.50 | 2 | 1697 | HANES BRIEF SZ 12 WHITE WOMENS | \$3.50 | 4 |
| 1100 | GALLANT BIRTHDAY CARD ACETATE 6/CS | \$1.35 | 4 | 2881 | FRUIT OF THE LOOM BRIEF SZ 5 WHITE WOMENS | \$3.50 | 4 |
| 1101 | GALLANT BIRTHDAY CARD JUVENILE | \$1.35 | 4 | 2882 | HANES BRIEF SZ 7 WHITE WOMENS | \$3.50 | 4 |
| 1110 | GALLANT FRIENDSHIP CARD WOOD WIND | \$1.35 | 4 | 2883 | HANES BRIEF SZ 9 WHITE WOMENS | \$3.50 | 4 |
| 1115 | GALLANT ANNIVERSARY CARD WOOD WIND | \$1.35 | 4 | 1540 | SOFT TOUCH SOCKS TUBE #350 WHITE | \$1.00 | 10 |
| 1120 | GALLANT THANK YOU CARD | \$1.35 | 4 | 1450 | CRAWFORD FLIP FLOP CROSS STRAP SMALL | \$2.50 | 4 |
| 1121 | GALLANT SEASONAL GREETING CARD | \$1.35 | 4 | 1451 | CRAWFORD FLIP FLOP CROSS STRAP MEDIUM | \$2.50 | 4 |
| 1123 | GALLANT BIRTHDAY CARD SPANISH PAPER | \$1.35 | 4 | 835 | WAVE ENFORCER WAVE CAP | \$2.50 | 2 |
| 1124 | GALLANT FRIENDSHIP CARD SPANISH PAPER | \$1.35 | 4 | 3820 | CRAWFORD FLIP FLOP CROSS STRAP XL | \$2.50 | 4 |
| 1300 | AVIATOR PLAYING CARDS POKER | \$1.65 | 2 | 1455 | SM DLX VELCRO SLIP-ON | \$3.75 | 4 |
| 1305 | AVIATOR PLAYING CARDS PINOCHLE | \$1.65 | 2 | 1456 | MED DLX VELCRO SLIP-ON | \$3.75 | 4 |
| 1400 | GEN BOWL W/LID 24 OZ | \$0.80 | 2 | 1457 | LRG DLX VELCRO SLIP-ON | \$3.75 | 4 |
| 1411 | GEN COFFEE CUP W/HANDLE 12 OZ | \$0.75 | 2 | 1458 | XLRG DLX VELCRO SLIP-ON | \$3.75 | 4 |
| 1412 | GEN MUG INSULATED W/LID 14 OZ | \$1.75 | 2 | 1800 | 2XL DLX VELCRO SLIP-ON | \$3.75 | 4 |
| 1470 | LAUNDRY DETERGENT 2 OZ | \$0.85 | 10 | | | | |
| 2134 | CHOC HEALTH SHAKE 2OZ | \$2.00 | 10 | | | | |
| 2136 | VAN HEALTH SHAKE 2OZ | \$2.00 | 10 | | | | |
| 3679 | SUGAR FREE COUGH DROP 25 CT | \$2.30 | 10 | | | | |
| Hygiene | | | | PHONE ORDER ENTRY | | | |
| 0010 | ALBERTO VOS SHAMPOO EXTRA BODY 12.5 OZ | \$1.70 | 4 | <p>Once you have dialed into the Centralized Phone Order Entry system, follow these steps. Press 1 for English or 2 for Spanish. Enter your booking number, followed by the # key. Enter your PIN, followed by the # key.</p> <p>NOTE: The first time you log into the Centralized Phone Order Entry system, use your booking number as your PIN. The system will require you choose a new PIN at this time. Once you have successfully signed in, the system will tell you your account balance.</p> <p>If you have a pending commissary order in the system, you will hear the following options. Press 1 to review your pending order. Press 2 to add more items to your pending order. Press 3 to delete your pending order. Press 4 to hear the dollar total of your pending order. Press 5 to reset your PIN. Press 6 to repeat this menu. Press 7 to end this call.</p> <p>If you do not have a pending commissary order in the system, you will hear these options. Press 1 to create a new commissary order. Press 3 to reset your PIN. Press 7 to repeat this menu. Press 9 to end this call.</p> <p>Choosing to add items to your order (or create a new order) will take you through these steps. Enter the 4-digit item number for the product you want to order, followed by the # key. Enter the quantity of this item that you would like to order, followed by the # key.</p> <p>NOTE: Entering a quantity of 0 will remove the item from your pending order. Press 1 to add the next item number, press 3 to return to the main menu, or press 7 to end the call.</p> <p>Choosing to review your pending order will take you through these steps. The system will read the first item (number and quantity ordered). Press 1 to hear the next item. Press 2 to delete this item from the order. Press 3 to update the quantity of this item. Press 7 to hear this item again. Press 9 to return to the main menu. When the order review is complete, the system will return you to the main menu.</p> <p>Choosing to reset your PIN will take you through these steps. Enter the new number you want to use as your PIN, followed by the # key. The system will read it back to you. If correct, press 1. If incorrect, press 3 to redo.</p> | | | |
| 0011 | ALBERTO VOS CONDITIONER EXTRA BODY 12.5 OZ | \$1.70 | 4 | | | | |
| 0020 | 4OZ DANDRUFF SHAMPOO | \$1.25 | 4 | | | | |
| 0045 | SOFTTEE HAIR DRESS AFRICAN CROWN 5 OZ | \$2.50 | 4 | | | | |
| 0051 | SOFTTEE CONDITIONER BERGAMOT 5 OZ | \$2.65 | 4 | | | | |
| 0055 | PRO GLO POMADE GEL 4 OZ | \$2.60 | 4 | | | | |
| 0106 | POWER UP ANTIPERSPIRANT DEODORANT BLOOM 2.5 OZ | \$2.25 | 4 | | | | |
| 0147 | POWER UP ANTIPERSPIRANT DEODORANT DRIVE 2.5 OZ | \$2.25 | 4 | | | | |
| 0212 | INFUZED LOTION DLY BDY COCONUT LIME 15 OZ | \$1.80 | 4 | | | | |
| 0214 | INFUZED LOTION COCOA SHEA BODY 15 OZ | \$1.80 | 4 | | | | |
| 0215 | CRAWFORD LOTION COCOA BUTTER 4 OZ | \$0.70 | 4 | | | | |
| 0216 | WOLTRA COCOA BUTTER STICK 100% 1 OZ | \$1.80 | 4 | | | | |
| 0221 | NEW DAY PETROLEUM JELLY 3.75 OZ | \$1.30 | 4 | | | | |
| 0242 | NATUREPLEX ZIT FREE BENZOYL PEROXIDE 1 OZ | \$2.50 | 4 | | | | |
| 0273 | GOOD SENSE LIP BALM TROPICAL SPF 45 .15 OZ | \$1.30 | 4 | | | | |
| 0320 | REG MAGIC CREAM SHAVE 6OZ | \$4.40 | 4 | | | | |
| 0331 | PROTECTION SHAVE CREAM BRUSHLESS 7 OZ | \$2.30 | 4 | | | | |
| 0350 | PROTECTION AFTER SHAVE GEL 7 OZ | \$1.74 | 4 | | | | |
| 0397 | NEXT 1 SOAP COCOA BUTTER BAR 5 OZ | \$1.20 | 4 | | | | |
| 0424 | NEXT 1 SOAP MOISTURIZING BAR 5 OZ | \$1.20 | 4 | | | | |
| 0426 | NEXT 1 SOAP ANTIBACTERIAL SPORT BAR 5 OZ | \$0.95 | 4 | | | | |
| 0440 | DOVE SOAP MOISTURIZING BEAUTY BAR 3.17 OZ | \$2.10 | 4 | | | | |
| 0500 | COOL WAVE MOUTHWASH ALCOHOL FREE 8 OZ | \$1.05 | 4 | | | | |
| 0510 | AIM CAVITY TOOTHPASTE MINT GEL 5.5 OZ | \$3.00 | 4 | | | | |
| 0530 | COOL WAVE TOOTHPASTE GEL FRESH MINT 4 OZ | \$1.70 | 4 | | | | |
| 0551 | TEK MED. TOOTHBRUSH | \$0.80 | 4 | | | | |
| 0580 | TOOTHBRUSH HOLDER | \$0.55 | 4 | | | | |
| 0590 | FRESHMINT DENTURE TABLET 40 CT | \$1.50 | 4 | | | | |
| 0595 | EFFERGRIP DENTURE ADHESIVE 2.5 OZ | \$4.50 | 4 | | | | |
| 0720 | HERITAGE ANTIFUNGAL POWDER MED TOLNAFTATE 1% 3 OZ | \$2.25 | 4 | | | | |
| 0760 | NEW DAY COTTON SWAB 100 CT | \$1.30 | 4 | | | | |
| 0800 | NEW WORLD IMPORTS COMB 5 IN | \$0.25 | 4 | | | | |
| 0825 | CARDINAL AFRO PIK NYLON | \$0.90 | 4 | | | | |
| 0490 | AMERICAN COMB SOAP DISH HINGED | \$0.60 | 4 | | | | |
| 0810 | BECKER GLOVE BRUSH CLUB | \$1.10 | 4 | | | | |
| 1432 | WASHCLOTH | \$2.35 | 4 | | | | |

SECURUS Technologies

connecting what matters™

SUFFOLK COUNTY JAIL, NY **NEW DIALING INSTRUCTIONS FOR ALL CALLS**

Pickup inmate phone and choose language –
“1” for English OR “2” for Spanish

Enter your SECURUS PHONE PIN when prompted then:

Press “1” to place a Collect Call - Follow prompts to place call
When asked for area code and phone number
Enter the number you are calling (*Wait for connection*)

Press “2” to place a Debit Account Call - Follow prompts to place call (must have sufficient funds)

Dial “555” to access Keefe Commissary
Follow prompts to hear debit balance and order commissary items

Press “3” to Transfer Money from Commissary to Debit Phone Account
You will hear your available commissary account balance. To transfer money from your Commissary Account to your Debit Phone Account:

1. When prompted, enter dollar value two-digit item number followed by # (pound) sign. For example, to transfer 10 dollars from commissary to debit; you will enter 10
2. When prompted, enter quantity of inmate debit time you wish to purchase, followed by # (pound) sign. For example, if you want quantity 10 of any item number above, then you press 10#

In the above two examples, we have ordered 10 dollars of 10 quantity, for a TOTAL of \$100.00. If you only want \$10, you will enter item 10 and quantity 1. Follow the rest of the phone prompts to complete the order. Listen carefully, all sales are final. Once you complete your order you will hear “The money you requested has been transferred to your debit account” and your new commissary balance will be provided for you at this time. Your phone balance is not provided here.

All Sales are Final

Calls may take up to 30 seconds to connect.
CALLS ARE SUBJECT TO RECORDING AND MONITORING.

PHONE ORDER ENTRY

Once you have dialed into the Centralized Phone Order Entry system, follow these steps.

Press 1 for English or 2 for Spanish.

Enter your booking number, followed by the # key.

Enter your PIN, followed by the # key.

NOTE: The first time you log into the Centralized Phone Order Entry system, use your booking number as your PIN. The system will require you choose a new PIN at this time.

Once you have successfully signed in, the system will tell you your account balance.

If you have a pending commissary order in the system, you will hear the following options.

Press 1 to review your pending order.

Press 2 to add more items to your pending order.

Press 3 to delete your pending order.

Press 4 to hear the dollar total of your pending order.

Press 5 to reset your PIN.

Press 6 to repeat this menu.

Press 7 to end this call.

If you do not have a pending commissary order in the system, you will hear these options.

Press 1 to create a new commissary order.

Press 3 to reset your PIN.

Press 7 to repeat this menu.

Press 9 to end this call.

Choosing to add items to your order (or create a new order) will take you through these steps.

Enter the 4-digit item number for the product you want to order, followed by the # key.

Enter the quantity of this item that you would like to order, followed by the # key.

NOTE: Entering a quantity of 0 will remove the item from your pending order.

Press 1 to add the next item number, press 3 to return to the main menu, or press 7 to end the call.

Choosing to review your pending order will take you through these steps.

The system will read the first item (number and quantity ordered).

Press 1 to hear the next item.

Press 2 to delete this item from the order.

Press 3 to update the quantity of this item.

Press 7 to hear this item again.

Press 9 to return to the main menu.

When the order review is complete, the system will return you to the main menu.

Choosing to reset your PIN will take you through these steps.

Enter the new number you want to use as your PIN, followed by the # key.

The system will read it back to you. If correct, press 1. If incorrect, press 3 to redo.

Suffolk County Sheriff's Office

Physical Addresses

Riverhead Correctional Facility
100 Center Drive
Riverhead, NY 11901

Yaphank Correctional Facility
15 Glover Drive
Yaphank, NY 11980

Mailing Address for All Inmates

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