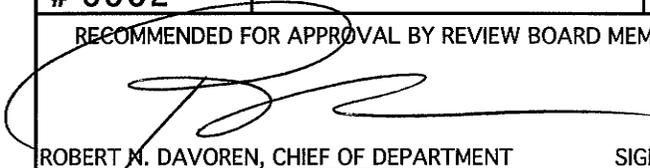
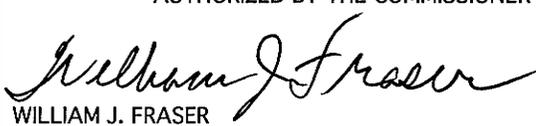




THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE

<input checked="" type="checkbox"/> NEW <input type="checkbox"/> INTERIM <input type="checkbox"/> REVISED		SUBJECT		
EFFECTIVE DATE 12/29/00		*TERMINATION DATE / /		
CLASSIFICATION # 6002	SUPERSEDES	DATED	DISTRIBUTION A	PAGE 1 OF 6 PAGES
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER		AUTHORIZED BY THE COMMISSIONER		
 ROBERT N. DAVOREN, CHIEF OF DEPARTMENT SIGNATURE		 WILLIAM J. FRASER SIGNATURE		

I. PURPOSE

To delineate the policy and procedure to ensure that Attorney Visits commence within forty-five minutes of the time when an attorney or representative or employee of an attorney (collectively, "attorney") registers at the Rikers Island Control Building or within thirty minutes of the time when an attorney registers at the front entrance of a borough facility. For attorneys having multiple visits on Rikers Island, the initial visit shall commence within forty-five minutes as stated above, and subsequent visits on the same day shall commence within thirty minutes of the attorney's registration at the facility front entrance.

II. POLICY

- A. Attorney visiting shall be permitted between 0800 and 2000 hours daily, but shall not be permitted during the afternoon change-of-tour count, which takes place at or about 3 pm. The attorney visit schedule shall be posted at each facility. All attorneys shall be required to sign the Attorney Visit Logbook upon arrival and departure from a facility.
- B. When an inmate is to be interviewed by an attorney all necessary precautions including searching of the inmate shall be taken before the visit to ensure the safety of the attorney, other inmates and Department staff.
- C. Communications between inmates and attorneys during visits are confidential and shall not be monitored except visually. Proper security precautions shall be taken to ensure the protection of the attorney, to prevent an inmate escape, and to prevent injury to other inmates or personnel.

	EFFECTIVE DATE 12/29/00	SUBJECT ATTORNEY VISITS	
	CLASSIFICATION # 6002		
	DISTRIBUTION A	PAGE 2 OF 6 PAGES	

II. POLICY (continued)

- D. Visits between inmates and their attorneys shall not be included in calculating the total number of visits to which an inmate is entitled.
- E. Departmental passes (e.g. Attorneys, Legal Assistants, Special One Day Passes) are not transferable and shall be retained by the persons to whom they were issued. Departmental passes with elapsed expiration dates will not be honored and will be confiscated.
- F. After the initial registration at the Rikers Island Control Building, attorneys visiting multiple inmates on Rikers Island on the same day need not re-register at the Rikers Island Control Building that day. Depending on the Rikers Island bus schedules, they may travel directly between institutions.
- G. Attorney visits shall take precedence over other visits that may take place in the attorney visit areas.

III. PROCEDURES

A. General

1. The fact that one attorney represents an inmate shall not be grounds for preventing that inmate from visiting with other attorneys.
2. Attorneys possessing a departmental pass will be permitted to visit any inmate under the jurisdiction of the Department. A Legal Aid Society identification card shall also be a valid pass to visit any inmate under the jurisdiction of the Department.
3. If an attorney arrives at a facility for a visit with an inmate while a change of tour count, emergency count or other emergency is in progress, the attorney shall not be permitted to visit until such time as the count/emergency has been completed.

B. Rikers Island Attorney Visits

1. Upon presentation of a departmental pass an attorney arriving at the Rikers Island Control Building shall provide the name and housing facility of the inmate being visited. Attorneys conducting more than one interview shall supply the name and housing facility of the first interview. The officer at the Rikers Island Control Building shall verify the housing facility and notify that facility's Control Room of the attorney's arrival.

	EFFECTIVE DATE 12/29/00	SUBJECT ATTORNEY VISITS	
	CLASSIFICATION # 6002		
	DISTRIBUTION A	PAGE 3 OF 6 PAGES	

III. PROCEDURES (continued)

The attorney shall be required to complete the information on the Attorney Visit tracking card. The card will be time stamped and returned to the attorney to present to the facility counsel visit officer.

2. Immediately upon notification by the Rikers Island Control Building, the housing facility's Control Room shall notify the inmate's housing unit to send the inmate to the counsel visit area. In the event the inmate is not in the housing unit at the time, the housing officer shall contact the area to which the inmate was sent and notify the inmate. The inmate shall be provided a pass or escorted to the counsel visit area immediately upon notification unless a change of tour count is in progress or an emergency exists that prevents the inmate's movement. In the event that the inmate wishes to return to his or her housing area to pick up legal materials for the visit before proceeding to the visit, the inmate shall be permitted to do so. If such a detour causes the time periods set forth in this directive to be exceeded, the detour shall be noted as the cause of the delay.
3. Upon arrival at the facility front entrance the attorney shall sign the Attorney Visit Logbook and inform the officer that he or she is there for an attorney visit. The officer shall verify the inmate's arrival at the counsel visit area. The attorney shall present the time stamped card to the counsel visit officer and upon commencement of the attorney visit the card shall be time stamped in the appropriate section and retained by the officer.
4. An attorney conducting multiple visits on Rikers Island will obtain a new attorney visit card at each facility after the first. At each such facility, the counsel visit officer shall complete a new card, using the front entrance logbook to complete the attorney's time of arrival at the facility. Upon commencement of the attorney visit the card shall be time stamped in the appropriate section and retained by the officer.
5. The counsel visit officer shall bring to the attention of the area supervisor any attorney visit that does not commence within forty-five minutes of the attorney's registration at the Rikers Island Control Building or thirty minutes of the attorney's registration at the facility front entrance. The supervisor shall take immediate steps to locate the inmate for the visit and then initiate an investigation into the reason(s) for the delay. A written report of the results of the investigation shall be submitted to the Program Deputy Warden.

	EFFECTIVE DATE 12/29/00	SUBJECT ATTORNEY VISITS	
	CLASSIFICATION # 6002		
	DISTRIBUTION A	PAGE 4 OF 6 PAGES	

III. PROCEDURES (continued)

6. Any complaint from an attorney concerning a delay in commencing a visit over forty five minutes from the Rikers Island Control Building or thirty minutes from the front entrance or at a borough facility shall be brought to the attention of the area supervisor. If an attorney's concerns about any such delay are not being reasonably addressed, the attorney may speak with the supervisor. The supervisor shall take immediate steps to locate the inmate for the visit and then initiate an investigation into the reason(s) for the delay. A written report of the results of the investigation shall be submitted to the Program Deputy Warden.

C. Borough Facility Attorney Visits

1. Upon presentation of a departmental pass an attorney arriving at a borough facility shall provide the name of the inmate being visited. The front entrance officer shall verify the inmate's presence and the attorney shall sign the Attorney Visit Logbook. The front entrance officer shall notify the inmate's housing unit to send the inmate to the counsel visit area.
2. In the event the inmate is not in the housing unit at the time, the housing officer shall contact the area to which the inmate was sent and notify the inmate. The inmate shall be provided a pass or escorted to the counsel visit area immediately upon notification unless a change of tour count is in progress or emergency exists. In the event that the inmate wishes to return to his or her housing area to pick up legal materials for the visit before proceeding to the visit, the inmate shall be permitted to do so. If such a detour causes the time periods set forth in this directive to be exceeded, the detour shall be noted as the cause of the delay.
3. The front entrance officer shall verify the inmate's arrival at the counsel visit area. The counsel visit officer shall complete an attorney visit card, using the front entrance logbook to complete the attorney's time of arrival at the facility. Upon commencement of the attorney visit the card shall be time stamped in the appropriate section and retained by the officer.

	EFFECTIVE DATE 12/29/00	SUBJECT ATTORNEY VISITS	
	CLASSIFICATION # 6002		
	DISTRIBUTION A	PAGE 5 OF 6 PAGES	

III. PROCEDURES (continued)

4. An attorney conducting multiple visits in a borough facility will obtain a new attorney visit card from the counsel visit officer when the attorney requests that an inmate be brought to the counsel visit area for a subsequent visit. The procedures set out in paragraph C.3 above shall then be followed for each subsequent visit.
5. The front entrance officer shall bring to the attention of the area supervisor any Attorney Visit that does not commence within thirty of the attorney's registration at the facility front entrance. The supervisor shall initiate an investigation and forward the results and any recommendations to the Program Deputy Warden .
6. Any complaint from an attorney concerning a delay in commencing a visit over thirty minutes from the front entrance shall be brought to the attention of the area supervisor. If an attorney's concerns about any such delay are not being reasonably addressed, the attorney may speak with the supervisor. The supervisor shall take immediate steps to locate the inmate for the visit and then initiate an investigation into the reason(s) for the delay. A written report of the results of the investigation and any recommendations shall be submitted to the Program Deputy Warden.

D. Scheduling Attorney Visits in Advance

1. Attorneys may call the Department to inquire whether an inmate will be available at a particular time and to leave a message informing the inmate of the time of the attorney's intended visit.
2. Attorneys are also permitted to schedule visits up to forty-eight hours in advance by calling the General Office of the inmate's housing facility. Upon verification that the inmate is housed in that facility and not scheduled for court, the staff member receiving the call will contact the counsel visit officer for space availability and complete the Advance Notification of Attorney Visit form and forward it to the facility Program office. Visits may be scheduled in one-hour blocks for a maximum of two hours. If the space is not needed for another scheduled visit, the visit may extend beyond the two hours.
3. The program officer shall notify the counsel visit officer of the date and time of the scheduled Attorney Visit so that the information can be recorded and an area reserved. A scheduled Attorney Visit shall take priority over an unscheduled Attorney Visit. Upon arrival of an attorney with a scheduled visit the counsel visit officer is authorized to suspend any unscheduled visits

	EFFECTIVE DATE 12/28/00	SUBJECT ATTORNEY VISITS	
	CLASSIFICATION # 6002		
	DISTRIBUTION A	PAGE 6 OF 6 PAGES	

III. PROCEDURES (continued)

(Attorney for unscheduled visit should be advised that his visit might be suspended) should the space be needed to accommodate the scheduled visit. The unscheduled visit can resume when space is available.

4. Scheduled Attorney Visits shall be processed in the same manner as other Attorney Visits. It is the responsibility of the Program officer to ensure the Attorney Visit space is not overbooked and to maintain a listing of scheduled visits.
5. The counsel visit officer shall notify the area supervisor whenever a scheduled attorney visit is delayed.
6. It is not the responsibility of the Department to immediately accommodate attorneys who arrive more than thirty minutes late for a scheduled Attorney Visit. After thirty minutes the visit will be considered an unscheduled visit and processed according to space availability.

E. Monitoring

1. The Program Deputy Warden shall submit a monthly report to the Warden detailing all investigations relative to delayed Attorney Visits and/or complaints concerning delayed Visits.
2. ISCD shall collect the time stamped Attorney Visit cards and copies of the front entrance and attorney visit logbooks from each facility each week.
3. ISCD shall prepare a quarterly report to the court on the performance of the Department relative to Attorney Visits. This quarterly report shall include the number of unscheduled attorney visits displaced by scheduled attorney visits in accordance with paragraph II.G above.

IV. REFERENCES

- A. Board of Correction Minimum Standards for New York City Correctional Facilities, section 1-09 (c) Access to Counsel.
- B. Benjamin v. Kerik, 75 Civ. 3073, Attorney Visit Order (August 3, 2000)
- C. Directive # 6000, entitled "ATTORNEY, LEGAL, AND OFFICAL VISITS." dated 09/03/96.

V. ATTACHMENT

Form # 6002, "ADVANCE NOTIFICATION OF ATTORNEY VISITS."



**CITY OF NEW YORK
DEPARTMENT OF
CORRECTION**

**ADVANCE NOTIFICATION
OF ATTORNEY VISIT**



FORM : #6002
REF : DIRECTIVE #6002

FACILITY:

DATE :

INSTRUCTIONS : PRINT ALL INFORMATION

NAME OF INMATE:

FIRST NAME:

TELEPHONE CALL

CALL RECEIVED BY :

DATE TIME

NAME OF ATTORNEY/ LEGAL VISITOR

TELEPHONE NUMBER

ADDRESS

DATE OF SCHEDULED VISIT

TIME OF SCHEDULED VISIT

PRINT NAME

TITLE

SHIELD/ I.D.NUMBER

SIGNATURE

TITLE

SHIELD/ I.D.NUMBER

INSTRUCTION: ATTORNEYS ARE PERMITTED TO SCHEDULE VISITS UP TO FORTY-EIGHT HOURS IN ADVANCE BY CALLING THE GENERAL OFFICE OF THE INMATE'S HOUSING FACILITY. UPON VERIFICATION THAT THE INMATE IS HOUSED IN THAT FACILITY AND NOT SCHEDULED FOR COURT, THE STAFF RECEIVING THE CALL WILL SCHEDULE THE VISIT BY COMPLETING THIS FORM AND FORWARDING IT TO THE COUNSEL VISIT AREA. VISITS MAY BE SCHEDULED IN ONE-HOUR BLOCKS FOR A MAXIMUM OF TWO HOURS. IF SPACE IS NOT NEEDED FOR ANOTHER SCHEDULED VISIT, THE VISIT MAY BE EXTEND BEYOND THE TWO HOURS.

INSTRUCTION:

- ONE (1) ORIGINAL INMATE FOLDER
- ONE (1) COPY TO DEPUTY WARDEN PROGRAM
- ONE (1) COPY TO ATTORNEY VISITING

**NEW YORK CITY DEPT. OF CORRECTION
1-DAY ATTORNEY/ATTORNEY ASST. VISIT PASS**

The person whose signature appears below is authorized to visit the inmate named herein on the date indicated for the purpose shown.

JOHN DOE
NAME OF VISITOR

000 LEX AVE, NEW YORK, N.Y. 00000
BUSINESS ADDRESS

JOHN Q PUBLIC
NAME OF INMATE

ATTORNEY
OCCUPATION

000000000000
BIC NO.

EXP: 01/01/2013



01/01/2013 Date of Issue

01/01/2013 Expiration Date

BING BING
Institution

LEGAL
Purpose of Visit

PAA-1 00000
Title of Issuing Officer

No. 20071

This pass must be surrendered upon completion of visit or upon demand.

If found return to:
New York City Department of Correction
Human Resources, Legal Pass Office
75-20 Astoria Boulevard, Suite 320
East Elmhurst, New York 11370
(718) 546-3161

**NEW YORK CITY DEPT. OF CORRECTION
4-MONTH ATTORNEY ASSISTANT VISIT PASS**

JOHN DOE
First Name
Last Name

000 LEX AVE
Business Address
NEW YORK, N.Y. 00000

EXP: 01/01/2013



180 Weight

5'10" Height

BRN Hair

BRN Eyes

ATTORNEY ASSISTANT
Occupation

01/01/2013 Date of Issue

01/01/2013 Expiration Date

PAA-1 00000
Title of Issuing Officer

No. 20071

If found return to:
New York City Department of Correction
Human Resources, Legal Pass Office
75-20 Astoria Boulevard, Suite 320
East Elmhurst, New York 11370
(718) 546-3161

**NEW YORK CITY DEPT. OF CORRECTION
1-YEAR ATTORNEY ASSISTANT VISIT PASS**

JOHN DOE
First Name
Last Name

000 LEX AVE
Business Address
NEW YORK, N.Y. 00000

EXP: 01/01/2013



180 Weight

5'10" Height

BRN Hair

BRN Eyes

ATTORNEY ASSISTANT
Occupation

01/01/2013 Date of Issue

01/01/2013 Expiration Date

PAA-1 00000
Title of Issuing Officer

No. 20071

If found return to:
New York City Department of Correction
Human Resources, Legal Pass Office
75-20 Astoria Boulevard, Suite 320
East Elmhurst, New York 11370
(718) 546-3161

**NEW YORK CITY DEPT. OF CORRECTION
3-YEAR ATTORNEY VISIT PASS**

JOHN DOE
First Name
Last Name

000 LEX AVE
Business Address
NEW YORK, N.Y. 00000

EXP: 01/01/2013



180 Weight

5'10" Height

BRN Hair

BRN Eyes

FIFTH DEPT.
Judicial Dept. NYS Bar Admission

01/01/2000 Date of Bar Admission

01/01/2013 Date of Issue

01/01/2013 Expiration Date

PAA-1 00000
Title of Issuing Officer

No. 20071

If found return to:
New York City Department of Correction
Human Resources, Legal Pass Office
75-20 Astoria Boulevard, Suite 320
East Elmhurst, New York 11370
(718) 546-3161

FROM: CHIEF'S ORDER
TO :
SUBJ:

MSG#: 2007-002822
SENT: 04/03/07 1521 HRS

TELETYPE ORDER NO. HQ -00847-0

DATE APRIL 03, 2007

TO COMMANDING OFFICERS, FACILITIES AND DIVISIONS

FROM MARTIN F. HORN, COMMISSIONER

SUBJECT DIRECTIVE 6002 ATTORNEY VISITS (REVISION NOTICE)

*** * * * * I M M E D I A T E A T T E N T I O N * * * * ***

1. PENDING THE REVISION OF DIRECTIVE 6002, ENTITLED "ATTORNEY VISITS" DATED 12/29/00, THE FOLLOWING REVISION IS EFFECTIVE IMMEDIATELY:

SECTION III., PROCEDURES, SECTION "A", PARAGRAPH 4 a, b & c, ADDED TO READ AS FOLLOWS:

4. **a. REQUESTS BY DEFENSE ATTORNEYS OR THEIR REPRESENTATIVES TO VIEW VIDEO TAPES AND/OR DIGITAL VIDEO (DVD) DISKS OR LISTEN TO AUDIO TAPES AND/OR COMPACT DISKS (CD/ROM) RELATIVE TO THEIR CLIENT'S CASES, DURING A VISIT WITH THEIR CLIENT, SHALL BE COORDINATED THROUGH THE DEPUTY WARDENS OF SECURITY OR THEIR DESIGNEES. COURT ORDERS AND LEGAL DIVISION APPROVAL ARE NOT REQUIRED.**

b. THESE VISITS SHALL BE TREATED IN THE SAME MANNER AS ANY OTHER ATTORNEY VISIT AND THE SAME SECURITY PRECAUTIONS SHOULD BE TAKEN. VIEWING AND/OR LISTENING TO TAPES, DVD AND CD/ROM MEDIA, WHICH ARE RELEVANT TO THE COURT CASE, IS ESSENTIAL TO DUE PROCESS AND THE INMATE'S RIGHT TO COUNSEL.

c. SECURITY OFFICE STAFF SHALL PROVIDE VIDEO PLAYERS SO THAT THE VIEWING MAY BE CONDUCTED IN AN EXPEDITIOUS AND SECURE MANNER. AUDIO PLAYERS (WITH MULTI-LISTENING DEVICES) SHALL BE PROVIDED BY THE ATTORNEYS SO AS NOT TO INTERFERE WITH OTHER ATTORNEY VISITS.

2. ALL OTHER PROVISIONS OF DIRECTIVE 6002 REMAIN IN FULL FORCE AND EFFECT.

3. COMMANDING OFFICERS OF FACILITIES AND DIVISIONS ARE DIRECTED TO ENSURE THAT THE APPROPRIATE PERSONNEL ARE APPRISED OF THE CONTENTS OF THIS TELETYPE ORDER AND INSTRUCTED ACCORDINGLY. COMMANDING OFFICERS ARE ALSO TO ENSURE THAT THIS TELETYPE ORDER IS POSTED IN APPROPRIATE AREAS.

4. COMMANDING OFFICERS OF FACILITIES AND DIVISIONS SHALL ALSO ENSURE STRICT COMPLIANCE WITH THE FOREGOING, AND THAT COMMAND-LEVEL ORDERS ARE REVIEWED AND REVISED TO INCLUDE THE ABOVE PROVISIONS.

AUTHORITY:
COMMISSIONER
RMG/FM

FROM: CHIEF'S ORDER
TO :
SUBJ:

MSG#: 2008-009545
SENT: 12/18/08 1735 HRS

TELETYPE ORDER NO. HQ -03149-0

DATE DECEMBER 18, 2008
TO COMMANDING OFFICERS, FACILITIES AND DIVISIONS
FROM MARTIN F. HORN, COMMISSIONER
SUBJECT COUNSEL VISITS FOR ATTORNEY REPRESENTATIVES

1. IN ORDER TO CLARIFY DIRECTIVE NO. 6002 ENTITLED "ATTORNEY VISITS", DATED 12/29/00 (AS AMENDED), AND IN ACCORDANCE WITH DIRECTIVE NO. 6000R-A ENTITLED "ATTORNEY, LEGAL, AND OFFICIAL VISITS", DATED 04/07/05 STAFF ARE REMINDED TO ADHERE TO THE FOLLOWING PROCEDURES:

- A. LEGAL ASSISTANTS, INVESTIGATORS, SOCIAL WORKERS, ETC., EMPLOYED BY AN ATTORNEY, WHO WISH TO VISIT WITH AN INMATE OR INMATES HOUSED ON RIKERS ISLAND, SHALL REGISTER AT THE SAMUEL PERRY CONTROL BUILDING AND BE PROCESSED IN THE SAME MANNER AS THE ATTORNEY(S) THEY REPRESENT.
- B. SUCH LEGAL ASSISTANTS, INVESTIGATORS, SOCIAL WORKERS, ETC., MUST HAVE A VALID IDENTIFICATION CARD FROM THEIR EMPLOYER AND THE APPROPRIATE DOC ISSUED DEPARTMENTAL PASS.
- C. DOC STAFF SHALL FOLLOW THE PROCEDURES SET FORTH IN DIRECTIVE #6002 WITH REGARD TO THE ISSUANCE AND TIME STAMPING OF THE ATTORNEY VISIT CARDS. THE YELLOW CARDS ARE TO BE ISSUED AT THE SAMUEL PERRY CONTROL BUILDING AND THE BLUE CARDS AT THE HOUSING FACILITIES.
- D. STAFF ARE FURTHER REMINDED THAT HOUSING FACILITIES LOCATED OFF RIKERS ISLAND WILL FOLLOW THE SAME PROCEDURES WITH THE EXCEPTION OF USING THE YELLOW CARDS WHICH ARE ONLY FOR USE WITH RIKERS ISLAND ATTORNEY VISITS.
- E. ALL OTHER PROVISIONS OF DIRECTIVE #6002 AND #6000R-A REMAIN IN FULL FORCE AND EFFECT.

2. COMMANDING OFFICERS SHALL ENSURE THAT A COMMAND LEVEL ORDER IS PROMULGATED WITH A COPY BEING MAINTAINED ON POST AT THE FRONT ENTRANCE.

3. COMMANDING OFFICERS SHALL ENSURE THAT THE CONTENTS OF THIS TELETYPE ORDER IS STRICTLY ADHERED TO AND POSTED IN APPROPRIATE AREAS FOR STAFF TO REVIEW.

4. COMMANDING OFFICERS OF FACILITIES AND DIVISIONS ARE TO ENSURE THAT THIS TELETYPE ORDER IS READ AT TWENTY-ONE (21) CONSECUTIVE ROLL CALLS.

AUTHORITY:
COMMISSIONER
HA/CR

FROM: CHIEF'S ORDER
TO :
SUBJ:

MSG#: 2013-002009
SENT: 04/02/13 1036 HRS

TELETYPE ORDER NO. HQ -00738-0

DATE APRIL 02, 2013
TO COMMANDING OFFICERS, FACILITIES AND DIVISIONS
FROM EVELYN A. MIRABAL, CHIEF OF DEPARTMENT
SUBJECT OPERATIONS ORDER 01/10 ENTITLED, "ATTORNEY, NON-ATTORNEY AND LEGAL ASSISTANT ACCESS TO COURT FACILITIES"

***** I M M E D I A T E A T T E N T I O N *****

1. PENDING THE REVISION OF OPERATIONS ORDER 01/10 ENTITLED, "ATTORNEY, NON-ATTORNEY AND LEGAL ASSISTANT ACCESS TO COURT FACILITIES" DATED JANUARY 1, 2010, THE FOLLOWING AMENDMENT IS EFFECTIVE IMMEDIATELY.

2. ON PAGE 2 OF OPERATIONS ORDER 01/10, SECTION III. ACCESS TO SECURE COURT PENS BY ATTORNEYS, NON-ATTORNEYS AND LEGAL ASSISTANTS WITH VALID IDENTIFICATION, REPLACE SUB SECTION A.2 WITH NEW SUB SECTION A.2 BELOW:

2. THE DOC LEGAL DIVISION PASS (ATTORNEY AND ATTORNEY ASSISTANT)

- A. GREEN, THREE-YEAR ATTORNEY VISIT PASS
- B. PINK, ONE YEAR ATTORNEY ASSISTANT VISIT PASS
- C. BLUE, FOUR-MONTH ATTORNEY ASSISTANT VISIT PASS
- D. YELLOW, ONE DAY ATTORNEY/ATTORNEY ASSISTANT VISIT PASS

3. ON PAGE 5 SECTION VI. ATTACHMENTS, REPLACE SECTION B. WITH NEW SECTION B. BELOW:

B. DOC LEGAL DIVISION PASS (ATTORNEY-GREEN, ATTORNEY ASSISTANT-PINK, ATTORNEY ASSISTANT-BLUE, AND ATTORNEY/ATTORNEY ASSISTANT-YELLOW) SAMPLES

4. THERE IS NO CHANGE TO ANY OTHER CURRENT POLICY PURSUANT TO ATTORNEY VISITS, OTHER THAN THE ADDITION OF THE NEW BLUE FOUR-MONTH ATTORNEY ASSISTANT PASS SPECIFIED IN THIS TELETYPE ORDER, AND THE CHANGE FROM "LEGAL" ASSISTANT TO "ATTORNEY" ASSISTANT TITLE OF THAT PASS.

5. EFFECTIVE APRIL 1, 2013, THE HUMAN RESOURCES, LEGAL PASS OFFICE, WILL ONLY ISSUE THE FOUR PASSES DENOTED ABOVE.

NOTE: D.O.C. WILL CONTINUE TO ACCEPT PREVIOUSLY ISSUED GREEN, PINK, AND YELLOW PASSES WITH "LEGAL" PASS IN THE TITLE, UNTIL THAT PASS EXPIRES AS INDICATED BY THE EXPIRATION DATE ON THE PASS.

6. ACCESS TO A FACILITY WITH AN ATTORNEY/ATTORNEY ASSISTANT PASS IS RESTRICTED TO ONLY THOSE AREAS WITHIN THE COMMAND WHERE COUNSEL VISITS ARE AUTHORIZED TO OCCUR.

7. ALL COMMANDING OFFICERS OF FACILITIES AND DIVISIONS ARE DIRECTED TO ENSURE THAT:

- A. THE APPROPRIATE PERSONNEL ARE APPRISED OF THE CONTENTS OF THIS TELETYPE ORDER AND INSTRUCTED ACCORDINGLY;
- B. THIS TELETYPE ORDER IS TO BE PLACED IN ALL COURT FACILITY'S MAIN ENTRANCE AND PORT OF ENTRY POST ORDER FOLDERS, POSTED IN ALL OTHER APPROPRIATE AREAS AND STRICTLY COMPLIED WITH; AND
- C. THE CONTENTS OF THIS TELETYPE ORDER IS TO BE READ AT TWENTY-ONE (21) CONSECUTIVE ROLL CALLS.

AUTHORITY:
CHIEF OF DEPARTMENT
MM/CR

FROM: CHIEF'S ORDER
TO :
SUBJ:

MSG#: 2013-002021
SENT: 04/02/13 1334 HRS

TELETYPE ORDER NO. HQ -00743-0

DATE APRIL 02, 2013

TO COMMANDING OFFICERS, FACILITIES AND DIVISIONS

FROM EVELYN A. MIRABAL, CHIEF OF DEPARTMENT

SUBJECT OPERATIONS ORDER 28/88 ENTITLED, "VISITING ATTORNEYS, LEGAL ASSISTANTS/INVESTIGATORS WITH D.O.C. ISSUED PASSES - REGISTRATION PROCEDURES UPON ENTERING A DEPARTMENT FACILITY"

******* I M M E D I A T E A T T E N T I O N *******

1. PENDING THE REVISION OF OPERATIONS ORDER 28/88 ENTITLED, "VISITING ATTORNEYS, LEGAL ASSISTANTS/INVESTIGATORS WITH D.O.C. ISSUED PASSES - REGISTRATION PROCEDURES UPON ENTERING A DEPARTMENT FACILITY" AS AMENDED, DATED DECEMBER 31, 2009, THE FOLLOWING AMENDMENT IS EFFECTIVE IMMEDIATELY.

2. ON PAGE 1 OF OPERATIONS ORDER 28/88, PROCEDURE, REPLACE SECTION 6 WITH NEW SECTION 6 BELOW:

*6 - IN THE COLUMN, "ADDRESS OF AGENCY," ONLY THE TYPE OF D.O.C. PASS AND PASS NUMBER WILL BE ENTERED FOR THOSE PERSONS WITH PASSES. ALL OTHERS MUST ENTER THEIR BUSINESS ADDRESS.

*THIS AGENCY'S HUMAN RESOURCES, LEGAL PASS OFFICE, ISSUES FOUR (4) TYPES OF PASSES:

- A. GREEN, THREE-YEAR ATTORNEY VISIT PASS
- B. PINK, ONE YEAR ATTORNEY ASSISTANT VISIT PASS
- C. BLUE, FOUR-MONTH ATTORNEY ASSISTANT VISIT PASS
- D. YELLOW, ONE DAY ATTORNEY/ATTORNEY ASSISTANT VISIT PASS

3. THERE IS NO CHANGE TO ANY OTHER CURRENT POLICY PURSUANT TO ATTORNEY VISITS, OTHER THAN THE ADDITION OF THE NEW BLUE FOUR-MONTH ATTORNEY ASSISTANT PASS SPECIFIED IN THIS TELETYPE ORDER, **AND** THE CHANGE IN TITLE FROM "LEGAL" ASSISTANT TO "ATTORNEY" ASSISTANT ON THE PASSES.

4. EFFECTIVE APRIL 1, 2013, THE HUMAN RESOURCES, LEGAL PASS OFFICE, WILL ONLY ISSUE THE PASSES DENOTED ABOVE.

NOTE: D.O.C. WILL CONTINUE TO ACCEPT PREVIOUSLY ISSUED GREEN, PINK, AND YELLOW PASSES WITH "LEGAL" PASS DENOTED IN THE TITLE, UNTIL SUCH TIME THAT THE PASS EXPIRES AS INDICATED BY THE EXPIRATION DATE ON THE PASS.

5. ACCESS TO A FACILITY WITH AN ATTORNEY/ATTORNEY ASSISTANT PASS IS RESTRICTED TO ONLY THOSE AREAS WITHIN THE COMMAND WHERE COUNSEL VISITS ARE AUTHORIZED TO OCCUR.

6. ALL COMMANDING OFFICERS OF FACILITIES AND DIVISIONS ARE DIRECTED TO ENSURE THAT:

A. THE APPROPRIATE PERSONNEL ARE APPRISED OF THE CONTENTS OF THIS TELETYPE ORDER AND INSTRUCTED ACCORDINGLY;

B. THIS TELETYPE ORDER IS TO BE PLACED IN ALL MAIN ENTRANCE AND PORT OF ENTRY POST ORDER FOLDERS, POSTED IN ALL OTHER APPROPRIATE AREAS AND STRICTLY COMPLIED WITH; AND

C. THE CONTENTS OF THIS TELETYPE ORDER IS TO BE READ AT TWENTY-ONE (21) CONSECUTIVE ROLL CALLS.

AUTHORITY:
CHIEF OF DEPARTMENT
MM/CR

FROM: CHIEF'S ORDER
TO :
SUBJ:

MSG#: 2013-001863
SENT: 04/03/13 1509 HRS

TELETYPE ORDER NO. HQ -00752-0

DATE APRIL 3, 2013

TO COMMANDING OFFICERS, FACILITIES AND DIVISIONS

FROM EVELYN A. MIRABAL, CHIEF OF DEPARTMENT

SUBJECT PROCEDURES FOR ALL PORTS OF ENTRY

1. PENDING THE PROMULGATION OF A COMPREHENSIVE POLICY REGARDING PORT OF ENTRY PROCEDURES THE FOLLOWING SHALL BE IMPLEMENTED IMMEDIATELY.

2. PERSONS ENTERING A DEPARTMENT FACILITY SHALL DISPLAY THE FOLLOWING CREDENTIALS TO THE SATISFACTION OF THE OFFICER ASSIGNED TO THE FRONT GATE, AND TO ANY OTHER UNIFORMED MEMBER OF SERVICE ASSIGNED TO THE MAIN ENTRANCE:

- A. VALID PHOTO IDENTIFICATION ACCEPTABLE TO THE DEPARTMENT; AND
- B. SHIELD (IF APPLICABLE).

3. THE OFFICER ASSIGNED TO THE FRONT GATE SHALL NOT PERMIT ACCESS TO THE FACILITY WITHOUT FACE-TO-PHOTO CONFIRMATION OF THE PERSON'S IDENTITY AND CONFIRMATION OF THE CREDENTIALS AS VALID.

4. STAFF ASSIGNED TO THE FRONT GATE SHALL INSPECT THE IDENTIFICATION CARD TO DETERMINE WHETHER IT HAS EXPIRED (IF THERE IS AN EXPIRATION DATE). IN ADDITION, STAFF SHALL DETERMINE WHETHER THE IDENTIFICATION CARD SHOW SIGNS OF TAMPERING.

5. IF A VISITOR HAS AN IDENTIFICATION CARD AND A SHIELD, THE OFFICER MUST VERIFY THAT THE AGENCY LISTED ON THE IDENTIFICATION CARD AS WELL AS THE RANK OR TITLE, IF PROVIDED, MATCHES THE AGENCY AND RANK OR TITLE DEPICTED ON THE SHIELD.

6. THE FRONT GATE OFFICER, AND ANY OFFICER ASSIGNED TO THE MAIN ENTRANCE, MAY DENY ANY PERSON ACCESS TO THE FACILITY PENDING VERIFICATION OF PROPER IDENTIFICATION AND CREDENTIALS.

7. IN CASES WHERE THE OFFICER ASSIGNED TO THE FRONT GATE, IDENTIFIES DISCREPANCIES, IS CONCERNED ABOUT TAMPERING, HAS ANY QUESTIONS ABOUT WHETHER THE PERSON SHOULD BE ADMITTED OR SUSPECTS THAT A PERSON MAY NOT BE WHO HE OR SHE CLAIMS, THE FRONT GATE OFFICER SHALL RETAIN POSSESSION OF THE

IDENTIFICATION CARD (AND SHIELD, IF APPLICABLE), DENY THE PERSON ACCESS AND REQUEST THE ASSISTANCE OF A SUPERVISOR WHO SHALL REPORT TO THE FRONT GATE AND EVALUATE THE MATTER.

8. UNIFORMED STAFF MAY DETAIN ANY PERSON WHO KNOWINGLY PRESENTS A FAKE/FRAUDULENT IDENTIFICATION CARD IN AN ATTEMPT TO ACCESS A DEPARTMENT OF CORRECTION FACILITY. UNIFORMED STAFF WHO REASONABLY SUSPECT THAT AN IDENTIFICATION CARD IS FAKE/FRAUDULENT SHALL CONFISCATE THE CARD AND NOTIFY A SUPERVISOR WHO SHALL EVALUATE THE SITUATION. IMMEDIATE NOTIFICATION TO THE FACILITY'S TOUR COMMANDER, THE SPECIAL OPERATIONS DIVISION'S TOUR COMMANDER, AND THE INTELLIGENCE UNIT SHALL BE MADE IN THE EVENT ANY PERSON IS DETAINED FOR KNOWINGLY PRESENTING A FAKE/FRAUDULENT IDENTIFICATION CARD.

9. THE CAPTAIN RESPONSIBLE FOR THE FRONT GATE SHALL REVIEW FRONT GATE SIGN-IN LOGBOOKS AT LEAST TWICE PER TOUR FOR COMPLETE AND LEGIBLE ENTRIES.

10. ANY AUTHORIZED CONTRACTOR OR DOC EMPLOYEE MAKING AN APPROVED DELIVERY TO A FACILITY. ENTERING A SPECIFIC AREA OF A FACILITY THROUGH A PORT OF ENTRY OTHER THAN THE FRONT GATE (I.E., COMMISSARY, KITCHEN, ETC.) SHALL NOT BE PERMITTED ACCESS BEYOND THAT AREA FOR ANY REASON. TO ACCESS ANY OTHER PART OF THE FACILITY, THAT PERSON MUST DEPART THROUGH THE SAME PORT OF ENTRY AND THEN, REENTER THE FACILITY VIA THE FRONT GATE AND SATISFACTORILY REPEAT THE CREDENTIALING PROCESS.

11. COMMANDING OFFICERS OF FACILITIES AND DIVISIONS SHALL ENSURE THAT THIS TELETYPE ORDER IS READ AT TWENTY-ONE (21) CONSECUTIVE ROLL CALLS AND POSTED IN APPROPRIATE EMPLOYEE AREAS.

AUTHORITY:
OFFICE OF THE CHIEF OF DEPARTMENT
MM/CR